

# SHOW-CAUSE PROCEDURAL GUIDE

## PROCEDURES FOR THE COMMISSION'S REVIEW

The Board of Trustees of the Association has approved an appeals policy which calls for the due process step “**Show Cause.**” This step provides a formal opportunity for an institution, against which an adverse action is recommended by the Commission, to show cause why the adverse action should not be taken. Adverse actions are defined as, and are limited to, denial of candidacy for accreditation, termination of candidacy for accreditation, denial of accreditation, placement on probation, and termination of accreditation.

The following procedures outline the steps to be taken by the Commission and institutions in show-cause proceedings:

1. Before taking an adverse action, the Commission will inform the institution of its action in writing, specify the reasons for the action, and set a reasonable time period no later than the next regularly scheduled Commission meeting by which the institution may submit its show-cause response to the Commission. The show-cause response addresses the question of why the adverse action of the Commission should not be taken.
2. The institution will be furnished a copy of these procedures as well as the Association's **Policy and Procedure for the Appeal of Adverse Actions Affecting Institutional Accreditation or Candidate for Accreditation Status.**
3. If the institution elects to show cause, it must file a show-cause response in writing to the Commission. The response should contain all materials which the institution believes pertinent to its case. The burden of convincing the Commission not to take adverse action rests entirely with the institution. The institution may elect not to show cause, in which case it should submit a letter to the Commission indicating that it has waived its right to show cause. The candidacy or accreditation status of the institution remains unaltered during the show-cause process.
4. The Commission expects the show-cause period to be for a time certain and no more than six months in duration, except for those exceptional cases when an extension of the show-cause period is granted. The response must be submitted in accordance with the timeline established by the Commission in its letter notifying the institution of the impending adverse action. The institution may request an extension of time to prepare the report and may be asked to submit its reasons in writing. In such a case, the Commission's chair or his/her designee has sole discretion whether or not to grant the request for an extension. In no case will the show-cause period exceed one year.
5. Show-cause responses may be considered by the Commission at one of its regularly scheduled meetings or at a meeting called for that purpose by the Commission chair.

6. Commission consideration of the show-cause response may be preceded by one or more site visits to validate the contents of the materials submitted in the response. The need for any site visit is at the Commission's sole discretion. In such cases, the Commission will follow the procedures normally used for focused site visits.
7. Following a thorough review of the institution's show-cause response, the Commission may conclude that the institution has shown cause and rescind the adverse recommendation. The Commission reserves the right to determine the nature and timing of subsequent Commission monitoring activities. In such a case, the Commission may place the institution on warning until the Commission is satisfied that the institution has completely resolved those matters which were the cause of the adverse action that was recommended. If the Commission determines that the institution has not shown cause, the adverse action will be taken. According to the policies of the Association, this action may be appealed.
8. If the Commission determines there is not sufficient information to reach a decision or if it believes the institution should be afforded additional time to address stated concerns, the Commission may defer action and set a date certain for final disposition of the matter no later than the date of the next Commission meeting, thus extending the show-cause period.
9. In all cases, the institution is notified in writing of the Commission's action together with the reasons for the action no later than one month following the Commission meeting.