

IV.7 Appeal process details

Any communication from the institution regarding the appeal should be directed to the ALA Executive Office or its designate. The Office for Accreditation serves as liaison to the COA and should not be contacted by the appealing institution.

IV.7.1 Representatives

The institution and the COA appoint one representative each to be the contact and spokesperson during the appeal process. Correspondence to the COA representative is sent in care of the Director of the Office for Accreditation.

IV.7.2 Correspondence and document copies

All correspondence and documents are to be addressed to the chair of the ARC in care of the ALA Executive Office. The Executive Office is responsible for distributing appeal documents. All documents must be sent in electronic format. If sent via email, the sender should request evidence of receipt. Documents that are more than 20 pages, such as the Self-Study, should also be sent in hard copy via an overnight delivery service, signature required, and are deemed received on the signature date.

The institution and the COA will provide the Executive Office with 16 copies of their documents to be used in the appeal. The documents will be distributed by the Executive Office as follows:

- Seven (7) for the ARC;
- One (1) for the ALA Executive Office;
- One (1) for the Office for Accreditation;
- One (1) for the representative of the institution;
- One (1) for the representative of the COA; and
- Five (5) copies for distribution to legal counsel and/or other representatives involved in the appeal.

The institution is responsible for providing copies of:

- The Self-Study;
- The optional school response to the ERP Report; and
- The appeal document.

The COA is responsible for providing copies of:

- The ERP Report;
- The COA Decision Document withdrawing or denying accreditation;
- The COA response to appeal; and
- In the case of withdrawal of accreditation, the Decision Document granting the program Conditional accreditation and subsequent COA correspondence with the institution pertaining to interim reports.
- In the case of denial of Initial accreditation, the Decision Document granting Candidacy and subsequent COA correspondence to the institution pertaining to interim reports.

IV.7.3 Expenses

The institution must submit a non-refundable appeal filing fee (see section I.23.1 for current fee), due with submission of the document on which the appeal is based.

Each party is responsible for all expenses that it incurs in connection with this appeal process, including expenses for its representatives and any legal fees.

ALA and the institution share any costs of transcription if the ARC meeting is transcribed.

IV.7.4 Documents to be submitted and deadlines

To begin the appeal process, an institution must file a notice of intent to file an appeal **within seven (7) calendar days** of receipt of the COA's Decision Document. This document is sent to the Executive Director of the ALA with a copy to the OA Director, with a request for signature on receipt.

The document on which the appeal is based must be received **within 30 calendar days** of receipt of the COA's Decision Document. This document is sent to the Executive Director of the ALA with a copy to the OA Director, with a request for signature on receipt. The appeal filing fee (section I.23.1) must accompany the appeal document.

Failure to file either or both of these documents or the appeal filing fee within the time specified above results in the institution's forfeiture of its right to use the ALA appeal process.

The COA has **30 calendar days** to file a response to the institution's appeal or to provide notification that no response will be filed. If the COA notifies the ALA Executive Office that it will not file a response to the appeal, then the documents before the COA at the time of the decision and the Decision Document itself stand as the COA's response.