



## APPLICATION CHECKLIST and AFFIRMATION

Updated January 2024 - Please fill in by hand in capital letters

THE AASBI'S ACCREDITATION DECISION (INCLUDING RENEWAL(S) IS/ARE DISCRETIONARY WITHOUT RECOURSE, BASED ON ALL AVAILABLE INFORMATION, FACTS AND SURROUNDING CIRCUMSTANCES IN THE APPLICANT'S EFFORTS TO COMPLY WITH AASBI'S GENERALLY ACCEPTED EDUCATION PRINCIPLES (GAEP) – for details see [aasbi.com](http://aasbi.com) "The AASBI's Accreditation Standards."

Line A	Name of the legal entity applying:				
Line B	Name of the operating entity applying, if different:				
Line C	Main physical location and address:				
Line D	Contact person:	Telephone number:	Email address:		
Line E	Additional contact person(s), if any:				
1	GAEP Statement 1 The Applicant is a degree-granting institution (eg, associate, bachelor, master, and/or higher)		Yes	No	
2	GAEP Statement 2 The Applicant's jurisdiction (country) is a States Party to the United Nations Universal Declaration of Human Rights (UDHR), and respects and protects the human rights in particular of movement, thought, conscience, religion and expression.		Yes	No	
2-1	If Applicant's affirmation is "no", describe in key words below the reasons for your information and belief, in particular as they relate to former or present faculty, staff and students detained for "political offences" in the widest sense, and prospect of release from detention (attach a separate sheet, if more space is needed).				
3	GAEP Statement 3 The Applicant's practices and policies affirm the UN Declaration of Human Rights (UDHR).		Yes	No	
4	GAEP Statement 4 The Applicant provides equal opportunity to all (faculty, staff and students) based on merit without discrimination on the basis of unchangeable personal characteristics including nationality, religion and sexual orientation.		Yes	No	
4-1	If Applicant's affirmation is "no", describe in key words below the Applicant's reasons (attach a separate sheet, if more space is needed).				
5	GAEP Statement 5 The Applicant's teaching location(s) is/are accessible and safe, with a bookstore and library (or adequate internet access), recreational facilities or a park, cafeteria or restaurant access on campus or close-by, as well as medical facilities for emergencies.		Yes	No	
6	The Applicant has been in existence for a period of four academic years or more, graduated at least one cohort, and is expected to continue to exist as a "going concern" until the end of the accreditation period (which is normally three to five full academic years).		Yes	No	
7	GAEP Statement 7 The school (college or department) is autonomous and distinguished from any and all other units of the larger educational entity, if any; subject to governmental regulation only as required by law.		Yes	No	
7-1	If Applicant's affirmation is "no", describe in key words below (attach a separate sheet, if more space is needed)				
8	GAEP Statement 8: The teaching facilities are sufficiently spacious with teaching aids including overhead projectors and the like, computer labs, student access to physical or digital books, recreational facilities, park and/or sitting areas, medical emergency facility(ies), in a geographical area relatively free of natural disasters or adequate protection, e.g. by designed or retrofitted construction(s), and is not in a war zone or zone of continuous military conflict.		Yes	No	
9	GAEP Statement 9: The Applicant's curriculum focuses on general management and business administration and related fields.		Yes	No	
10	GAEP Statement 10: The Applicant provides, or intends to provide, professional certification programs at the School by members of the faculty or qualified outside professionals, including but not limited to accounting programs preparing students for the uniform examinations for the certified public accountant, chartered accountant and/or certified management accountant, or chartered financial analyst or other comparable professional designations. [GAEP 10 does not apply to hospitality and tourism schools.]		Yes	No	
11	GAEP Statement 11:		Yes	No	

