

Submit the [accreditation eligibility inquiry form](#) to obtain a unit of accreditation application.



## Business Unit of Accreditation Application

AACSB accreditation is granted by default to the institution, meaning that all business and management degree and related programmatic activities operating within the institution are to be included in the scope of the AACSB accreditation review. With the 2013 standards, it became possible for a school to apply for accreditation as a single academic unit within a larger institution offering business and management degree programs.

The purpose of this application is to determine if the business unit meets the criteria for redefining the accreditation entity from institution to a single business unit as outlined in [Eligibility Criterion D](#) of AACSB's Eligibility Procedures and Accreditation Standards for Business Accreditation. The application is subdivided into five parts:

- Part I Institutional and Background Information
- Part II AACSB Eligibility Criteria for Single Business Unit
- Part III Faculty Composition and Data
- Part IV Plans for Other Unit(s) Offering Business Degree Programs at the Institution
- Part V Degree Programs

Unit of accreditation applications are reviewed by the appropriate committee depending on the school's accreditation status, either the Initial Accreditation Committee (IAC) or the Continuous Improvement Review Committee (CIRC), during their regularly scheduled meetings. If pursuing initial accreditation, the unit of accreditation application must be reviewed by the IAC before submitting an eligibility application. Committee meeting dates can be found on the AACSB website at [www.aacsb.edu/volunteers/accreditation/committees](http://www.aacsb.edu/volunteers/accreditation/committees).

The IAC/CIRC will carefully review the application to determine if the business unit demonstrates that it meets the criteria for single business unit of accreditation. A decision letter from the IAC/CIRC will be emailed approximately four weeks following the committee meeting. A decision letter officially informs the institution of the committee's decision and cites recommendations and concerns requiring further action as well as the next steps in the process.

Note: The approval of an academic unit application indicates that the unit satisfies the unit criteria. It does not imply a judgement of quality; therefore, approval of the unit application does not guarantee acceptance of the Eligibility Application.

### Application Submission Information

Please submit this application and any accompanying documents via email to the appropriate committee chair:

- Initial Accreditation Committee Chair at [IAC@aacsb.edu](mailto:IAC@aacsb.edu) or the
- Continuous Improvement Review Committee Chair at [CIRC@aacsb.edu](mailto:CIRC@aacsb.edu)

Please note:

- There is a page limit of 15 pages (not including tables and required documentation).
- Email attachments totaling at least 20MB will not be received due to server limitations.
- A confirmation of receipt will be emailed within 2 business days.

For questions or assistance in completing this application, please contact your assigned AACSB accreditation staff liaison. If you do not yet have an assigned accreditation staff liaison, please email [accreditation@aacsb.edu](mailto:accreditation@aacsb.edu).

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**PART I: Institutional and Background Information**

Name of Institution	
Institution Website Address (URL)	
Name of Business Unit applying for unit of accreditation	
Business Unit Website Address (URL)	
<p>Are there other unit(s) offering business degrees at the institution?</p> <ul style="list-style-type: none"> <li>• If there are other units offering business degrees at the institution, please provide the name(s) of those units.</li> <li>• If no other units offer business degrees at the institution, please explain the strategic reason for applying as a unit.</li> </ul>	
Accreditation status	<input type="checkbox"/> Seeking initial accreditation <input type="checkbox"/> Accredited
Name/Title of Chief Executive Officer or equivalent (President, Chancellor, etc.)* of the institution under which membership was established	
Email address	
Telephone Number	
Name/Title of the Head of the Business Unit submitting request (Dean or equivalent)	
Email address	
Telephone Number	
<i>Other Unit(s) within the Institution offering business degree programs (if applicable)</i>	
Name/Title of the Head of Other Unit with business programs	
Email address	
Telephone Number	
Name/Title of the Head of Other Unit with business programs	
Email address	
Telephone Number	

## **PART II: AACSB Eligibility Criteria for Single Business Unit**

Describe the business academic unit and how it meets the four criteria listed below:

