*9.15.21: The following policy language replaces the following sub-sections within "Section Two: Program Accreditation Process" of the IACBE Accreditation Process Manual:*

- *The IACBE process*
- *Educational Membership*
- *Candidate for Accreditation*
- *First-Time Accreditation and Reaffirmation of Accreditation*

# IACBE MEMBERSHIP STATUSES AND ACCREDITATION PROCESS

The basic steps for achieving IACBE specialized accreditation for eligible business-related programs is as follows:

Step 1: Be an Educational Member in good standing.

Step 2: Achieve Candidacy status through successful completion of the Candidate for Accreditation of Business-Related Programs process described below.

Step 3: Successfully complete the Accreditation process described in detail below: Educational Membership > Candidate for Accreditation > Member with Accredited Programs.

Information regarding the costs associated with the memberships and processes described below is available on the IACBE website under About > Costs and Fees. Since the costs for visits are dependent on variable factors, the IACBE should be contacted for an estimate.

## Educational Membership

*An Educational Member of the IACBE has met the IACBE's requirements for educational membership and has affirmed its commitment to excellence in business education.*

To become an educational member of the IACBE:

Step 1
Apply for Educational Membership. The Educational Membership application form is available on the IACBE website (www.iacbe.org) under "Become a Member" and "Resources". The application includes providing:
   a. Evidence that the member has a publicly stated mission appropriate higher education. This mission must have been approved by the institution's governing body (i.e., trustees, regents, directors).
   b. Evidence that the institution grants degrees at the U.S.-equivalent level: associate, bachelor, masters, doctoral.

c. A copy of the most recent catalogs, prospectuses, marketing brochures, or other materials that describe the institution's undergraduate and graduate degree business-related programs. If this material is available online, provide the direct link(s) to this information.

d. Affirmation of commitment to excellence in business education

Step 2
a. Upon approval of the Educational Membership, pay the applicable Membership dues. Failure to make timely payment will result in the cancellation of the application for IACBE Educational Membership.

Once the Educational Membership process is complete, a representative of the IACBE will contact the designated IACBE primary representative to discuss the next steps in the IACBE specialized accreditation process.

An Educational Membership allows those within the institution to access IACBE Member-only Resources. Educational Membership does not imply accreditation of any type, nor does it guarantee that any business program(s) will be accredited by the IACBE. The institution will be allowed to publicize that it is an Educational Member of the IACBE, but only in the methods prescribed by IACBE policies.

## Candidate for Accreditation of Business-Related Programs (Candidate for Accreditation)

*A Candidate for Accreditation of business-related programs has met the IACBE's requirements to be a Candidate for Accreditation and maintains good standing at the institutional level in its current accreditation from a recognized accrediting agency or recognition agency appropriate to its geographic region. A Candidate for Accreditation has (i) successfully completed the IACBE's candidacy requirements relating to its business-related programs, resources, and operational processes, (ii) affirmed its commitment to excellence in business education, and (iii) been deemed eligible by the IACBE Board of Commissioners to undergo a review of its business programs for specialized accreditation.*

To become an IACBE Candidate for Accreditation, complete the following steps:

Step 1
a. Be an IACBE Educational Member in good standing.
b. Submit Candidacy Application Part I, including:
    a. evidence that the institution grants business degrees at the U.S.-equivalent of the associate, bachelor, master, or doctoral level.
    b. evidence that the institution has current institutional accreditation/recognition from a recognized institutional accrediting agency, or from the recognition

agency appropriate to its geographic region, and that the accreditation/recognition is in good standing.

Step 2
  a. Have at least one class of graduates from each business program to be considered for accreditation eligibility prior to submission of the Application for First-Time Accreditation.
  b. Attend the IACBE Accreditation Institute within one year immediately prior to the submission of the Candidacy Application Part II.
  c. Submit a complete Outcomes Assessment Plan (OAP). The OAP must include all business programs for which specialized accreditation is being sought and meet all current IACBE expectations and requirements.
  d. Submit a completed Candidacy Application Part II and pay the relevant application fee. More information regarding the application is available on the IACBE website under Resources > Member Resources.

Step 3
  a. Undergo a candidacy visit by an IACBE representative.
  b. Respond to the Report of Findings from the candidacy visit.