	The Applicant accepts students on the basis of their demonstrated preparation, academic and/or professional curiosity, who, the Applicant believes, will benefit from the education offered within a set time frame to become contributing members of society.		
12	GAEP Statement 12: The Applicant is making continuous efforts in measuring teaching effectiveness, e.g. by way of measuring learning outcomes.	Yes	No
13	GAEP Statement 13: The Applicant’s teaching faculty are academically and/or professionally qualified. For example, a course may be taught by a full-time or adjunct member of the faculty who has one or more of the following qualifications: • A doctorate degree with graduate level major, and concentration in the area of teaching responsibility, or, if holding an out-of-the area doctorate degree, combined with a professional degree from a recognized board or institute, e.g. for accounting a CA, CPA, CFA, CIA, ICPA or equivalent, from a professional association/institute. • A Master’s degree with major in the area of teaching responsibility combined with a professional degree as explained immediately above and/or adequate professional, commercial or industry experience. • For hospitality and tourism schools, GAEP 13 requires “competent qualification generally accepted and/or required in the industry”.]	Yes	No
14	GAEP Statement 14: The Applicant allows faculty members sufficient time for personal activities including research, CPE (Continuing Professional Education) and seminars and/or consulting activities inside or outside the business schools, or college, or department. The faculty members’ teaching load does not exceed six (6) semester courses per academic years; and does not normally exceed eight (8) semester course per academic year if co-teaching.	Yes	No
15	GAEP Statement 15: The Applicant allows faculty members adequate time for leisure, seminars and other extra-curricular activities.	Yes	No
16	GAEP Statement 16: The Applicant encourages its faculty members’ including adjuncts’ Continuing Professional Education (CPE) including but not limited to publication requirements.	Yes	No
17	GAEP Statement 17: AASBI does not distinguish between full-time and adjunct faculty, in particular if professionally qualified and active. The Applicant is not required to affirm on this checklist.		
18	GAEP Statement 18: The Applicant should and does, or intends to promote, an independent Faculty Association.	Yes	No
19	GAEP Statement 19: The Applicant has and adheres to an accepted code of conduct for all members of the School including faculty, staff, and students.	Yes	No
20	GAEP Statement 20: The AASBI does not hold a School’s general reputation in any particular regard. The Applicant is not expected to affirm on this checklist.		
21	GAEP Statement 21: The Applicant has access to sufficient liquid funds to cover one semester of the aggregate of staff and faculty salaries and facility maintenance.	Yes	No
22	GAEP Statement 22: The Applicant is aware of its discretion to withdraw from accreditation at any state, and at any time, with reasons in order to assist the AASBI, or without reasons.	Yes	No
23	GAEP Statement 23: The Applicant acknowledges that the Director(s) of AASBI is/are obligated to request an accredited School to withdraw from accreditation under the circumstances further described in full GAEP Statement 23,	Yes	No
24	GAEP Statement 24: The Applicant acknowledges and specifically waives any right(s) to recourse in the courts of competent jurisdiction, or any other panel, as further described in full in GAEP Statement 24.	Yes	No
25	GAEP Statement 25: The Applicant acknowledges its right and obligation to appoint one of its administrators including teaching faculty as liaison and member of the AASBI’s informal steering and/or accreditation or other committee during the entire period of accreditation including renewal(s).	Yes	No
26	GAEP Statement 26: The Applicant undertakes to remit the AASBI’s regular accreditation dues as invoiced and as announced from time to time and/or posted on the AASBI’s website — currently (2024) \$1,950 USD per year for schools of business with up to 500 full-time equivalent students. \$2,650 USD per year for schools of business with over 500 full-time equivalent students. AASBI email <a href="mailto:secretary@asbi.com">secretary@asbi.com</a> or <a href="mailto:asbi.accredited@gmail.com">asbi.accredited@gmail.com</a> .	Yes	No

We affirm on behalf of the Applicant that the information provided above is true and correct.

DATED at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

Authorized signatures:

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Signed

[SEAL optional]

\_\_\_\_\_  
Printed signature

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Printed signature