### **Branding**

1. How is the business academic unit positioned? How is it positioned relative to the other unit(s) offering business degrees at the institution?
2. How is the business academic unit promoted to external stakeholders? How are the other units' with business degree programs promoted to external stakeholders? Consideration will be given to web sites, advertising, collateral materials and other marketing communication.
3. Are the student populations served by each unit with business degree programs the same or different? These populations should be described.
4. Is the business academic unit named separately from the institution or the other academic unit(s) with business degree programs?
5. Are the faculty a part of the business academic unit, or are they shared among other units with business degree programs at the institution?
6. What are the degree designations and titles offered by the business academic unit and the other unit(s) with business degree programs at the institution?
7. Are there other brand differentiation strategies employed by the business academic unit applying for accreditation?

### **External Market Perception**

1. To what extent do external stakeholders (students, employers, and the public) perceive the business academic unit as differentiated or separate from the institution and the other unit(s) with business degree programs? Please provide evidence to support these perceptions, i.e. market perception studies.
2. Does the business academic unit have separate functions for admissions, recruiting and/or other student services functions? To what extent are admissions, recruiting and/or other student services functions shared by the business academic unit and the other unit(s) offering business degree programs?
3. To what extent are the placement histories and starting salaries of the business academic unit requesting approval sufficiently different from the other unit(s) with business degree programs at the institution?

### **Financial Relationship with the Institution**

1. Summarize the budget and financial performance for the most recent academic year for the institution and each academic unit with business degree programs. Describe the financial resources of the business academic unit applying for accreditation in relationship to the financial resources of the entire institution (e.g., compare business degree program enrollments as a fraction of the parent institution's total enrollment).
2. To what extent does the business academic unit approve and/or control operating and capital budgets for the unit?
3. To what extent does the business academic unit have control of the resources to operate the unit and plan for the future?
4. To what extent does the business academic unit subsidize the parent institution?
5. To what extent does the business academic unit own and/or control physical, financial and all resources?

### **Business Academic Unit Autonomy**

1. To what extent does the business academic unit have control over the development and implementation of the unit's strategic plan?
2. To what extent does the business academic unit have decision making authority for key or strategic decisions that impact the unit?
3. To what extent does the business academic unit have control over the appointment of the head or senior leader of the unit?
4. Are there other attributes for factors that influence the autonomy of the business academic unit?

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**PART III: Faculty Composition and Data**

1. Complete the following tables, providing the aggregate number of faculty members in each category. The faculty areas listed should reflect the organizational structure of the business unit applying for accreditation (e.g., departments, disciplines). In addition, provide the aggregate number of faculty in the other unit(s) with business degree programs (one line for each unit). *Do not list by individual faculty member.*
2. Indicate, if any, the number of faculty that are shared with the other unit(s).

**Business unit applying for accreditation**

Departments/ Disciplines	Faculty						
	Full-Time			Part-Time			Total
	Doctoral	Master's	Bachelor's	Doctoral	Master's	Bachelor's	
<b>Total</b>							

*Insert additional rows as needed*

**Note shared faculty information here:**

**Other Unit(s) with business degree programs**

Unit Name	Faculty						
	Full-Time			Part-Time			Total
	Doctoral	Master's	Bachelor's	Doctoral	Master's	Bachelor's	
<b>Total</b>							

**PART IV: Plans for Other Business Unit(s) of the Institution**

If an institution is not AACSB accredited and a business unit of accreditation is approved, the other business unit(s) would have to apply for AACSB membership and initial accreditation separately in order to be recognized as having achieved AACSB accreditation.

In the case of an institution holding AACSB accreditation, if a business unit of accreditation is approved, and the other unit(s) with business degree programs were included in the accreditation, they will have to apply for separate AACSB membership. They will also be independently reviewed by AACSB in order to maintain AACSB accreditation.

1. Will the other unit(s) with business degree programs apply for AACSB membership, or will the institution apply to retain its membership separately?
2. What are the accreditation plans for the other unit(s) with business degree programs? Will these units seek AACSB accreditation in the future?
3. How much physical separation is there between these units?