Step 4
  a. Have the application, OAP, site visit Report of Findings, and response to the Report of Findings reviewed by the IACBE Board of Commissioners.

Candidate for Accreditation of Business Programs is the first step in the accreditation process. The purpose of obtaining Candidate for Accreditation status (Candidacy) is to provide an opportunity to prepare a demonstration of the business-related programs' compliance with the IACBE's Accreditation Principles through the development of a comprehensive self-study, implementation of an assessment plan, and on-site peer review. Upon achievement of Candidacy status, publication of the Candidacy status will be allowed – but only in accordance with the prescribed IACBE policies.

## Member with Accredited Programs

*A Member with Accredited Programs has successfully completed the IACBE accreditation process, achieving IACBE specialized accreditation for one or more business-related programs, and has affirmed its continued commitment to excellence in business education. The specialized accreditation granted by the IACBE is specific to the programs granted accreditation – this does not include any accreditation/approval of the overall institution or any of its business units.*

In order for the business-related program(s)[1] to be considered for specialized accreditation by the IACBE, complete the following steps:

Step 1

a. Be a Candidate for Accreditation or Member with Accredited Programs in good standing.

Step 2

a. Have at least one set of outcomes assessment results from graduates of each program to be considered for accreditation.
b. Apply for accreditation and pay the relevant fee.
    (i) The application must be submitted, and the fee must be paid prior to the beginning of the self-study year.

Step 3

a. Have at least one representative participate in the IACBE Accreditation Institute within 18 months preceding the beginning of the self-study year. This individual must be directly involved in the Self-Study and outcomes assessment processes.
    1. If the individual who attended the Accreditation Institute is no longer employed by the institution before the Self-Study year, the requirement is no longer considered met and another individual will be required to attend the Accreditation Institute.
b. Schedule the site visit.
c. Determine the programs to be included in consideration for first-time or reaffirmation of accreditation. [1]
d. Fully implement the Outcomes Assessment Plan (OAP), including the collection and analysis of at least one full set of results for each business-related program to be considered for accreditation.
e. Submit a draft self-study[2] and all supporting materials at least 120 days prior to the scheduled site visit.
f. Participate in a technical review with your IACBE Liaison.
g. Prepare and submit the final self-study and all supporting materials at least 60 days prior to the scheduled site visit.
h. Undergo a site visit.
i. Have the application, Self-Study, OAP, site visit Report of Findings, and response to the Report of Findings reviewed by the IACBE Board of Commissioners.

Upon achievement of IACBE specialized accreditation for program(s), publication of the accredited status will be allowed – but only in accordance with the prescribed IACBE policies.

Member benefits are available to employees and students of the Member with Accredited Programs. Such benefits include reduced rates to attend workshops or conferences, webinars, and resources for ensuring continuous quality improvement in the delivery of business education.

[1] You may choose to seek an additional level of specialized accounting accreditation for accounting programs either concurrently with, or subsequent to the business program accreditation process. The specialized accounting accreditation has a pre-requisite that the

program(s) must concurrently achieve, or have previously achieved, specialized business accreditation. All materials for seeking IACBE specialized accreditation are available on the IACBE website at [www.iacbe.org](www.iacbe.org)  under Resources > Member Resources.

[2] Guidelines for preparing the self-study are found in the IACBE's *Self-Study Manual.* It is essential that these guidelines be followed, and all relevant IACBE templates be used. Incomplete, inaccurate, or poorly organized information may jeopardize a program's ability to achieve specialized accreditation. The IACBE headquarters is available to answer questions throughout the process. Additionally, each member is assigned an IACBE Liaison who will serve as a mentor to assist through the accreditation process.

*9.15.21: The following policy language replaces the following sub-section within "Section Two: Program Accreditation Process" of the IACBE Accreditation Process Manual:*

- *Public Notification of Accreditation*

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***Following is the approved language for Members to use on their websites wherever they publish information regarding their IACBE Affiliation.***

## Public Statement of IACBE Accreditation: Member with Accredited Programs

*A Member with Accredited Programs has successfully completed the IACBE accreditation process, achieving IACBE specialized accreditation for one or more business-related programs, and has affirmed its continued commitment to excellence in business education. The specialized accreditation granted by the IACBE is specific to the programs granted accreditation – this does not include any accreditation/approval of the overall institution or any of its business units.*

For Member with accredited programs, the following language must be used on the Member's homepage, where "status page" is a link to your IACBE status page available from our website. To find the url for your Member Status Page, go to IACBE > Accreditation > Member Status Information and search for your institution. The Member Status Page will be available from the link on the right of the institution's name (Member Status column).

