

CASCE APPEALS POLICY

The CASCE provides an institution with the mechanism to appeal a decision of the CASCE Board to deny or revoke accreditation of a program.

1. **Timeline for Appeal**

- a. An institution's Intent to Appeal the decision of CASCE must be made in writing and accompanied by the required \$250.00 fee submitted to the CASCE office within ten (10) business days following the institution's receipt of the CASCE's written notification of its denial or revocation of accreditation. An institution that fails to submit the Intent to Appeal and fee within such ten (10) day period will be deemed to have waived its right to appeal, and the CASCE decision will be final.
- b. The Intent to Appeal must be sent to CASCE's address as provided on the CASCE website, addressed to the Chair of CASCE and sent via recognized overnight courier or certified mail, or via email, with a proof of delivery method. To be effective, the Intent to Appeal must: (i) be correctly addressed and postmarked within 10 days of the date of CASCE's notification of its denial or revocation of accreditation; (ii) must include payment of an appeal fee payable to CASCE by check, money order or credit card payment.
- c. The institution must file with the CASCE a written statement identifying the grounds for the institution's appeal within thirty (30) days of receiving the notification of the CASCE's action. Appeals are limited to the factual record that was submitted for accreditation and to the decision the CASCE made in executing its standards and procedures.
- d. In the case of a revocation of accreditation, upon receipt of the properly filed Intent to Appeal and the appeal fee the adverse decision will be stayed, leaving the accreditation status of the program in place until the appeal decision has been rendered and the appeal process concluded.

2. **Burden of Proof**

The institution has the burden of proof, by a preponderance of the evidence, in demonstrating that the action of the CASCE Board was not supported by the record or was clearly erroneous.

3. **Appeals Panel**

Upon receipt of the Intent to Appeal, the applicable fee, and the institution's written statement in support of the appeal, the CASCE Board will establish an Appeals Panel to hear the appeal. The Appeals Panel is separate from the CASCE Board. Potential members of the Appeals Panel will be selected from the ranks of former members of the CASCE Board, committee members, or the pool of CASCE Peer Reviewers. No person may serve on the Appeals Panel if he/she participated, in any respect, in the accreditation decision by the CASCE Board to deny or revoke accreditation. The Appeals Panel does not have authority concerning the reasonableness of procedures or accreditation standards. The Appeals Panel can affirm, remand, or reverse the prior decision of the CASCE Board as set forth below.



4. **Appeals Panel Consideration**

Within ten (10) business days following the appointment of the members of the Appeals Panel, the Appeals Panel shall meet to discuss and consider the issues raised by the institution and determine whether the decision of the CASCE Board will be affirmed, remanded, or reversed.

- a. All parties will be notified at least five (5) business days prior to the scheduled meeting.
- b. The Appeals Panel considers the grounds for the appeal, the institution's written presentation, and the record that was before the CASCE Board when it made the decision to deny or revoke accreditation.
- c. If the Appeals Panel requests clarifying information, the institution will have ten (10) days from the institution's receipt of the Appeals Panel's request to submit the information to the CASCE office, which will then be forwarded to the Appeals Panel.
- d. New evidence may not be introduced by the institution nor considered by the Appeals Panel at any time during the appeals process.

5. **Appeals Panel Decision**

The Appeals Panel may affirm, remand, and reverse the CASCE Board's accreditation decision. The decision of the Appeals Panel shall be by a majority vote.

- a. **Affirm** - If the Appeals Panel determines the institution has failed to meet its burden of proof in showing that the CASCE Board's action was not supported by the record or was clearly erroneous, it will affirm the decision of the Board and the institution is not eligible to re-apply for accreditation for a period of one (1) year from the date of the Board decision.
- b. **Remand** - The Appeals Panel may remand a decision to the CASCE Board when it finds that the CASCE Board failed to consider a material fact before it reached its decision. A remand is a directive to the CASCE Board that it must reconsider its action considering all relevant facts that were before the CASCE Board at the time of the Board's decision, including the specific material fact or facts that were the basis for the remand.
- c. **Reverse** - The Appeals Panel may recommend reversing a decision of the Board if it finds that the Board's decision, considering the entire record, was not supported by the record or was clearly erroneous. A decision by the Appeals Panel to reverse the Board's accreditation decision will state the specific bases for the decision to reverse.

6. **Notification of the Appeals Panel Decision**

The CASCE office will notify the institution and the CASCE Board of the Appeals Panel of their decision within ten (10) business days via email with delivery confirmation. The CASCE Board will then have thirty (30) business days to take action with respect to the Appeals Panel decision regarding a remand.