

#### 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

ALA Executive Office. The Executive Of

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

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

is responsible for providing copies of:

- lf Study,
- tional school response to the ERP Report; and
- peal document.

sponsible for providing copies of:

- RP Report;
- DA Decision Document withdrawing or denying accreditation;
- DA response to appeal; and
- ase of withdrawal of accreditation, the Decision Document granting the program  
onal accreditation and subsequent COA correspondence with the institution  
ing 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. The 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. The documents 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.