



Eligibility Application for Accounting Accreditation

The purpose of this application is to determine if the accounting unit is eligible for supplemental AACSB accounting accreditation. The application is subdivided into four parts:

- Part I Institutional Contact Information
- Part II Background Information
- Part III Faculty Composition and Research Activity
- Part IV Engagement, Innovation, and Impact

It should be noted that academic units already holding business accreditation are not required to complete an Eligibility Application. Accounting units are only required to complete an Accounting Eligibility Application if they are pursuing initial business and accounting accreditation simultaneously.

Eligibility applications are considered by the Accounting Accreditation Committee (AAC) during their regularly scheduled meetings. Committee dates can be found on the AACSB website at [Accounting Accreditation Committee meeting dates](#). The AAC will carefully review the application to determine if the institution can achieve and maintain a commitment to and alignment with a series of core values and general criteria.

A decision letter from the AAC will be provided to the school approximately six weeks following the committee meeting. A decision letter officially informs the institution of the committee's decision and provides recommendations and concerns requiring further action as well as the next steps in the accreditation process. An overview of the accreditation process can be found at <https://www.aacsb.edu/accreditation/resources/journey/process-overview>.

Please note: AACSB Accounting Accreditation is granted by default to the institution. In this case, all accounting programs offered at the institution are included in the scope of the AACSB accreditation review. The institution may request to limit the programs in the review by receiving formal approval to exclude particular programs from the scope of accreditation – see programmatic scope in the business standards for more information.

Application Submission Information

Please submit this application and the following documents via [myAccreditation accessed here](#).

- Profile Sheet
- Organizational Chart
- Financial Data
- Strategic Plan

Please note:

(There is a page limit of 15 pages (not including tables and required documentation).
A confirmation of receipt will be emailed within 2 business days.

For questions or assistance in completing this application, please email accreditation@aacsb.edu.

PART I - Institutional Contact Information

Name of Institution*			
Institution Website Address (URL)			
Name of Business School			
Name of Accounting Academic Unit			
Business School Website Address (URL)			
Accounting Academic Unit Website Address (URL)			
Mailing Address			
City		State/Province/Region	
Postal Code		Country	
Telephone Number (incl. international dialing code)			
Name/Title of Academic Accounting Unit Head	Name/Title of Business Unit Head (Dean or equivalent)	Name/Title of Chief Executive Officer or equivalent (President, Chancellor, etc.)	
Email address	Email address	Email address	
Telephone Number	Telephone Number	Telephone Number	

PART II - Background Information

1. Please provide the mission and vision of the accounting academic unit.

a. Mission

b. Vision

2. Describe the involvement and commitment of the senior management and external governance of your institution for the process of gaining AACSB accounting accreditation (be sure to address their commitment to the financial resources needed to achieve and maintain accounting accreditation). Additionally, describe current support for accounting accreditation by the faculty and support staff in the institution and the business school.

3. Enrollment (number of students currently enrolled in your degree programs).

Degree Programs	Institution			Business School			Accounting Unit		
	Full-Time	Part-Time	TOTAL	Full-Time	Part-Time	TOTAL	Full-Time	Part-Time	TOTAL
Bachelor's									
Master's									
Doctoral									
Exec Ed Degree Granting									
Exec Ed Non-Degree Granting									
Other Degrees (please specify)									
Total									

Additional comments about enrollment:

4. Has the school previously applied for, pursued or earned AACSB accounting accreditation?

Yes No

If so, please indicate when: _____.

If this is not the school's first application for supplemental accounting accreditation, please respond to the issues raised by the committee in their last decision letter.

Finally, please describe any changes in the environment (internal or external) since previously engaged in the accreditation process that impact the accounting unit.

5. List five AACSB accounting accredited schools that you consider to be comparable to your accounting academic unit. Provide a brief explanation as to why you feel the accounting academic unit is comparable to your accounting academic unit.

School Name	Explanation

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PART III - Faculty Composition and Research Activity

1. Complete the following table, providing the aggregate number of accounting faculty members in each category. *The school is not required to list by individual faculty member.*

Disciplines (e.g., Accounting – the school may break down by subdisciplines such as Tax, Audit, etc. if applicable)	Faculty						
	Full-Time			Part-Time			Total
	Doctoral	Master's	Bachelor's	Doctoral	Master's	Bachelor's	
Total							

Insert additional rows as needed

2. Based on AACSB's standards focusing on faculty qualifications and sufficiency, discuss the accounting unit's plan to align with faculty qualifications and deployment standards.

Research and Intellectual Contributions

3. Provide the aggregate number of accounting faculty who have produced research and intellectual contributions in the following categories over the past five years. *Do not indicate any individual faculty member.*

- _____ Published research articles in Peer Review Journals
- _____ Presented intellectual contributions at academic/professional conferences or meetings
- _____ Contributed to the writing of cases, textbooks, or monographs.
- _____ Competitive research awards received
- _____ Other teaching materials or intellectual contributions (specify types)

4. AACSB's standards expect faculty at accredited institutions to be actively engaged in research. Provide an overview of the current culture for accounting faculty research and scholarly activities along with plans going forward to align the accounting unit's portfolio of intellectual contributions to its mission.

