



## **NACEP ACCREDITATION RECONSIDERATION AND APPEAL PROCESS**

### **Adopted June 24, 2010**

National Alliance of Concurrent Enrollment Partnerships (NACEP) accreditation is designed to distinguish high quality concurrent enrollment programs throughout the nation. NACEP national standards articulate partnership practices that hallmark excellent college programs and rigorous college courses. To obtain NACEP accreditation, programs provide documentary evidence that these partnership practices are in place to the satisfaction of a review team (three approved peer reviewers from accredited programs with oversight by the Chair). Review Teams report their recommendations to the Chair of the Accreditation Committee and final actions (approval or denial) regarding accreditation decisions are approved by the NACEP Board of Directors.

The following guidelines apply to an institution seeking reconsideration or an appeal of an Adverse Accrediting Action regarding their NACEP Accreditation application or status.

#### **I. Grounds for Reconsideration or Appeal**

- a. An institution may request Reconsideration of an Adverse Accrediting Action when the institution has clear and convincing evidence that the Adverse Accrediting Action was based on incorrect or misinterpreted evidence. Adverse Accrediting Actions will be reconsidered only once.
- b. An institution may Appeal an Adverse Accrediting Action when the institution has evidence that one or more members of the review team, Accreditation Committee, or the Board of Directors failed to follow procedures and/or demonstrated bias or prejudice. An appeal will be investigated only once.

#### **II. Request for Reconsideration or Appeal**

- a. Upon receiving notice of an Adverse Accrediting Action subject to reconsideration or appeal, the institution shall receive a copy of these procedures.
- b. Within sixty (60) days after receiving notification of an Adverse Accrediting Action, a written request for reconsideration or appeal must be submitted to the President of NACEP, care of the Executive Secretary:

Adam I. Lowe, Executive Secretary  
National Alliance of Concurrent Enrollment Partnerships  
126 Mallette Street  
Chapel Hill, NC 27516  
[alowe@nacep.org](mailto:alowe@nacep.org)  
fax: (877) 572-8693

- c. A Request for Reconsideration will be based primarily on the evidence previously submitted by the institution to the original accreditation review team. The request can include additional explanation or justification for each standard which the reviewers indicated the institution had not adequately demonstrated adherence to, including additional documentary evidence supporting the justification.
- d. A Request for Reconsideration will be based on the policies and practices of the institution's concurrent enrollment program at the time of the Adverse Accrediting Action and cannot propose any substantially new changes to the program.
- e. A Request for an Appeal shall describe how one or more members of the review team, Accreditation Committee, or the Board of Directors failed to follow procedures and/or demonstrated bias or prejudice.

### III. Procedures for Reviewing a Request for Reconsideration

- a. The President of NACEP shall review each Request for Reconsideration and issue a written decision whether to grant reconsideration within thirty (30) days of receiving the request.
- b. Upon granting reconsideration, the President shall appoint a Reconsideration Review Team. The Reconsideration Review Team shall consist of three approved peer reviewers from accredited programs who have not previously served as reviewers of the program subject to the Adverse Accreditation Action. Unless previously a member of the review team, the Chair of the Accreditation Committee shall be a member of and the lead reviewer of the Reconsideration Review Team.
- c. The Reconsideration Review Team shall review the record in its entirety, including the Request for Reconsideration and all materials, correspondence, and reports previously submitted by the institution and the original accreditation review team.
- d. The Reconsideration Review Team shall report their findings and recommendation to the Board of Directors within ninety (90) days of receiving the Request for Reconsideration.
- e. The Board of Directors shall take action based on the report of the Reconsideration Review Team at their next regularly scheduled or special meeting.

### IV. Procedures for Reviewing a Request for Appeal

- a. The Board of Directors shall take action on any Appeals at their next regularly scheduled or special meeting.
- b. The decision of the Board of Directors on any Appeal shall be final.