

## Extension of Reaccreditation Policy

A program may be granted an extension of reaccreditation by the Board upon showing of circumstances that hindered or prevented the program's ability to prepare for the reaccreditation visit.

1. No extension or combination of extensions of the accreditation may exceed one (1) year from the due date of the reaccreditation site visit.
2. Failure to hold a site visit prior to the Board meeting following the approved period of extension of accreditation will result in loss of accreditation status.

## Procedure for Requesting/Granting Extension

1. Request Submission:
  - a. The program seeking an extension of reaccreditation must submit a formal request to the Board through IFSAC Administration. This request should include detailed documentation explaining the circumstances that hindered or prevented the program's ability to prepare for the reaccreditation visit.
2. Evaluation of Request:
  - a. The Board will review the submitted request along with the supporting documentation provided by the entity.
  - b. The Board will assess the validity and significance of the circumstances presented by the program to determine if they warrant an extension of reaccreditation.
3. Decision Making:
  - a. The Board will deliberate on the request during their scheduled regular meeting.
  - b. Based on the evaluation, the Board will decide whether to grant an extension of reaccreditation and the duration of the extension, if approved.
  - c. If the request is denied, the program will be notified promptly with reasons for the decision. Programs have the right to appeal the decision of the Board.
4. Extension Limitation:
  - a. No extension or combination of extensions may exceed one (1) year from the due date of the reaccreditation.
  - b. The duration of the extension will be determined by the Board based on the circumstances presented by the program.
5. Notification of Decision:
  - a. The program will be informed in writing of the Board's decision regarding the extension request.
  - b. If the extension is approved, the program will receive specific instructions regarding the revised timeline and any additional requirements.
6. Reaccreditation Process During Extension Period:
  - a. The program must utilize the extension period to address the issues that hindered or prevented their preparation for the reaccreditation visit.
  - b. The program should continue to comply with any ongoing accreditation requirements and fulfill

any outstanding obligations during this period.

7. Site Visit Scheduling:
  - a. If an extension is granted, the program must coordinate with Administration to schedule the reaccreditation site visit within the approved extension period.
8. Consequences of Failure to Hold Site Visit:
  - a. Failure to hold a site visit prior to the Board meeting following the approved period of extension of accreditation will result in loss of accreditation status.
  - b. The program will be notified of the loss of accreditation status per the Membership/Accreditation Withdrawal or Revocation Policy and the necessary steps for reapplication, if applicable.
9. Monitoring and Reporting:
  - a. The Board will monitor the progress of the program during the extension period to ensure compliance with the agreed-upon timeline and requirements.
  - b. The program must provide periodic updates to Administration regarding their progress in addressing the identified issues.

By following this procedure, the Board ensures fairness and transparency in evaluating requests for extension of reaccreditation while maintaining the integrity of the accreditation process.

-----

This policy and procedure is effective as of October 5, 2024, and supersedes any previous policies and procedures related to Degree Assembly extensions of reaccreditation.

For questions or further information regarding this policy and procedure, please contact IFSAC Administration.