> *The Academic Business Unit at Institution has received specialized accreditation for its business program(s) through the International Accreditation Council for Business Education (IACBE) located at 11960 Quivira Road in Overland Park, Kansas, USA. For a list of accredited programs please view our IACBE member status page.*

## Public Statement: Candidacy

*A Candidate for Accreditation of business-related programs has met the IACBE's requirements to be a Candidate for Accreditation and maintains good standing at the institutional level in its current accreditation from a recognized accrediting agency or recognition agency appropriate to its geographic region. A Candidate for Accreditation has (i) successfully completed the IACBE's candidacy requirements relating to its business-related programs, resources, and operational processes, (ii) affirmed its commitment to excellence in business education, and (iii) been deemed eligible by the IACBE Board of Commissioners to undergo a review of its business programs for specialized accreditation.*

For Members in Candidacy, the following language must be used on the Member's homepage, where "status page" is a link to your IACBE status page available from our website. To find the url for your Member Status Page, go to IACBE > Accreditation > Member Status Information and

search for your institution. The Member Status Page will be available from the link on the right of the institution's name (Member Status column).

> *Academic Business Unit at Institution has been awarded the status of Candidate for Accreditation by the International Accreditation Council for Business Education (IACBE) located at 11960 Quivira Road in Overland Park, Kansas, USA. For a listing of the programs eligible for accreditation, please view our IACBE member status page.*

## Public Statement: Educational Member

*An Educational Member of the IACBE has met the IACBE's requirements for educational membership and has affirmed its commitment to excellence in business education.*

For Educational Members of the IACBE, the following language must be used on the Member's homepage, where "status page" is a link to your IACBE status page available from our website. To find the url for your Member Status Page, go to IACBE > Accreditation > Member Status Information and search for your institution. The Member Status Page will be available from the link on the right of the institution's name (Member Status column).

> *Academic Business Unit at Institution is an Educational Member of the International Accreditation Council for Business Education (IACBE) located at located at 11960 Quivira Road in Overland Park, Kansas, USA. Educational members have not yet undergone accreditation reviews and do not have business programs that are accredited by the IACBE. Please view our member status page.*

*9.15.21: The following policy language replaces the following sub-section within "Section Four: Reporting Requirements" of the IACBE Accreditation Process Manual:*
- *Public Disclosure of Student Achievement*

*2.7.22: The language in bold italics has been added to this section*

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## Annual Reporting Requirements

There are two annual compliance reporting requirements for all Members with IACBE-accredited programs. These requirements help us to ensure accuracy in public statements regarding the type of accreditation that has been granted by the IACBE, confirm accuracy of the published list of accredited programs, and to verify that the most recent student achievement data for IACBE-accredited programs is made available to the public.

1. The IACBE Public Disclosure of Student Achievement (PDSA)
2. Submission of the WebPath Notification (WPN) form is then submitted.

The Public Disclosure of Student Achievement and the Web Path Notification submission templates and instructions are available on the IACBE website under Accreditation > Compliance: Compliance - IACBE

## Public Disclosure of Student Achievement

All IACBE Members with accredited programs must update the Public Disclosure of Student Achievement on an annual basis.

IACBE requires Members with accredited programs to have readily available to the public: evidence of student achievement, **and its expectation for the measure student achievement**. Institutions must report at least one of the following achievement measures for each IACBE-accredited program, using the IACBE template, and including data from the most recently concluded academic year.
- Attrition
- Retention
- Graduation rates
- Licensure pass rates
- Job placement rates
- Employment rates
- Acceptance into advanced degree programs

The Public Disclosure of Student Achievement is to be ***easily accessible*** from the webpage of each academic business unit that offers IACBE-accredited programs. ***If an institution does not have a website, please reach out to the IACBE for guidance***.

## Web Path Notification Form

No later than February 1st of each year, all Members with accredited programs must submit the WebPath Notification Form. The form is to be submit using the online platform found on the IACBE website under Accreditation > Compliance: [Web Path Notification - IACBE](Web Path Notification - IACBE)

Prior to submitting the Web Path Notification Form, be sure to confirm that the Public Disclosure of Student Achievement meets IACBE requirements, and that the statement of IACBE accreditation reflects the approved language.