PART IV - Engagement, Innovation, and Impact

Provide a brief executive summary describing the most significant strategies and outcomes related to engagement, innovation, and impact in the past five years.

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SUPPLEMENTAL INFORMATION AND SUBMISSION GUIDELINES

The following documents must be included with your eligibility application:

- Exclusion request form for each program the accounting unit would like to exclude
- Organizational Chart
- Three years of financial data
- Accounting unit's strategic plan
- Applicant Profile Sheet (As an attachment-found on our [website](#))

The school will be emailed an invoice for the application fee in the amount of USD2000. *The eligibility application will be forwarded to the AAC upon receipt of payment.*

SIGNATURES

The Head of the Accounting Academic Unit, the Head of the Business School, and the institution's administration have reviewed this information, approve of our institution pursuing AACSB accounting accreditation and agrees to comply with the requirements as described in Guiding Principle 10. The institution's administration confirms that the information in this document is trustworthy and accurate.

By checking this box, I certify the above is true.

Name of Head of Accounting Academic Unit	
Name of Head of Business School (Dean or equivalent)	
Name of Chief Academic Officer (Provost or equivalent)	
Name of Chief Executive Officer or equivalent (President, Chancellor, etc.)	

APPENDIX A –SCOPE OF ACCREDITATION

Table A.1 – Degree Programs in Accounting to be Included in Accreditation Review

List all degree programs in accounting at all levels and in all locations offered through the business school and other academic units within your institution that will be included in the scope of accreditation.

Table A.2 – Degree Programs in Accounting to be Excluded in Accreditation Review

List degree programs for which you intend to seek exclusion from accreditation review. Indicate all criteria for exclusion which apply to each requested program. A “Request for Program Exclusion” form must be submitted for each requested program and included with this application.

The “Request for Program Exclusion” form is provided below.

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Table A.1 - Degree Programs in Accounting to be Included in Accreditation Review

Degree Title ¹	Major Emphasis	Sub-emphasis	Level ²	Location ³	Date program was established	# of Credit Hours, Contact Hours, or Courses Required for Degree Completion ⁴	Average Time to Complete Degree ⁵	# Students Graduated in the Three Previous Academic Years ⁶		
								3 years ago	2 years ago	1 year ago

Insert additional rows as needed

¹ List each program by the degree which is offered, including majors or concentrations. Indicate the full, correct degree name as it appears in school catalogues and/or on the diploma.

² Undergraduate (U), Master's (M), Doctoral (D), Combined Undergraduate and Master's (U/M). If other, please explain.

³ List all locations at which the degree program is offered, including auxiliary campuses and partner institutions. Program delivery via on-line or distance learning is considered a separate location.

⁴ The metric to report degree requirements should reflect the operations of the school. Please identify the metric chosen (credit hours, contact hours, or courses). If necessary, footnote the record and provide additional explanation.

⁵ Report the normal amount of time required for a successful student to complete the degree, i.e. 2 years, 4 years, 18 months, etc. If multiple tracks to the same degree are available (i.e. weekend, evening, and traditional MBA), please indicate the average time to complete the degree within each track.

⁶ Note: At the time of initial accreditation, a majority of business graduates shall be from programs that have produced graduates during the two most recent years.

Table A.2 - Degree Programs Requested for Exclusion from Accreditation Review

Degree Title	Major Emphasis	Sub-Emphasis, concentrations or specializations	Department, Division, Administrative Unit Conferring Degree ⁷

⁷ Regardless of what colleges, schools, departments, or divisions collaborate to deliver or administer the degree, please indicate the administrative unit which *confers* the diploma (i.e. College of Business, College of Liberal Arts and Sciences).

Insert additional rows as needed

APPENDIX A – Program Exclusion Form

Complete every section of the form and submit a separate copy of this form for each degree program for which exclusion from the AACSB accreditation review is requested.

* **Name of School:**

* **Name and Title of Person Completing Form:**

* **Full Title and Descriptive Information for Program for which Exclusion is being requested:**

Basis for exclusion:

Provide a brief, clear description of how the program satisfies the exclusion requirements, and include supporting evidence, such as the program's curriculum online or in a catalog and other promotional collateral. The school should:

- a) summarize the business content included in the degree curricula;
- b) provide a calculation of the percentage of business content within the degree program;⁸
- c) describe how the degree is marketed and promoted as compared to the other business programs at the school and include supporting evidence (e.g. the program website, program description in catalog, or other promotional collateral).

explain the degree to which the business unit controls the operations of the program (e.g. program design, faculty hiring, learner selection and support, curriculum design, etc.).

⁸ The percentage of business content is calculated by dividing the maximum total number of business credits that can be taken in a degree (including electives) by the total number of credits required to earn the degree. For example, a 120-hour bachelor's degree with 30 or more hours of business credits (25%) would normally be included in scope unless an exclusion request is granted by the appropriate AACSB committee. Additionally, a 36-hour master's degree with 18 or more hours of business credits (50%) would normally be included in scope unless an exclusion request is granted by the appropriate AACSB committee.