



## **CHEA GRIEVANCE FORM**

### *2021 CHEA Standards and Procedures for Recognition* **Section E. Grievance Policy**

CHEA reviews grievances that are submitted in writing, signed, and dated by the complainant, and which allege non-compliance with a specific CHEA Standard and/or Procedure by a recognized accrediting organization. Such grievance is forwarded to the respective accrediting organization for review and response in accordance with this Policy. However, if a grievance does not allege non-compliance with the CHEA Standards and Procedures or does not provide adequate specificity as to the alleged non-compliance, the complainant will be notified that the grievance does not meet the review criteria.

Grievance(s) that meet the requirements above are forwarded to the accrediting organization within 21 business days of receipt by CHEA.

The accrediting organization must respond to CHEA within 30 business days of receipt of the grievance with a written narrative addressing each issue raised in the grievance. Upon receipt of the accrediting organization's response, the Committee reviews the grievance and response at its next meeting. The Committee's review may include a request for additional information from either the complainant, the accrediting organization, or both. In accordance with CHEA's Recognition Standards and Procedures, the Committee makes a determination regarding the resolution of the grievance in accordance with its established policies and procedures as appropriate. Recognized accrediting organizations are expected, as a condition of continued recognition, to timely participate in the grievance process, cooperate with any requests for information from the Committee, and follow any corrective actions determined by the Committee.

After the Committee has completed its review, notice that a final disposition of the grievance has been reached will be provided to all parties. Notice may or may not include specific details of any further action, at the discretion of the Committee.

Directions for Submission:

**Please complete and save this form, then upload it along with all supporting documents *at one time* to <https://www.chea.org/form/recognition-submission-form>.**

Please limit attachments/exhibits that best represent your narrative or provide evidence. There is a 100 mb limit for each submission. The 2021 CHEA Standards and Procedures for Recognition are located at [www.chea.org](http://www.chea.org).

Full Name of Person Completing this Form: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Date submitted: \_\_\_\_\_

1. Identify the CHEA-recognized accrediting organization referenced in this grievance: \_\_\_\_\_

2. Please identify the category that best represents you (choose one of the following):

Current or former student

Current or former employee of an institution

Member of the community

3. Are you submitting this grievance as (choose one):

An individual independent of an organization or institution

A representative of an organization or institution

Please provide the name of the represented organization:

\_\_\_\_\_

4. State the general nature of the grievance as clearly and succinctly as possible \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Identify the CHEA Standard(s) and/or Procedures that you allege have been violated. Provide supporting relevant facts that can be substantiated by evidence (include dates/time frames and activities that precipitated the grievance). (Upload additional

pages if needed along with all other documentation and this completed form according to Directions for Submission above.)

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6. Have you previously filed a complaint/grievance with the accrediting organization regarding this concern?

Yes

No

7. If you responded yes to Question 6, please identify the person with whom you have been working to resolve this concern. Additionally, provide information about the current status of complaint/grievance.

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Thank you for your submission.

In accordance with its policies, CHEA will review and respond to the submitted grievance.

There is no fixed timeline for identifying resolution(s) but, CHEA will act as expeditiously as possible on behalf of all parties involved.

**Please only submit this form and supporting documentation once as indicated in the Directions for Submission.**