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**PART V: Degree Programs**

Provide a list of degrees offered by each academic unit offering business degrees by completing the following table (one for each unit).

**Unit Name:**

Degree Program <sup>1</sup>	Level <sup>2</sup>	Location <sup>3</sup>	Date program was established	# of Credit Hours, Contact Hours, or Courses Required for Degree Completion <sup>4</sup>	Average Time to Complete Degree <sup>5</sup>	# Students Graduated in the Three Previous Academic Years <sup>6</sup>		
						3 years ago	2 years ago	1 year ago

*Insert additional rows as needed*

<sup>1</sup> List each program by the degree which is offered, including majors or concentrations. Indicate the full, correct degree name as it appears in school catalogues and/or on the diploma.

<sup>2</sup> Undergraduate (U), Master's (M), Doctoral (D), Combined Undergraduate and Master's (U/M). If other, please explain.

<sup>3</sup> List all locations at which the degree program is offered, including auxiliary campuses and partner institutions. Program delivery via on-line or distance learning is considered a separate location.

<sup>4</sup> The metric to report degree requirements should reflect the operations of the school. Please identify the metric chosen (credit hours, contact hours, or courses). If necessary, footnote the record and provide additional explanation.

<sup>5</sup> Report the normal amount of time required for a successful student to complete the degree, i.e. 2 years, 4 years, 18 months, etc. If multiple tracks to the same degree are available (i.e. weekend, evening, and traditional MBA), please indicate the average time to complete the degree within each track.

<sup>6</sup> Note: At the time of initial accreditation, a majority of business graduates shall be from programs that have produced graduates during the two most recent years.

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Unit Name:

Degree Program <sup>7</sup>	Level <sup>8</sup>	Location <sup>9</sup>	Date program was established	# of Credit Hours, Contact Hours, or Courses Required for Degree Completion <sup>10</sup>	Average Time to Complete Degree <sup>11</sup>	# Students Graduated in the Three Previous Academic Years <sup>12</sup>		
						3 years ago	2 years ago	1 year ago

<sup>7</sup> List each program by the degree which is offered, including majors or concentrations. Indicate the full, correct degree name as it appears in school catalogues and/or on the diploma.

<sup>8</sup> Undergraduate (U), Master's (M), Doctoral (D), Combined Undergraduate and Master's (U/M). If other, please explain.

<sup>9</sup> List all locations at which the degree program is offered, including auxiliary campuses and partner institutions. Program delivery via on-line or distance learning is considered a separate location.

<sup>10</sup> The metric to report degree requirements should reflect the operations of the school. Please identify the metric chosen (credit hours, contact hours, or courses). If necessary, footnote the record and provide additional explanation.

<sup>11</sup> Report the normal amount of time required for a successful student to complete the degree, i.e. 2 years, 4 years, 18 months, etc. If multiple tracks to the same degree are available (i.e. weekend, evening, and traditional MBA), please indicate the average time to complete the degree within each track.

<sup>12</sup> Note: At the time of initial accreditation, a majority of business graduates shall be from programs that have produced graduates during the two most recent years.

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## SUPPLEMENTAL INFORMATION

The following documents must be included with your business unit of accreditation application:

- Provide access/links to web sites, advertising, collateral materials and other marketing communication. (Branding)
- Provide access/links to evidence that supports the business unit is differentiated from the institution. (External Market Perception)
- Three years of financial data (Financial Relationship with the Institution)
- Organizational Chart of the business unit in the context of the larger institution. (Business Academic Unit Autonomy)
- Letter from the Chief Academic Officer endorsing this business academic unit application.

## SIGNATURES

The Head of the Business Academic Unit and the institution's administration have reviewed this information, approve of our business unit pursuing AACSB business unit of accreditation and agrees to comply with the requirements as described in Criterion F. 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.

Name of Head of the Business Academic Unit submitting request (Dean or equivalent)	
Name of Chief Executive Officer or equivalent (President, Chancellor, etc.)	