

Appeal Policy

Effective: June 12, 2014

Scope

This policy describes the conditions for an accreditation appeals by an educational institution and the appeals process.

Principles

Technology Accreditation Canada recognizes the right of an educational institution to appeal the accreditation decision. Operating procedures exist in support of this policy, in section 3.13 of the National Program Accreditation Manual.

Definition

The accreditation decision is one of three outcomes decided by the audit team at the conclusion of the audit and communicated in the Audit Report.

The audit process is the examination of the information provided in the self-assessment form and gathered from the site visit and the assessment of whether said information complies with the national accreditation components.

Policy

If the program is not accredited or denied accreditation, the educational institution may appeal the decision by filing an Appeal Request within thirty (30) days of the date on the Accreditation Letter.

The Appeal Request requires the educational institution to indicate, by National Accreditation Component, the part of the audit process which was not followed and to provide an explanation.

The only grounds for an appeal is if the audit process was not followed.

The Appeal Request is forwarded to the GAC for review. The appropriate PPA is notified once an Appeal Request has been received. The audit team is informed of an appeal.

A representative of the team may address any concerns regarding the process at the request of the Governance and Audit Council.

Once a decision is made, the GAC sends the educational institution an Appeal Response Letter within thirty (30) days of the submission of the Appeal Request. A copy of the Appeal Response Letter is sent to the appropriate PPA.

Should an appeal be granted, the National Accreditation Component which was assessed non-compliant will be either re-assessed by the audit team or assessed compliant.

An educational institution which does not file a written request for an appeal within thirty (30) days of the date on the Accreditation Letter shall waive the right to appeal.