



## IACBE Annual Reporting Instructions

All IACBE Members with Accredited programs are required to complete annual compliance reporting **no later than February 1st** of each year. These requirements help ensure accuracy in public statements regarding IACBE accreditation, confirm the accuracy of the published list of accredited programs, and verify that the most recent student achievement data for IACBE-accredited programs is made available to the public. Please refer to the steps below to complete annual compliance reporting:

### **Step 1:** Complete your Public Disclosure of Student Achievement

The IACBE requires Members with Accredited programs to provide the public with evidence of student achievement, including targeted goals and outcomes for achievement.

a. Collect the data:

Institutions must provide reporting on at least one achievement measure for each IACBE accredited program using data from the most recently concluded academic year (for example, reports due February 1, 2025, should use data from the 2023-2024 academic year).

The IACBE approved measures are:

- Attrition
- Retention
- Graduation rates
- Licensure pass rates
- Job placement rates
- Employment rates
- Acceptance into advanced degree program (For example, continuing education to achieve next level degree)

b. Use the data to complete the IACBE Public Disclosure of Student Achievement Template.

The template and examples are available on the [Member Only Resources page](#) of the IACBE website. The “result” column should reflect the data collected. The “target” column should reflect what the department or institution strives for as a result.

c. Post a link to the template on your institution's website. The link should remain posted until the next year’s data replaces it.

### Helpful tips:

Include **all** programs and concentrations (for example, MBA, MBA with a concentration/emphasis in Marketing, etc.). Use your institution’s IACBE Member Status Page as a reference. If programs are no longer offered by the institution, please complete a [Program Termination Report](#), which can be found under Accreditation > Compliance on the IACBE website.

Use any approved measure from the list above. Institutions may change measures from year to year and may use different measures for different programs.

For programs with less than 10 students enrolled, you may indicate “insufficient data is available” in the result column, however, a target must be entered.

Make sure your definition is clear and understandable to the general public (i.e. prospective students and their families).

The Public Disclosure of Student Achievement should be posted on 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.

**Step 2:** Review your institution’s public statement of IACBE Membership

- a. Review your institution’s website to ensure all references to IACBE accreditation reflect only the IACBE-approved language. The approved language can be found on the Member Resources page.

**Step 3:** Submit your Web Path Notification Form

Submission of the Web Path Notification Form is the institution’s attestation that the IACBE Public Disclosure of Student Achievement has been updated and all statements of IACBE accreditation reflect approved language.

- a. Navigate to the [Web Path Notification Form](#) on the IACBE website to complete. This form can be found by clicking on the Accreditation tab, then clicking compliance. We cannot accept email submissions of the web path information.
- b. Complete the contact information. Typically, the form is submitted by the IACBE primary representative, however, any institutional representative may submit. This contact will receive all future communications regarding the submission of the report.
- c. Provide the steps (or “clicks”) to get to the Public Disclosure of Student Achievement document from the institution’s homepage.
- d. Provide the steps (or “clicks”) to get to the IACBE statement of membership from the institution’s homepage.

Example:

1. Click on ‘Academics’ from the menu in the top left corner of the homepage.
2. Click on ‘School of Business’
3. Scroll to the bottom of the page
4. Click on ‘IACBE Accreditation’

Once submitted, your annual reporting will be reviewed, and an IACBE representative will reach out to you if corrections need to be made. All corrections will be due within 30 days. Institutions that do not submit requested corrections may be placed into warning status.

If you have questions regarding the process, please contact [accreditation@iacbe.org](mailto:accreditation@iacbe.org)