

## **Deferral Visit Instructions (Business and/or Accounting)**

### **Deferral Visit**

- The team is composed of two members, mutually agreed upon by the host and respective accreditation committee chair. Normally, one member is from the original Peer Review Team and the second is a representative of the respective accreditation committee.
- The Deferral Team visit is normally one-day or one-and-one-half-days.
- The Deferral Team's on-site review focuses on the issues noted in the deferral letter from the accreditation committee chair and more detailed in Section II of the original peer review Team Visit Report.
- Prior to the deferral visit, the host will submit a written report 60 days prior to the visit to the team members and accreditation committee describing how the issues/concerns have been addressed.

**Deferral Team Report:** The Deferral Team Report is an addendum to the original peer review Team Visit Report. The following template should be used for the Deferral Team Report.

#### **I. Statement of Team Recommendation**

#### **II. Identification of Areas That Must be Addressed Before:**

- A. Initial accreditation (if the deferral team's recommendation is initial accreditation; please note when the CIR report is due, which is 5 years following the year in which accreditation is achieved.), or
- B. Denial of accreditation (if the deferral team's recommendation is denial of initial accreditation)

#### **III. Analysis of the Deferral Issues**

Please provide a detailed analysis of each of the issues, including how the issue has been, or has not been, addressed and the evidence supporting the team's assessment.

#### **IV. Summary of Deferral Team Visit**

- A. Deferral Team Members (please list)
- B. Visit Schedule/Itinerary
- C. Materials Reviewed (list all documents and materials provided by the applicant and reviewed by the Deferral Team)
- D. Brief Summary of Facts About the School (if significantly different from the original peer review Team Visit Report)
- E. Scope of Review