

Application for Appeal

Application for Appeal of an Adverse Commission Decision

Name of Institution: _____

Address of Institution: _____
(Street Address) (City, State) (ZIP)

Telephone: _____ Fax: _____ Today's Date: _____
(Area Code) (Area Code)

Appeal Procedures

1. The institution submits this Application for Appeal to the Executive Director of the Accrediting Commission within 10 days of the receipt of the Commission's written statement advising the institution of an adverse decision to deny or withdraw accreditation. The appeal fee must accompany this Application.
2. The institution submits a written statement of the grounds for its request for an appeal within 30 days of receipt of the Commission's written statement advising of its action.
3. The institution's accounts, including hearing and transcript fees, with the Distance Education and Training Council must be paid in full at least 10 days before the date of the hearing, or the appeal hearing will be cancelled and the adverse decision announced.
4. The Commission will schedule the hearing and will designate the time and place the hearing will be held.
5. The institution has the opportunity to make an oral presentation at the hearing. The oral presentation may not exceed 20 minutes. If applicable, please list below those who will be attending the hearing on behalf of the institution:

_____	_____	_____
(Name)	(Title)	(Affiliation)

_____	_____	_____
(Name)	(Title)	(Affiliation)

_____	_____	_____
(Name)	(Title)	(Affiliation)

6. The institution, at its option and its expense, shall have the right to the presence of its own legal counsel at, and a transcript of, its oral presentation at the hearing.

I would like a transcript (\$1,000 deposit)

Our Legal Counsel will be attending the hearing:

Name of Counsel: _____

Firm: _____ Phone No.: _____

Fax: _____ E-mail: _____

Address: _____

- 7. The institution may submit written material pertaining to the appeal up to 30 days prior to the hearing date. New documents or materials may **not** be presented for the Commission’s consideration at the time of the institution’s oral presentation at the hearing.
- 8. Within 30 days following the conclusion of the appeal hearing, the Commission shall send the institution a written statement advising of the action and the basis for that action on the appeal.

I certify that all of the information on this application is true and correct:

Institution’s President or CEO: _____ Signature: _____

Application Checklist

- Fee attached (\$25,000)
- Optional fee for transcript deposit (\$1,000)
- Written grounds for appeal will be submitted within 30 days of the our receipt of the adverse decision letter.
- Names of those attending appeal hearing are provided above.

Submit this form to: Executive Director (address below).