

**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 denial of initial accreditation) or
- B. The continuous improvement report (if the deferral team's recommendation is initial accreditation; please note when the update report is due, which is 5 years following the year in which accreditation is achieved).

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.

**For Sections IV, V, and VI, please insert an update of the items noted in the original peer review Team Visit Report.**

IV. Commendations of Strengths, Innovations, and Unique Features

V. Opportunities for Improvement Relevant to the Accreditation Standards and the Team's Accreditation Recommendation

VI. Consultative Feedback to Achieve or Enhance Overall High Quality and the Expectation of Continuous Improvement NOT Considered Relevant to the Accreditation Standards and the Team's Accreditation Recommendation

VII. Summary of Deferral Team Visit

- A. Deferral Team Members (please list)
- B. Visit Dates
- C. Visit Schedule/Itinerary
- D. Brief Summary of Facts About the School (if significantly different from the original peer review Team Visit Report)