TEMPLATE: Application for Initial Accreditation (Acctg)

[Date]

[Name of Chair]

Accounting Accreditation Committee

AACSB International

777 S. Harbour Island Blvd., Suite 750

Tampa, FL 33602-5729 USA

aac@aacsb.edu

Dear Chair [Insert Name]:

By means of this letter, **[Name of Institution]** is applying for AACSB International initial accounting accreditation for our [**undergraduate, master’s and/or doctoral**] degree programs in accounting. We respectfully request a review in [**Month and Year** *(Please allow time for the team and date selection process. Please give your school sufficient time to prepare and to work with your team chair. AACSB recommends a minimum of 15 months up to 24 months from the date of the AAC letter recommending entering the Initial Accreditation Process)*. Your school’s Self-Evaluation Report (SER) is due 5 Months prior to your visit. Understanding this timeline, **[Name of Institution**] will submit the SER by the fifteenth of [**Month and Year]**

Attached are:

1. The list of the degree programs that we offer.
2. The list of degree programs that have been approved for exclusion from review (if applicable, or) current requests for exclusion of specific programs.
3. The list of our Comparison Groups, including Comparable Peers, Competitive Group and Aspirant Group.
4. Completed date and team nomination form.

Sincerely,

(Signature)

Name, President or Chancellor

(Signature)

Name, Provost or Vice-Chancellor for Academic Affairs

(Signature)

Name, Dean

School of Business

(Signature)

Name, Chair or Head

Department of Accounting

**Initial Application (Accounting)**

**PART I – Institution Information**

|  |  |
| --- | --- |
| Name of Institution: |  |
| Institution Website Address (URL): |  |
| Name of Business School: |  |
| Business School Website Address (URL): |  |
| Name of Accounting Unit: |  |
| Accounting Unit Website Address (URL): |  |

Mailing Address

|  |  |
| --- | --- |
| Street Address |  |
| Street Address 2 |  |
| City |  |
| State/Province/Region |  |
| Postal Code |  |
| Country |  |

Phone/Fax Information

|  |  |
| --- | --- |
| Telephone Number (incl. international dialing code) |  |
| Fax Number (incl. international dialing code) |  |

Institution/School Personnel

|  |  |
| --- | --- |
| Name of the Head of the Business School: |  |
| Email Address: |  |
| Name of the Head of the Accounting Academic Unit: |  |
| Email Address: |  |

**PART II – Scope of Accreditation**

**Degree Programs in Accounting to be Included in Accreditation Review**

Please list the degree programs included in the scope of accreditation.

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| --- | --- | --- | --- |
| Degree Program Name | Level | Location | Date Established (Year Only) |
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*Insert additional rows as needed*

**Degree Programs in Accounting Previously Excluded in Accreditation Review Reported on the BSQ Programs Module (reporting of excluded programs in the BSQ Programs Module is optional)**

Confirm all degree programs in accounting previously excluded from the review and reported in the BSQ Programs Module are listed as excluded.

**Degree Programs in Accounting Previously Excluded in Accreditation Review and Not Reported on in the BSQ Programs Module:**

Add to Table A.1 and check #8. Please note: previously excluded programs **do not** require completion of the Exclusion Request Form.

**Table A.1 – New Degree Programs in Accounting to be Excluded in Accreditation Review:**

List new degree programs in accounting for which you intend to seek exclusion from the accreditation review. Schools must provide the Program Exclusion Request form for each new degree program. Complete every required section of the form (Independence, Program Distinctiveness, and Operational Control), and as many of the optional sections that apply. All request forms are to be included with this application.

The *Program Exclusion Request* form is provided in Appendix A.

More in-depth information on the basis for exclusion are in the 2018 Standards for Accounting Accreditation, which can be found at <https://www.aacsb.edu/accreditation/standards/accounting>.

**Table A.1 New Degree Programs to be Excluded from Review:**

*Please complete the table below. A Program Exclusion Request Form (Appendix A) must be completed for each of the programs listed below. Do* ***not*** *list previously excluded programs.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree Title** | **Major Emphasis** | **Sub Emphasis** | **Department/****Division/****Administrative Unit Conferring Degree[[1]](#footnote-1)** |
|
|  |  |  |  |
|  |  |  |  |

*\*Insert additional rows as needed*

**PART III: Comparison Groups, Peer Review Team Nominations, and Visit Schedules**

**Comparison Groups**

One of the processes to support an AACSB accreditation review includes the selection of comparison or peer groups to form a relevant context for judgments and assist in the selection of Peer Review Team members. For more information on determining comparison groups, review section XIII of the Initial Accreditation Handbook located on the website at <https://www.aacsb.edu/educators/accreditation/accounting-accreditation/initial-accreditation>.

Comparable Peers - *A minimum of six AACSB accredited comparable peers with supplemental accounting accreditation are necessary to supply the comparable peers’ statistical data report sent to the school and team prior to your visit if requested.*

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*Insert additional rows as needed*

Competitive Group – *AACSB accredited schools listed here do not count towards the minimum of six AACSB accredited comparable peers or minimum of three AACSB accredited aspirant schools.*

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*Insert additional rows as needed*

Aspirant Group - *A minimum of three AACSB accredited aspirants with supplemental accounting accreditation are necessary to supply the comparable peers’ statistical data report sent to the school and team prior to your visit if requested.*

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*Insert additional rows as needed*

**Peer Review Team Nominations**
The Peer Review Team provides the closest interaction between the applicant and AACSB International accreditation. It has the primary responsibility for the accreditation recommendation and must exercise judgment about the quality of the applicants seeking initial accreditation. Typically, a Peer Review Team for initial Accounting Accreditation consists of two members who are deans with an accounting background and/or heads of the accounting department/unit of the AACSB International Accreditation Council who hold business and accounting accreditation. An accounting practitioner will be added to the team closer to the time of your visit. It is recommended that the persons nominated have experience at schools that you would consider among your peers in regard to mission, institution size, degree programs, annual budget, etc.

Please refer to the AACSB Conflict of Interest policy on pages 10-13 of the Policy Governance Manual along with the Travel and Reimbursement guidelines as you consider your nominations. Both are located on the website at (<https://www.aacsb.edu/accreditation/resources/policies-and-procedures>).

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| --- | --- |
| NominationsName and/or Institutional Affiliation | Notes/Comments |
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*Insert additional rows as needed*

**Visit Dates**

We request a Peer Review Team visit during one of the following options (please provide 3 to 4 dates).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Start Date:(Team arrives in time for team meeting) | Campus visit begins the morning of: (School must be in session) | Second full day: | End Date(Visit concludes by noon. The final meeting is with the President and Provost/Chancellor and Vice Chancellor.) | Rank (in order of preference) |
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**PART IV: SIGNATURES**

The Head of the Accounting Academic Unit and the institution’s administration have reviewed this information. 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.

|  |  |  |  |
| --- | --- | --- | --- |
| Title/Position | Name | Phone | Email |
| CEO/President/Chancellor |  |  |  |
| Chief Academic Officer |  |  |  |
| Head of Business School |  |  |  |
| Head of Accounting Academic Unit |  |  |  |

**APPENDIX A**

**Program Exclusion Request**

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**:

**Bases 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:

1. summarize the business content included in the degree curricula;
2. provide a calculation of the percentage of business content within the degree program;[[2]](#footnote-2)
3. describe how the degree is marketed and promoted as compared to the other business programs at the school;
4. 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.).
1. 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). [↑](#footnote-ref-1)
2. 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. [↑](#footnote-ref-2)