

APPENDIX L
APPEAL PROCESS FOR INSTITUTIONS

Letter of Appeal

If an institution elects to appeal any decision of the Director of the Arkansas Higher Education Department, the Institutional Certification Advisory Committee, or the Arkansas Higher Education Coordinating Board, a Letter of Appeal must be submitted to ADHE (Use Form 19).

The letter should provide the reason for the appeal and documentation or additional information that might affect the decision. The Letter of Appeal (Form 19) must be signed by the institution's chief executive officer and must be submitted within 30 days of the decision in question to ADHE.

Appeal Hearing

Appeals will be considered at the next regular AHECB meeting following the receipt of the written Letter of Appeal.

Hearings will be conducted in accordance with AHECB approved policy and will be held in conjunction with regularly scheduled AHECB meetings unless an emergency exists that requires immediate action.

Oral proceedings will be recorded by a certified court reporter and the institution will be responsible for all associated costs, including transcripts of the oral proceedings.

AHECB meets quarterly. AHECB meeting dates and locations can be found at www.adhe.edu.

