

## **AACSB INTERNATIONAL ACCREDITATION DOCUMENTATION CONFIDENTIALITY POLICY**

AACSB volunteers, including peer review team members, mentors, and committee members are provided with access to accreditation reports for the schools they work with. The following policy serves to address the ownership of such reports and documents filed with AACSB by schools seeking initial or maintenance of accreditation. Additionally, this policy addresses the status of official correspondence from AACSB relative to accreditation matters.

All documentation filed with AACSB by schools involved in the accreditation process (initial or continuous improvement reviews) are considered the property of the school filing the documents. AACSB will not release any of these documents without the written permission of the school or as may be required by law. Furthermore, AACSB staff or volunteers cannot modify any document submitted by a school that is involved in an accreditation review process. This can only be done by the school. In some cases, accreditation reports submitted by schools are used in AACSB accreditation seminars and training sessions. However, these reports are never used for such purposes without the permission of the school and the removal of any proprietary or other sensitive information.

AACSB correspondence with a school relative to accreditation matters is confidential between the school and AACSB and the same rules apply. Such correspondence is often reviewed by volunteers (peer review team members and committee members) who are or have been involved with the school. AACSB will not share such correspondence outside of those formally involved unless the school under review grants permission or as required by law. The same also applies to volunteers who have access to this correspondence.

As a natural extension of this, questions arise regarding what volunteers may do with accreditation documents to which they have access as a result of serving on a peer review team or an accreditation committee. The volunteer must consider the documents the property of the school under review. Sharing the documents or the proprietary information with other parties who are not officially involved in the accreditation process is prohibited unless written permission from the school is obtained.