



# Reconsiderations and Appeals

## Options for a Program Director

### Purpose and Criteria

The Due Process Procedure provides programs with an opportunity to request a review of their NAACLS Accreditation decision. This process has two steps: first, a reconsideration by the review committee, and second, an appeal to the board of directors. Keep in mind, this procedure cannot be used to delay an accreditation decision.

To request reconsideration, the program must submit a statement explaining why they think the decision should be re-evaluated, based on the materials that were available during the review process. No new materials can be introduced during the Due Process Procedure.

### Reconsideration Process

Programs seeking reconsideration must do so within 21 days of receiving the review committee's recommendation. This request should demonstrate either the standards were applied incorrectly, or the process was inconsistent.

At this stage, the program should have already completed all the previous accreditation steps, such as responding to the Self-Study Review and Site Visit Report and submitting any missing or extra documents. No new materials can be introduced during the reconsideration process.

A subcommittee will evaluate the request and either uphold the original decision or propose a new recommendation. The full committee will then vote on the subcommittee's recommendation. If the committee's decision changes, the updated recommendation will be forwarded to the board for review.

If the program still disagrees with the final decision after reconsideration, they may file an appeal to the board, provided they believe the review committee's decision was either unreasonable or procedurally flawed.

### Appeals Process

If a program disagrees with the board's decision, they have 21 days to notify the executive director of their intent to appeal. The appeal must clearly state if the standards were misapplied or if there were procedural inconsistencies. By this time, the program should have completed the reconsideration process before submitting an appeal.

The board president will assign a task force of at least three members to review the appeal. This group will evaluate the documentation and provide a recommendation to the board. The board's decision following an appeal is final, and a program can appeal a specific accreditation decision only once.