

IV.11 Appeal process timeline and deadlines

Deadlines are determined from the date of the receipt of a document. Days in the deadlines column of the timeline refer to number of calendar days. Roman numerals in the Action column refer to the section in this manual with details on that action.

Appeal Process Timeline

Action	Deadline	Example dates
Committee on Accreditation (COA) votes to withdraw accreditation or to deny Initial accreditation <i>I.4.3</i>	COA meeting	June 27 (ALA Annual Conference)
Program is notified of accreditation decision: COA sends Decision Document to program	Within 10 days of COA meeting	July 7
Institution files notice of intent to appeal, sending to ALA Executive Director (ED) <i>IV.3</i>	Within seven (7) days of receipt of Decision Document	July 19
Office for Accreditation sends ALA ED list of people eligible to serve on ARC; ED forwards list to institution and COA <i>IV.6.4</i>	Within 14 days of receipt of notice of intent	July 21
Institution files document upon which the appeal is based, sending to ALA ED. <i>IV.3</i>	Within 30 days of receipt of Decision Document	August 11
Institution and COA respond with list of challenges to ARC membership <i>IV.6.4</i>	Within 14 days of receipt of list of eligible members	August 7
Appeal Review Committee (ARC) appointed by ALA President <i>IV.6.4</i>	Within 14 days of receipt of institution's and COA's challenges to ARC membership (approx. 45 days after receipt of intent to appeal)	August 21
COA responds to appeal document (or sends notice that it will not respond) <i>IV.3</i>	Within 30 days of receipt of appeal document.	September 13
ARC holds meeting <i>IV.8</i>	Within 30 days of COA response	October 13
ARC sends report with recommendation to ALA Executive Board <i>IV.9</i>	Within 14 days of meeting	October 27

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Executive Board sends report of its determination to institution, COA, ARC, ALA President <i>IV.9</i>	Within 14 days of receiving report from ARC	November 10
If decision is remanded back to COA, it will review and act at its next regularly scheduled meeting <i>IV.3</i>	Next regularly scheduled COA meeting	In this example, November or January

The deadlines set forth in this document may be extended only upon a showing of extraordinary circumstances requiring an extension of time, such as natural disaster or serious illness. Extensions of time must be requested in writing by the institution or COA in advance of the pertinent deadline.