

Accounting Maintenance Review Application

##### Please send the requested information to the Accounting Accreditation Committee (AAC). The AAC will forward the information to the Accreditation Coordinating Committee (ACC) to rule on Eligibility Requirements for AACSB International Accounting Accreditation.

##### (Please see Eligibility Procedures and Standards for Business Accreditation, January 2010 at <http://www.aacsb.edu/accreditation/standards.asp>.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name of Institution | |  | | | | | |
| Name of Business Unit | |  | | | | | |
| Name of Accounting Academic Unit | |  | | | | | |
| Mailing Address | | | | | | Campus Box or Mail Code | |
| City | State/Provence/Region | | | | Postal Code | | Country |
| Telephone Number (include country/city code or area code) | | | Fax Number (include country/city code or area code) | | | | E-Mail Address |
| Name/Title of Business Unit Head | | | | Name/Title of Accounting Unit Head | | | |
| Name/Title of Provost/Academic Vice President | | | | Name/Title of Chief Executive Officer/President/Chancellor | | | |

**APPLICATION SUBMISSION INFORMATION**

Please submit this application and the accompanying cover letter as follows:

1. **Electronically:** Submit via email one set of all materials to the Accounting Accreditation Committee Chair at [AAC@aacsb.edu](mailto:AAC@aacsb.edu). If applicable, this should include a link to course catalogs available online.

2. **Hard copy:** Submit one (1) hard copy set of all materials to:

**AAC Chair**

**C/o AACSB International**

**777 South Harbour Island Blvd., Suite 750**

**Tampa, Florida 33602-5730**

**United States**

1. **Consistent with your mission and within your cultural context, describe how diversity in your accounting programs are demonstrated (see *Eligibility Procedures and Standards for Accounting Accreditation, July 2009,* Eligibility Procedure D).**
2. **Describe the established expectations of the institution or the accounting programs of the institution for ethical behavior by administrators, faculty, and students (see *Eligibility Procedures and Standards for Accounting Accreditation, July 2009,* Eligibility Procedure E).**
3. **The following must be addressed (1-3 pages maximum):**
4. **Describe the accounting program’s actions that have been taken and progress to date in responding to “concerns that must be addressed prior to or at the time of the next maintenance review” stated in the official correspondence regarding the most recent AACSB initial or maintenance of accreditation review.**
5. **Describe major changes in financial resources, facilities, other infrastructure, deployment of participating and supporting faculty and academically and professionally qualified faculty overall and across programs, disciplines, and/or locations since the last AACSB review. If changes have significant impact on alignment with AACSB standards and their interpretive expectations, describe these changes and the resulting impact.**
6. **List all accounting degree programs at all levels and in all locations offered through the accounting unit or other units within your institution that are to be included in the scope of the AACSB accreditation review. (See *Eligibility Procedures and Standards for Accounting Accreditation, July 2009,* Eligibility Procedures C and F).**

***Note: IncludeWeb sites, or other material describing the accounting degree programs.***

**Accounting Degree Programs To Be Included in Accreditation Review:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Degree  Program[[1]](#footnote-1) | **Level[[2]](#footnote-2)** | **Location[[3]](#footnote-3)** | **Date program**  **was established** | # of Credit Hours, Contact Hours, or Courses Required  for Degree  Completion[[4]](#footnote-4) | **Average Time to Complete Degree[[5]](#footnote-5)** | **# Students Graduated in Previous Academic Years** | | |
|  | **2007-08** | **2008-09** | **2009-10** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

**4. List programs requested for exclusion from the accreditation review   
(see *Eligibility Procedures and Standards for Accounting Accreditation, July 1, 2009,* Eligibility Procedures C and F).**

***Note: A separate Request for Program Exclusion (see the following page) must be completed for each degree program listed below. Include Web sites, or other material describing the degree programs.***

**Degree Programs Requested for Exclusion from Review:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Degree  Program[[6]](#footnote-6) | **Level[[7]](#footnote-7)** | **Department/Division/Administrative Unit Conferring Degree[[8]](#footnote-8)** | **Bases for Exclusion:  (check all that apply and explain on accompanying form)** | | | | | | |
| **1. Independence** | **2. Distinctiveness** | **3. Autonomy** | **4. Subject to   Non-Business**  **Accreditation** | **5. Specialized**  **Field** | **6. Separate**  **Location** | **7. Participate**  **But Not Named** |
|  |  |  |  |  |  |  |  |  |  |
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**Request for Accounting Program Exclusion**

A separate copy of this form is required for each accounting degree program for which exclusion from the AACSB International accounting accreditation review is requested. Please complete every required section of the form (marked with an \*), and as many of the optional sections as apply.

\* Name of Institution:

\* Name of Accounting Academic Unit:

\* Name and Title of Person Completing Form

\*Full Title and Descriptive Information for Accounting Program for which Exclusion is being Requested

Bases for exclusion:

To be excluded an accounting program must satisfy the conditions of the first three categories below. Justification from additional categories may assist the Accreditation Coordinating Committee in its review of your request. Provide a brief, clear description of how the accounting program satisfies all of the relevant categories. Descriptions of the category expectations can be found in the *Eligibility Procedures and Standards for Accounting Accreditation* (p.8-12)

1. Independence -
2. Distinctiveness –
3. Autonomy –
4. Subject to non-accounting/non-business accreditation –
5. Specialized field –
6. Separate location –
7. Participate, but not named -

1. See “What is a Program?” on page 60 of the *Eligibility Procedures and Standards for Business Accreditation, revised July 2009.* Indicate the full, correct degree name as it appears in school catalogues and/or on the diploma. If the degree program includes a concentration in accounting, indicate this (i.e. “BBA – Accounting”; “MBA – Accounting”; “Master of Science in Accounting”). [↑](#footnote-ref-1)
2. Undergraduate (U), Master’s (M), MBA w/Accounting Concentration (M/A), Doctoral (D), Combined Undergraduate and Master’s (U/M). If other, please explain. [↑](#footnote-ref-2)
3. 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. [↑](#footnote-ref-3)
4. 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. [↑](#footnote-ref-4)
5. 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. [↑](#footnote-ref-5)
6. Indicate the full, correct degree name as it appears in school catalogues and/or on the diploma. [↑](#footnote-ref-6)
7. Undergraduate (U), Master’s (M), MBA w/Accounting Concentration (M/A), Doctoral (D), Combined Undergraduate and Master’s (U/M). If other, please explain. [↑](#footnote-ref-7)
8. 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-8)