

## **Accelerated ACBSP Accreditation Procedures Institutions with full accreditation from IACBE or AACSB International**

The following procedure is provided for institutions seeking ACBSP accreditation and is currently accredited by the International Assembly for Collegiate Business Education (IACBE) or Association to Advance Collegiate Schools of Business (AACSB International). The procedure recognizes an institution has already achieved accreditation status and is now seeking dual accreditation.

ACBSP offers accreditation that is recognized by a number of groups, such as the Council on Higher Education Accreditation (CHEA). The emphasis of ACBSP is on teaching excellence. Hence ACBSP accreditation will provide national recognition for teaching excellence as a unique additional recognition to research excellence. All institutions will find value in marketing their dual accreditation to prospective students, faculty, donors and others important to the strength of the business program.

1. If not already a member of ACBSP, the institution is asked to submit a Member Enrollment Form and required dues payment for July through June membership year. The dues amount is \$1,250 and can be pro-rated for members joining during the membership year. Member Enrollment Forms and invoices are available from the ACBSP offices upon request.
2. Notify ACBSP of intent to apply for dual business accreditation by submitting a letter of application for accelerated status on letterhead of the institution and signed by the President, Rector, Chancellor, or Executive Director. A copy of the letter is a part of this document and includes additional information that is part of this process including payment of fees and expenses.
3. Send ACBSP a copy of the self-study, team evaluation report, all annual or periodic reports, and the letter notifying the business unit of accreditation status (all material from previous association's evaluation).
4. ACBSP will determine that the institution meets the requirements to begin the dual accreditation process. The accreditation date should not be more than three years old and have resulted from a complete accreditation process.
5. A member of the ACBSP Board of Commissioners will be assigned to the institution for review of the submitted documentation.
6. The Director of Accreditation, Associate Director of Accreditation, or a designated evaluator will make a site visit to the institution and report on the findings of the criteria.
7. The assigned commissioner will get copies of all material and make recommendations to the Board of Commissioners.
8. After careful review of the self-study report, the site-visit findings, and other relevant materials, the Board of Commissioners will make a determination of accreditation action.
9. The institution will be notified of the Board of Commissioners' actions.

Letter of Application for Accelerated Accreditation Status  
Must be submitted on Letterhead of Institution

(date)

Mr. Steve Parscale  
Director of Accreditation  
Association of Collegiate Business School and Programs  
7007 College Boulevard, Suite 420  
Overland Park, KS 66211

Dear Mr. Parscale,

This is to notify you that as a member in good standing with ACBSP and having achieved full accreditation status with (state with IACBE or AACSB International), our institution are applying for Candidacy Status using the Accelerated ACBSP Accreditation Procedures.

Enclosed is our check in the amount of \$2,500 (\$2,000 for institutions located outside the United States) for the application fee. In addition we are enclosing our current catalog, a copy of the self-study conducted to receive the above noted accreditation status, the team evaluation report, and the letter notifying our institution of achieving full accredited status and all annual reports.

We understand ACBSP will review our institutional standing with regional accrediting bodies and the legal standing of our business program with appropriate governing bodies to first determine we are qualified to proceed. Should we be determined not eligible to proceed, this application and the required fee will be returned.

Upon being conferred Candidacy Status, we understand that our institution will reimburse ACBSP for the travel expenses incurred in conducting the site visit necessary to complete this process including payment of an honorarium of \$150 per day for days of travel and presence onsite at the campus. We understand this will be done with our prior approval of the budgeted amount.

The contact person for our institution during this process shall be (state name, campus address, direct phone number, and e-mail of designated individual).

Sincerely,

(typed name of President, Rector, Chancellor, or Executive Director)  
(title)

cc: (designated individual)