



# The Accounting Accreditation Process



## For Institutions Holding Business Accreditation

(For institutions pursuing business accreditation concurrently, see “The Accounting Accreditation Process for Institutions Pursuing Business Accreditation” at <http://www.aacsb.edu/accreditation/process/process-toc.asp>.)

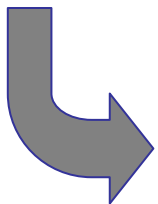
### STEP A – Accounting PreAccreditation

1. Submit Accounting PreAccreditation Eligibility Application to Accounting Accreditation Committee (AAC). Application can be downloaded from <http://www.aacsb.edu/accreditation/process/process-toc.asp>
2. AAC reviews application for accounting accreditation standards issues.\*
3. AAC may either:
  - a. Move applicant directly to initial accreditation process. (Move directly to **Step B – Initial Accreditation**)
  - b. Assign a mentor to work with the applicant; mentor visits. (Continue to #4)
4. AAC forwards recommendation on eligibility criteria and scope of review to Accreditation Coordinating Committee (ACC) for concurrence.
5. Applicant and mentor work together to address AAC issues and design an Accreditation Plan within the applicant’s Accounting Strategic Plan – applicant submits Accreditation Plan to AAC.
6. AAC reviews Accreditation Plan.\*
7. Accreditation Plan is implemented.
8. Applicant submits Annual Reports to AAC for review; mentor submits annual recommendation.
9. When two years remain on the implementation of the Accreditation Plan, Applicant moves to **Step B – Initial Accreditation**.

\* Materials are revised and resubmitted until deviations are eliminated.

## **STEP B – Initial Accounting Accreditation**

1. AAC and applicant appoint an Accounting Chair.
2. Accounting Chair reviews accreditation plan and annual reports, submits recommendation to AAC (if applicable).
3. AAC reviews materials and recommendation (if applicable).\*
4. AAC forwards recommendation on eligibility criteria and scope of review to ACC for concurrence.
5. Applicant works with Accounting Chair to prepare a Self-Evaluation Report (SER) and refine the Accounting Strategic Plan.
6. Applicant, Accounting Chair and AAC select the peer review team (PRT). PRT and AAC review the SER and annual reports.\*
7. PRT, with AAC concurrence, submits previsit letter to applicant at least 45 days prior to visit.
8. Visit occurs.\*\* PRT submits report to AAC and applicant with its recommendations.
9. Applicant submits a response to the PRT report (optional).
10. AAC reviews team report and recommendation and concurs or remands to the PRT.\*
11. AAC forwards recommendation to accredit to AACSB Board for ratification.
12. Board ratifies or remands to AAC – when Board concurs, member is accredited. Accounting accreditation is valid for six years, with maintenance of accounting visit in year five.\*\*



## **STEP C – Maintenance of Accounting Accreditation**



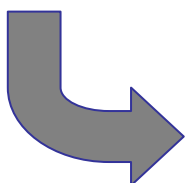
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\*\* When possible and appropriate, the initial accounting accreditation on-site review and/or the first maintenance of accounting accreditation review will coincide with the institution's next maintenance of business accreditation review. Changes to the normal visit timeline will be made at the discretion of the AAC and communicated to the applicant.

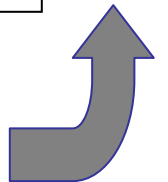
## The Accounting Accreditation Process for Institutions Holding Business Accreditation

### STEP C – Maintenance of Accounting Accreditation

1. Annually:
  - a. Refine Accounting Strategic Plan.
  - b. Participate in AACSB accounting accreditation data collection.
2. Year three (from last visit):
  - a. Accredited member submits accounting maintenance review application and cover letter, including list of accounting degree programs, exclusion requests, comparison groups, and catalogs.
  - b. AAC forwards copy of materials with recommendations to ACC to review accounting eligibility issues and scope of review\*
3. Within two years of scheduled accounting maintenance review:
  - a. Accredited member and AAC choose peer review visit team (PRT).
  - b. Set visit date.
  - c. 60 days prior to visit, accredited member provides PRT with 5<sup>th</sup> Year Maintenance Report, policies and executive summary.
  - d. Accredited member and PRT confer to determine what additional information and/or clarification is needed prior to the visit.
4. PRT visits - submits report to AAC and accredited member with its recommendations.
5. Accredited member submits a response to the PRT report (optional).
6. AAC reviews team report and recommendation and concurs or remands to the PRT.\*
7. AAC forwards recommendation to extend accreditation to AACSB Board for ratification.
8. Board ratifies or remands to AAC – When Board concurs, accounting accreditation is extended for six more years, with the next accounting maintenance visit in year five.



**STEP C – Begins Again**



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