

## **CAIS Policy G-205 Accreditation Appeals**

Purpose: To describe a member or candidate school's ability to appeal a CAIS accreditation decision

Policy Statement:

A school that is subject to an accreditation decision of the Board may appeal to the Board to ask the Board to modify its decision.

The school must follow the Appeals Procedures (GP-205) that accompany this Policy.

## **CAIS Procedure GP-205 Accreditation Appeals Procedure**

Purpose: To define the procedures to be followed by a school that is appealing an accreditation decision of the Board.

Application: CAIS Board of Directors, employees, volunteers, members and candidate schools

Procedures:

A school that is subject to an accreditation/status decision of the Board may appeal to the Board to ask the Board to modify its decision. Any such appeal will be subject to the following procedures:

1. Within 15 days after the Board's decision has been communicated to the school in writing, the school must give written notice to the Executive Director that the school wishes to appeal the Board's decision.
2. Within 30 days after giving the notice referred to in 1., the school must file in writing with the Executive Director an appeal notice identifying the exact decision being appealed, the reasons why the school believes the decision was in error, any evidence supporting the school's position (collectively, the "**Appeal Materials**"), and, if the school would like to appear before a hearing of an appeals committee of the Board, a request for a hearing.
3. If a hearing is requested, the hearing will be held before an appeals committee made up of the Chair of the Board (who will chair the appeals committee), the Chair of the Finance and Audit Committee, the Chair of the Governance Committee, the Chair of the Standards Council and two other members of the Board. No member of the Evaluation Council shall be a member of an appeals committee. The Chair of the Evaluation Council and the Executive Director shall appear at the hearing to answer any questions the appeals committee may have.
4. The hearing will normally be held by conference call at a time agreed between the Chair of the Board and the school; provided that the hearing will be held within 30

days of the receipt of the hearing request unless the school agrees otherwise. If the school wishes to have an in-person hearing, the hearing will be held at a place agreed between the Chair of the Board and the school and the school will cover any CAIS travel costs which are consistent with CAIS Travel Guidelines.

5. The appeals committee will meet following the hearing and will make a recommendation to the full Board as to whether the Board's decision being appealed should be modified, and if so, in what manner. This recommendation will be made to the Board and reviewed by the Board, with the assistance of external advisors in its sole discretion, for a final decision within 30 days of the hearing.
6. Alternatively, if the school has not requested a hearing, the full Board will meet to review and consider the Appeal Materials for a final decision within 30 days of receiving the Appeal Materials.
7. The school will be informed in writing by the Executive Director of the Board's final decision (i.e. whether to modify its decision being appealed) within 10 days of the Board's reconsideration of the decision being appealed.
8. The Board's decision being appealed will remain in effect during the appeals procedure.
9. The Board's decision upon the conclusion of the appeals procedure is final and binding.