

IV.4 Confidentiality and the appeal process

All information exchanged in the review process, including appeals, is strictly confidential. This includes, but is not limited to, all reports, Self-Studies, files, correspondence, discussions, and Decision Documents. During an appeal, the standards at issue are not publicly disclosed until a final decision is made.

IV.4.1 Confidentiality of appeal review

The following guidelines apply to all persons involved in the appeal process, including the ARC and Executive Board members:

- Confidential information must be used solely in conjunction with duties performed in the review of the appeal;
- Any material or other information related to the appeal process must be disposed of in a manner that protects confidentiality;
- All requests for information regarding the appeal process or the program must be forwarded to the ALA Executive Office or the respective program.

IV.4.2 Program status during appeal

The COA's accreditation decision is not made public until the deadline for the notice of intent to file an appeal has passed, or until **eight (8) calendar days** after the institution has received the COA decision document letter. In the case of an appeal of withdrawal of accreditation, if the institution files a notice of intent to appeal, the program's status is Withdrawn, Appeal Pending. A program with this status is listed in the directory of accreditation programs, with the status of "Withdrawn, appeal pending." While the appeal is in process, the program retains Conditional status with regard to student status and required program reporting.

If the COA's decision is upheld, then the date of accreditation withdrawal is the date the institution receives the ARC recommendation and report and the ALA Executive Board report and determination.