

Arizona SARA Council Appeal Policy

An institution may appeal the Arizona SARA Council's initial or renewal institutional participation application denial prior to the action becoming final, by filing an appeal. Appeals must be filed in accordance with this Appeal Policy.

Grounds for an appeal are:

- (a) that the Arizona SARA Council misinterpreted, misapplied or violated a specific term or provision of the NC SARA institutional initial or renewal application policy and/or the institutional application form; AND/OR
- (b) that the procedures used to reach the decision were contrary to the Council's established policies and practices, and that these procedural errors prejudiced the Council's consideration.

The appellant institution shall have the burden of evidence to demonstrate the grounds for appeal.

Appeals Steps

- Council's Denial Notice to Institution- Upon Denial Action Taken by Council
- Institutional Appeal Notice to Council- 10 business days from receipt of Denial Notice
- Council Recognition of Appeal Notice- 10 business days from receipt of Appeal Notice
- Institutional Appeal Response to Council- set at time of Council Recognition of Appeal
- Council's Convenes and determines Final Outcome- No later than the next regularly scheduled Council review meeting.

Council Hearing

Following the Institutional Appeal Response to the Council, the Council and appellate institution will convene for a hearing. The Council will review the Institutional Appeal Response and make a Final Outcome decision.

The institution may present no new evidence or documents at the hearing. The institution's presentation to the Council shall be confined to oral statements and responses to questions by Council members.

Each party may have legal counsel present to advise and, when recognized by the Council Chair, to speak on behalf of that party.

Appeals Timeline

An institution must file an appeal within 10 business days of receipt of Council's Denial Notice. A denial that is not appealed within the allotted time is considered final.

The appeals process, as culminated in the Council's Final Outcome, must be completed no later than the next regularly scheduled Council review meeting.

Appeals Procedure

The appeal communication and documentation will be managed by the Executive Director and processed within the Arizona SARA Council's Online Application Portal. This includes but is not limited to the Council's Denial Notice, the Institutional Appeal Notice, Council Recognition of Appeal, the Institutional Appeal Response, the Appeal Panel's Recommendation/Abstention and the Council's Final Outcome documentation.