Appeals Process

1. New courses approval requests are sent to the appropriate committee for review.
2. The committee reviews the request using the guidelines and criteria on record. The committee provides a written justification of its findings. In case of rejection, (a) course revision(s) can be made based on the review and resubmitted to the committee.
3. Following an unsuccessful re-submission, a written appeal can be filed with CARS that outlines how the petitioner believes the committee misinterpreted or otherwise violated its guidelines and procedures on record.
4. CARS will verify that all rules and procedures identified by the respective committee were followed in the course of the review. CARS will, if necessary, conduct oral interviews and request further information from the committee.
5. If the CARS review finds that the guidelines and procedures on record were applied correctly, the appeal is rejected.
6. If the CARS review finds that the guidelines and procedures on record were applied improperly, the committee will be advised to reconsider. If the committee cannot resolve the issues raised by CARS, then CARS will make a final decision.

NOTE: CARS only reviews whether procedures were followed. It does not review guidelines, criteria or courses.