



**U.S. DEPARTMENT OF EDUCATION**  
**Office of Postsecondary Education**  
**National Advisory Committee on Institutional Quality and Integrity**

**GUIDELINES FOR THIRD-PARTY ORAL PRESENTATIONS**

- Be aware that the times listed on the agenda are only approximate and that the agenda is subject to change without notice, depending upon the length of time it takes the Committee to consider each agency and other factors. While the Committee will endeavor to ensure that schedule changes are as non-disruptive as possible, no guarantees can be made. Therefore, presenters are advised to arrive well in advance of the scheduled time.
- The amount of time allocated for an oral presentation is at the discretion of the Committee. If you requested to make comments in advance of the meeting, you have up to a maximum of three minutes to speak. If you requested to make comments on the meeting day, you have three to five (3-5) minutes to speak, depending on the number of requests received per agency.
- The order of discussion of each agency on the agenda is as follows:
  - introduction of agency by NACIQI member;
  - presentation by Department of Education staff person who prepared staff analysis;
  - questions of staff person by Committee members;
  - comments by agency representatives;
  - questions of agency representatives by Committee members;
  - **oral presentation by third-party commenters;**
  - questions of third-party presenters by Committee members;
  - agency comments on third-party presentations (with any follow-up questions by Committee);
  - staff comments on agency or third-party presentations (with any follow-up questions by Committee); and
  - discussion and vote by Committee members.
- Third-party presenters may NOT submit new written information to the Committee members during the meeting. This includes, but is not limited to, new written information in the form of documents, flip chart pages, overhead transparencies, charts, PowerPoint presentations or other handouts. The Committee may only consider materials that are part of the official record, and those consist of materials submitted in accordance with Department regulations and the requirements specified in the applicable *Federal Register* notices concerning the Committee meeting.
- Third-party presenters are requested to focus on the issues before the Committee for consideration. For example, if the Committee is reviewing a *compliance report*, the Committee's area of consideration will be whether the agency has made sufficient progress in addressing the issues specified in the Secretary's request for the report. If the Committee is reviewing a *petition*, the Committee will consider whether the agency meets the Secretary's criteria for recognition, which are specified in the regulations governing the accrediting agency recognition process and are available at: <http://www.ed.gov/admins/finaid/accred/index.html>. All third parties are encouraged to direct their comments to agenda items as they relate to the Secretary's criteria for recognition. Third parties having concerns regarding matters not specified in the Secretary's request should report those concerns to Department staff.