



The Accreditation Process

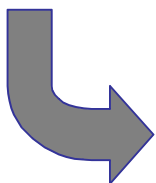


STEP A – Membership

1. Are you an AACSB member? If so, move to Step B. If not, download a membership application from <http://www.aacsb.edu/members/joining.asp>

STEP B – PreAccreditation

1. Submit Eligibility Application to PreAccreditation Committee (PAC). Applications can be downloaded from <http://www.aacsb.edu/accreditation/process/process-toc.asp>
2. PAC reviews application for accreditation standards issues.*
3. PAC assigns a mentor to work with the applicant; mentor visits.
4. PAC forwards recommendation on eligibility criteria and scope of review to Accreditation Coordinating Committee (ACC) for concurrence.
5. Applicant and mentor work together to address PAC issues and design an Accreditation Plan within the applicant's Strategic Plan – applicant submits Accreditation Plan to PAC.
6. PAC reviews Accreditation Plan.*
7. PAC forwards Accreditation Plan to Initial Accreditation Committee (IAC) along with PAC recommendations.



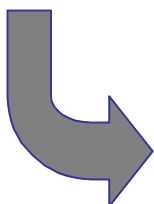
STEP C – Initial Accreditation



* Materials are revised and resubmitted until deviations are eliminated.

STEP C – Initial Accreditation

1. The Initial Accreditation Committee (IAC) reviews the Accreditation Plan.*
2. Accreditation Plan is implemented.
3. Applicant submits Annual Reports to IAC for review; mentor submits annual recommendation.(AP implementation may take up to 3 years)
4. IAC reviews materials and recommendation to continue with AP implementation or apply for Initial Accreditation.*
5. When applying for Initial Accreditation the school submits application to AACSB.
6. At this time two years remain in the PreAccreditation process and the IAC appoints a team Chair.
7. Applicant works with Chair to prepare a Self-Evaluation Report (SER) and refine Strategic Plan.
8. Applicant, Chair and IAC select the peer review team (PRT). PRT and IAC review the SER and annual reports.*
9. PRT, with IAC concurrence, submits previsit letter to applicant at least 45 days prior to visit.
10. Visit occurs. PRT submits report to IAC and applicant with its recommendations.
11. Applicant submits a response to the PRT report (optional).
12. IAC reviews team report and recommendation and concurs or remands to the PRT.*
13. IAC forwards recommendation to accredit to AACSB Board for ratification.
14. Board ratifies or remands to IAC – when Board concurs, member is accredited and joins the AACSB Accreditation Council. Accreditation is valid for six years, with a maintenance visit in year five.



STEP D – Maintenance of Accreditation



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STEP D – Maintenance of Accreditation

1. Annually:
 - a. Refine Strategic Plan.
 - b. Prepare Annual Maintenance Report.
 - c. Participate in AACSB accreditation data collection.
2. Year three (from last visit):
 - a. Accredited member submits maintenance review application and cover letter, including list of degree programs, exclusion requests, comparison groups, and catalogs.
 - b. MAC forwards copy of materials with recommendations to ACC to review eligibility issues and scope of review*
3. Within two years of scheduled maintenance review:
 - a. Accredited member and MAC choose peer review visit team (PRT).
 - b. Set visit date.
 - c. 60 days prior to visit, accredited member provides PRT with 5th Year Maintenance Report, annual maintenance reports, 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 MAC and accredited member with its recommendations.
5. Accredited member submits a response to the PRT report (optional).
6. MAC reviews team report and recommendation and concurs or remands to the PRT.*
7. MAC forwards recommendation to extend accreditation to AACSB Board for ratification.
8. Board ratifies or remands to MAC – When Board concurs, accreditation is extended for six more years, with the next maintenance visit in year five.

STEP D – Begins Again



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