

POLICY ON WITHDRAWAL FROM AND RE-ENTRY INTO THE ACCREDITATION PROCESS

Pursuing or earning AACSB accreditation is a multi-stage and multi-year process. There can be many circumstances causing a school to withdraw or be asked to withdraw from the AACSB accreditation process. This document outlines the withdrawal and re-entry processes for both business and accounting accreditations. Normally, the total time between withdrawal and re-entry is one to three years depending on how closely the school aligns with expectations of the business or accounting standards.

I. Withdrawal Process

Applicant and Accredited Schools

1. The official representative (OR) from the school submits a request to withdraw from the process on school letterhead and emails the letter to the appropriate committee (IAC/CIRC/AAC).
2. The letter is reviewed by the appropriate committee at its next scheduled meeting.
3. A committee decision letter is issued to the school, articulating the committee's concerns/feedback/suggestions and indicates the minimum amount of time it has to wait to re-enter the process. (Minimum 1 year, maximum 3 years)

Note for Initial Schools: During the time between withdrawal and re-entry, the school will not have an AACSB volunteer mentor or an AACSB staff liaison assigned to the school. Schools can continue to contact AACSB accreditation staff for assistance.

II. Re-entry Process

Previous Applicant Schools

1. When the school determines that it is ready to re-enter the accreditation process (within three years of voluntary withdrawal), it may submit the appropriate documentation (depending on the stage the school was at the time of withdrawal) to the appropriate committee (IAC/AAC) detailing the developments related to accreditation since the withdrawal and addressing each concern identified in the last decision letter from the committee (IAC/AAC).

Last document accepted before withdrawal	Required documents for re-entry*	Possible Outcomes
Eligibility Application	New Eligibility Application*	<ul style="list-style-type: none">• Acceptance of application and school enters iSER phase.• Revise and resubmit the application• Application not accepted
iSER	Updated iSER, Cover Letter*	<ul style="list-style-type: none">• Accept re-entry request and invite for a visit (up or out vote)• Re-entry request not accepted and school must wait one year before submitting an updated Eligibility Application
Progress Report	Updated iSER, Cover Letter*	<ul style="list-style-type: none">• Accept re-entry request and invite for a visit (up or out vote)

		<ul style="list-style-type: none"> • Re-entry request not accepted and school must wait one year before submitting an updated Eligibility Application
Pre-visit	Eligibility Application*	<ul style="list-style-type: none"> • Acceptance of application • Revise and resubmit the application • Application not accepted
Initial Visit	Eligibility Application*	<ul style="list-style-type: none"> • Acceptance of application • Revise and resubmit the application • Application not accepted

***NOTE: document requires addressing concerns from most recent committee decision letter and actions taken since withdrawal.**

2. The revised documentation is reviewed by the committee (IAC/AAC) at its next scheduled meeting.
3. A committee decision letter is issued to the school, articulating the committee's agreement or disagreement with the school's assessment. If the committee agrees with the school, the school is invited to re-enter the initial accreditation process. If the committee disagrees with the school's assessment of its progress, the school must wait 1 year to re-enter the process and must begin by submitting a new Eligibility Application.

NOTE: Schools pursuing initial accreditation that were **involuntarily withdrawn** from the process by the committee (IAC/AAC) must wait a minimum of 3 years to re-enter the process and must begin by submitting a new Eligibility Application.

Previously Accredited Schools

1. When the school determines that it is ready to re-enter the accreditation process (Minimum 1 year from voluntary withdrawal), it submits an Eligibility Application to the appropriate committee (IAC/AAC). Within the application, the school should address progress made in resolving each of the concerns identified in the last decision letter from the committee (CIRC/AAC).
2. The application is reviewed by the committee (IAC/AAC) at its next scheduled meeting.
3. A committee decision letter is issued to the school, articulating the committee's acceptance, rejection or request for revision of the application. If the application is rejected, the school must wait a minimum of 3 years to re-enter the process and must begin by submitting a new Eligibility Application.

NOTE: Schools whose accreditation was revoked (involuntarily withdrawn) must wait a minimum of 3 years before submitting a new Eligibility Application.