

APPLICATION FOR APPEAL OF A COMMISSION DECISION

Accrediting Commission of Career Schools and Colleges (ACCSC)

Submit as a cover page to the school's Grounds for Appeal.¹

Name of School: _____ School Number: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Fax Number: _____

E-Mail Address: _____ Web Site Address: _____

Appeal Hearing Attendance:

Please indicate by checking one of the boxes below whether the school intends to be present at the appeal:

- The school intends to be present at the appeal.
- The school does not intend to be present at the appeal.

Names and titles of school representatives who will be present at the appeal:

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

Appeal Hearing Transcript:

Please indicate by checking one of the boxes below whether the school requests a copy of the appeal hearing transcript:

- The school requests a copy of the transcript.
- The school does not request a copy of the hearing transcript.

Attachments to this Application:

Please indicate with a check mark that the school has supplied the required items listed below:

- _____ 1. Grounds for Appeal (see page 2)
- _____ 2. Institutional Teach-Out Plan²
- _____ 3. Transcript Fee Deposit of \$500.00³ (as applicable)

I certify that the information herein and attached hereto is correct:

Name: _____ Title: _____

(Chief Executive Officer - Main School)

Signature: _____ Date: _____

**SUBMIT TO: Executive Director
Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, Suite 302
Arlington, Virginia 22201**

¹ Please submit the Grounds for Appeal in accordance with ACCSC's [Instructions for Electronic Submission](#).

² Where required by *Section IV (F) and VIII (B)(2) Rules of Process and Procedure, Standards of Accreditation*. The ACCSC Institutional Teach-Out Plan Approval Form can be found at <http://www.accsc.org/Content/FormsAndReports/FormsAndReports.asp>.

³ In the event that the transcript fee exceeds the \$500 deposit fee, the school will be invoiced the difference.

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GROUNDINGS FOR APPEAL

Section VIII, Rules of Process and Procedure, Standards of Accreditation

The Grounds for Appeal must conform to the following guidelines. Grounds for Appeal that do not follow these guidelines will not be considered by the Appeals Panel.

1. An institution affected by an adverse accreditation action taken by the Commission may appeal that decision if it has reason to believe the Commission's decision was:
 - arbitrary,
 - capricious,
 - in substantial disregard of the criteria or procedures of the Commission, or
 - not supported by substantial evidence in the record on which the Commission took action.
2. On appeal, the school has the burden of proof.
3. The Appeals Panel will only consider that information which was before the Commission at the time that the adverse action was taken. Only evidence previously submitted to the Commission may be included in a submission to the Appeals Panel (with the exception of #5 below).
4. The Grounds for Appeal may not include information or documentation that was not before the Commission at the time that the Commission took the adverse action (with the exception of #5 below).
5. In instances where the only remaining deficiency cited by the Commission in an adverse accreditation decision is the institution's failure to meet the Commission's standards pertaining to financial soundness, an institution may present new financial information under the following conditions:
 - i. The financial information is significant as determined by the Commission;
 - ii. The financial information was unavailable prior to the adverse accreditation decision;
 - iii. The financial information bears materially on the financial deficiencies identified by the Commission; and
 - iv. A school may present new financial information only once and any final determination reached with respect to the new financial information does not provide a new basis for appeal.

If the school's Grounds for Appeal include new financial information, please indicate in an introductory statement that this is case; describe the new information and where it can be located in the Grounds for Appeal; explain why the school believes it is significant and how the new information bears materially on the financial deficiencies identified by the Commission; and explain why the new information was unavailable prior to the Commission's adverse accreditation decision.

6. The school should respond to each basis included in the letter reporting the adverse accreditation decision of the Commission where the school believes that the Commission's decision met the criteria set forth in #1 above.
7. All information and documentation contained in the Grounds for Appeal must include a reference to where that information can be found in the record that was before the Commission made the adverse accreditation decision.