

APPEAL PROCEDURE

An institution may appeal the following negative decisions only: (1) denial of initial accreditation, or (2) revocation of accredited status. The status of the institution will remain unchanged pending the outcome of the appeal.

The procedures for an appeal are:

1. An institution's request for an appeal hearing must be submitted to the AACSB International president within thirty (30) days of notification of the negative decision. The basis of appeal must be clearly stated and relate directly to AACSB accreditation standards or process.
2. Upon receipt of the request for appeal, and within thirty (30) days of receipt of the appeal request, the AACSB board chair (or designee) shall promptly provide the appellant institution with the names of three Accreditation Council member representatives willing to serve on an appeal panel, from which the appellant promptly shall remove two names.
3. The appellant institution shall concurrently provide AACSB with three names of Accreditation Council member representatives willing to serve on the appeal panel within thirty (30) days of delivery of the appeal request, from which two names shall be promptly removed by AACSB.
4. Within twenty-one (21) days of confirmation of their joint appointment, the two members thus chosen shall select a third member willing to serve on the appeal panel from the Accreditation Council or a non-educational AACSB member representative.
5. For accounting accreditation appeals, Accreditation Council representatives shall include accounting program directors or faculty members from schools possessing accounting accreditation.
6. The appeal panel shall not include any members of the peer review team, accreditation committees, or Board of Directors who participated in the process leading to the decision under appeal. Appeal panel members should possess knowledge of the respective accounting or business accreditation process which is subject to the appeal.
7. The three appeal panel members shall choose one of its members to serve as chair. The appeal panel chair shall determine the date of the hearing and shall notify all parties at least thirty (30) days in advance of the hearing. The hearing shall be an open proceeding unless the appellant institution requests that it be closed. The hearing date shall be within six (6) months of notification of the negative decision and will take place at the AACSB International Headquarters location.
8. AACSB shall provide each panel member and all participating parties with copies of all correspondence, reports, and other materials relating to the decision being appealed, along with a copy of the request for appeal.

9. All costs and expenses incurred by AACSB in providing for the hearing, expenses of the hearing panel, and all other expenses (exclusive of legal fees, if any) in connection with the appeal shall be borne by the appellant institution. This includes the meeting costs and travel costs of the appeal panel and AACSB's and the host institution's staff and representatives at the hearing. A deposit for estimated expenses is required to be submitted by the appellant institution within thirty (30) days of receipt of the appeal request. Additional expenses or refunds of deposits will be reimbursed immediately following the hearing.
10. Either party or the hearing panel may request a transcript of the hearing. The request for a transcript must be sent to the panel chair at least twenty (20) days before the date of the hearing. Costs of the transcript will be shared equally by the appellant institution and AACSB. Any legal fees incurred by AACSB shall be paid by the corporation.
11. The hearing shall be conducted in an informal manner with procedures determined by the panel. The appellant institution and AACSB shall have the right to appear before the panel, to present evidence, to cross-examine witnesses, to be represented by counsel, and to present oral argument, all within the limitations prescribed by the panel chair. The hearing shall normally proceed in the following order (clarifying questions may be raised at any stage):
 - Appellant institution presents its case
 - AACSB presents rebuttal
 - Rebuttal by appellant, if desired
 - Summation by AACSB
 - Summation by appellant institution
12. In reviewing the decision, the hearing panel shall focus primarily on the conditions that existed at the appellant institution prior to and at the time of the decision, not on changes in conditions since the decision or the appellant institution's plans for change. The decision shall be sustained by the hearing panel unless the appellant institution shows by clear and convincing evidence that the decision being appealed is erroneous or unreasonable. For a procedural or process error by AACSB to constitute grounds for reversal, the appellant institution must show that it has been substantially prejudiced by such error.
13. The appeal panel must either reverse or sustain the decision being appealed. If the appeal panel fails to reverse the decision by a majority vote, the decision is sustained.
14. The appeal panel decision shall be in writing and shall include a brief statement of the grounds for the decision. The decision shall be promptly submitted to the appellant institution and AACSB within thirty (30) days of the hearing.
15. The decision of the appeal panel shall be final.
16. All parties to the appeal process (including members of the hearing panel) are expected to adhere to the time schedule stated in the steps of the Appeal Procedure.

All parties should be notified immediately if the time schedule will be violated, and the reason for failure to keep the schedule should be made clear. Delinquency of more than fifteen (15) days on the part of the institution shall be grounds for the panel to declare the appeal withdrawn. Delinquency of more than fifteen (15) days on the part of AACSB shall be grounds for the panel to declare the appeal upheld.

(Adopted by the Accreditation Quality Committee December 12, 2003)