

## Progress Report (Business) Outline

At least one time per year, the applicant will update the Initial Accreditation Committee (IAC) on the progress it is making towards meeting the objectives and action plan items discussed in the Initial Self Evaluation Report (iSER). Action items that have fallen behind their scheduled completion dates will be discussed in the text of the progress report summary. Those action items that are no longer relevant, due to changes in either the internal or external environments of the applicant, also should be highlighted for discussion in the text of the report.

### Progress Report

The progress report includes the following 6 requirements:

- A. Executive Summary
- B. Profile Sheet
- C. Progress Report Summary
- D. Standards and Tables 2-1, 2-2, 15-1, and 15-2
- E. Strategic Plan
- F. Addendum items

#### A. Executive Summary

The IAC requires you prepare and submit a three to five-page executive summary. The IAC relies upon the executive summary to develop a basis for its reviews.

The executive summary should include:

1. A one paragraph to one-page statement and written description of your mission and objectives;
2. Written descriptions of the processes that support achievement, the outcomes and measurements associated with those processes, and how the processes and objectives may have changed as a result of your efforts;
3. Describe the most significant strategies and outcomes related to Engagement, Innovation, and Impact. Examples should include the outcomes linked to the mission and strategic plan. (For additional information, please refer to Appendix I in the eligibility criteria and accreditation standards for business accreditation at <https://www.aacsb.edu/accreditation/standards/business>.)
4. A written summary of self-assessed strengths and weaknesses as they relate to AACSB International's standards and the achievement of specific objectives;
5. How your strategic plan relates to your mission development activities; and,
6. A written section listing up to five effective practices, which are unique or inherent to the success of your operations.

Provide the executive summary as a PDF upload in myAccreditation.

#### Profile Sheet

The IAC uses the profile sheet as a brief overview and reference document in their review. The template for the profile sheet is located on our [website](#).

Provide the profile sheet as a PDF upload in myAccreditation.

#### B. Progress Report Summary

The purpose of the progress report summary is to update the committee on the progress being made in achieving the organization's goals. The committee will review the summary to determine if acceptable progress is apparent. Your summary, containing your response to the below items, is recommended to be 10-12 pages in length.

1. Respond to concerns, issues, and/or recommendations requested by the IAC in its most recent decision letter, if any.
2. Report any changes in the environment (internal or external) that affect the accepted iSER (e.g., a new mission, new president, new dean, changes in enrollment, or deviations from the projected number of faculty as described in the accepted iSER).
3. Explain how existing strengths have been maintained or improved.
4. Report any new areas of necessary improvement that have emerged.
5. Report any other adjustments to the accepted iSER (e.g., changes in the time frame leading to the self-evaluation for accreditation).
6. Explain how the organization will have the necessary continuing support and resources from the administration to meet the objectives outlined in the accepted iSER.

Provide the Progress Report Summary as a PDF upload.

**C. Standards**

A separate upload is required for each standard. Please review the requirement, basis for judgment, and guidance for documentation listed for each in myAccreditation.

The upload for each standard must begin with the table below and followed by the supporting documentation.

Standard number: (Example 1, 2, 3...)	
Alignment with Standard (Yes/No):	
Response:	
Actions to be implemented:	
Person(s) responsible:	
Financial resources:	
Timeline:	

Please note: For standard 2 (Tables 2-1 and 2-2) and standard 15 (Tables 15-1 and 15-2) a separate PDF upload is required.

**D. Strategic Plan**

Provide the school's current strategic plan as a PDF upload in the Addendum tab.

**E. Addendum Items**

In addition to the strategic plan this area is available for any additional items you feel are relevant for the committee.

## **REPORT AND APPENDICES SUBMISSION GUIDELINES**

- The progress report and accompanying documentation must be submitted via myAccreditation by the designated due date reflected in myAccreditation. If submitting earlier than the designated due date, please refer to the IAC meeting and submission dates found [here](#).
- Upon submission of your documents via myAccreditation, you will receive an immediate display notification in a green banner, "The project was successfully submitted." In addition, your progress report project status will move from "Not Submitted" to "Submitted".
- If a school is seeking supplemental accounting accreditation, a separate [accounting progress report](#) must be submitted via myAccreditation.
- Should you have any questions, please reach out to your AACSB staff liaison, which is displayed in myAccreditation on the Contacts tab.