DO NOT PROVIDE URL ADDRESSES. Beginning with the institution's home page, provide the steps ("clicks") to get to the PDSA and IACBE accreditation statement.
1. Click on 'Academics'
2. Click on 'School of Business'
3. Click on 'IACBE Accreditation'

Please provide a separate form for each academic business unit that offers IACBE-accredited programs. (e.g., if the institution has a School of Business and a School of Continuing and Professional Studies that each offer IACBE-accredited programs).

*4.7.22: The following is an addition to the section "Appendix: Glossary of Terms"*

**Self-Study Year**: the Self-Study Year is defined by the business unit. This will typically correspond to the business unit's standard academic year or can be any rolling twelve-month period. For those seeking First-Time accreditation, the start of the Self-Study year cannot pre-date the date of the Board of Commissioner approval of the "Candidate for Accreditation" status by more than 6 months.

*4.7.22: The following policy language is an addition to "Section Two: Program Accreditation Process" subsection "Site Visit Procedures"*

### Site Visit Platforms
Site visits may be conducted on campus, via a virtual platform, or in a hybrid of the two. The IACBE will make every effort to accommodate the business unit's preference for visit platform but maintains discretion to make the final determination as to the manner in which the site visit will be conducted.

*4.7.22: The following policy language replaces "Section Two: Program Accreditation Process", subsection "New Program Review" of the IACBE Accreditation Process Manual:*

## New Program Review

A business unit must seek IACBE accreditation of any new business programs that it begins to offer if it wishes to have it approved for accreditation within its current period of accreditation (prior to the next reaffirmation review). There are varying levels of new program approval. New programs that require Board of Commissioner approval are those that are substantially different from the programs that are already accredited by the IACBE, and that do not appear in the list of IACBE-accredited programs as identified on the Member's IACBE status page.

Business units must submit a Self-Study version for new programs that require Board of Commissioner approval. The "Requirements for New Programs" that identify the varying levels of new program approvals and the requirements for each is available in the Member Only Resource area of the IACBE website – www.iacbe.org and at the end of this section.

Following are some of the requirements that need to be met in order for the new business programs of an academic business unit to be considered for accreditation by the IACBE:

1. Submit a Report on New Programs through the IACBE website under Compliance > Accreditation.

2. Speak with the business unit's IACBE Liaison to determine which new program approval pathway is appropriate. THIS STEP IS IMPERATIVE in the process to ensure the business unit pursues the appropriate level of approval.

3. Pay its application fee for new program accreditation to the IACBE, if applicable.

4. Prepare relevant sections of the Self-Study and other materials as identified in the Requirements for New Program Approval table.

5. Host a site visit, if required. A site visit will be required for a new program if the new program is at a different academic level than the business unit's current IACBE-accredited programs. A site visit may be required for other new program approval levels if deemed necessary by the Board of Commissioners.

6. Undergo a review and approval by IACBE or the Board of Commissioners, as applicable.

The IACBE headquarters is available to answer questions throughout the preparation of the new program materials. In addition, mentoring services are available to assist the academic business unit in preparing the required self-study components. For more information about IACBE mentoring services, see Section Nine: Mentoring Program.

Submission of materials for new program applications that require a site visit will follow the same timeline as accreditation visits – the draft application materials are due at least 120 days prior to the planned site visit and the final materials are due at least 60 days prior to the scheduled visit. Board of Commissioner review timeline will be determined based on the timing of the site visit and receipt of all post-visit materials. New program reviews that do not require a site visit, but do require Board of

Commissioner approval, must submit the completed application materials at least 90 days prior to a scheduled Board of Commissioners meeting.

No site visit will be conducted until the IACBE has received the final application materials.

Until such time as the new program has been reviewed and approved as required, the academic business unit and its parent institution must not list the new program among those that are accredited by the IACBE or indicate IACBE accreditation of the program in any of its marketing platforms. Upon approval, the program will be included in the business unit's current grant of accreditation.

# Requirements or New Programs

### IACBE Program Eligibility

The IACBE accredits business programs of business units worldwide that lead to degrees at the U.S.-equivalent associate, bachelor's, master's, and doctoral levels.

For the purposes of inclusion in your IACBE grant of accreditation, a program of study is considered to be a 'business program' if and only if it satisfies all of the following three criteria:

- The program leads to the awarding of a degree, diploma, or other U.S.-equivalent credential at the associate, bachelor's, master's, or doctoral level;

- The credit hours (or contact hours as applicable) in the areas of business education[1] in the program constitute 30 percent or more of the total hours required for an undergraduate degree, diploma, or other equivalent credential, or 50 percent or more of the total hours required for a graduate degree, diploma, or other equivalent credential;

- The program appears on a student's official transcript, diploma supplement, or other official record of program completion.

  - All majors, concentrations, specializations, emphases, etc. of a program must appear on a student's official transcript, diploma document, or other official record of program completion

The IACBE does not accredit minors.

### Grandfathering (refer to approval levels below)

**Desk Review Programs**: Upon IACBE approval of the program students in this program are considered to have graduated from an IACBE-accredited program if they were active in the program at the time IACBE receives the application.

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[1] "areas of business education": business administration, accounting, entrepreneurship, finance, human resources, information technology, international business, leadership, logistics, management, marketing, business strategy, economics (principles of microeconomics and macroeconomics), business law, ethics, communication, analytics, and quantitative methods.

**Fast Track Programs:** Upon IACBE approval of the program students in this program are considered to have graduated from an IACBE-accredited program if they were active in the program at the time IACBE receives the application.

**Full Review Programs**: Upon IACBE approval of the program students in this program are considered to have graduated from an IACBE-accredited program if (the earlier of): they were active in the program at the time the IACBE receives the application, or - if outcomes results are submitted with the application - they were in the class of graduates that were included in those results.

**New Degree Levels**: Students in this program are considered to have graduated from an IACBE-accredited program if they graduate after IACBE approval of the program.

## IACBE Self-Study Requirements for New Programs

*Contact your IACBE Liaison for guidance – prior to beginning any of the following – to ensure you follow the appropriate path*

| Self-Study Manual | Desk Review | Fast Track | Full Review | New Degree Level |
|---|---|---|---|---|
| Profile Information | | | X | X |
| Principle 2: Quality Assessment and Advancement | Forward-looking OAP only | Forward-looking OAP only | One set of outcomes results, if available | X |
| Principle 4: Business Curricula and Learning Opportunities | | X | X | X |
| Principle 5: Business Faculty Characteristics, Activities, and Processes | | | X | X |
| Principle 6: Policies, Procedures, and Processes | | | | X |
| Principle 7: Resources Supporting Business Programs | | | X | X |
| Principle 8: External Relationships | | | X | X |

*Responses and materials submitted are to be relevant to the new program only. IACBE may request additional information.*

**Desk Review –**New majors, concentrations, specializations, or other focus areas. may be approved to an already accredited program if the overall program maintains the same business core curriculum. For example: a business unit may have an MBA with several concentrations and decides to add an MBA with a concentration in Marketing. This review track is conducted at the IACBE Staff level.

**Fast Track –** The fast-track process is for new/revised programs which are substantially the same as – share the same common business core curriculum – as an already accredited program at the same credential level. For example: a business unit has an MBA with a concentration in marketing and is revising the program to a Master of Marketing; or the business unit is rolling out a new program "BS in Business Management" that shares the same business core curriculum as its already accredited "BS in Business" program; or the business unit is rolling out a new program "MS in Management" that shares the same business core courses as the already accredited MBA program. Upon IACBE approval of the program students in this program are considered to have graduated from an IACBE-accredited program if they were active in the program at the time IACBE receives the application. This review track is conducted at the IACBE staff level.

**Full Review –** A full review is for new programs that are either entirely new to the business unit or do not share the same full common business core curriculum as an already accredited program. This new program track includes a review by the Board of Commissioners. For example: the business unit is rolling out a new program "BS in Management" that does not shares the same full business core curriculum as its already accredited "BS in Business"; or the business unit is rolling out a new program "MS in Management" that does not share the same full core curriculum as the already accredited MBA program.

**New Degree Level –** The BOC requires a full New Program self-study and review which may include a virtual or face-to-face site visit for all new programs at any level above that which the business unit already has accreditation for. This new program track includes a review by the Board of Commissioners.