



SHOW CAUSE ACTION

3.9 SHOW CAUSE ACTION

3.9.1 Definition of Show Cause Action

A show cause action requires an institution to show cause why its accreditation should not be removed. This action offers the institution a final chance to offer evidence or explain reasons why accreditation should be maintained.

A show cause action may be taken when one or more of the Expectations for Accredited Institutions outlined in Policy 1.2. is not met. See Policy 3.7.4. for further detail on potential actions on the institution's response to the show cause action.

3.9.2. The Commission's Responsibility Regarding Show Cause Action

The Commission shall notify the institution in writing, within 30 days of Commission action, of the basis for the show cause action. In the show cause letter, CSS shall set forth the requirements of the show cause action and shall inform the institutional head of the Commission's intention to remove the accreditation of the institution at its next regular meeting unless the institution satisfies the stated requirements. The show cause letter shall be sent via certified mail and shall inform the institution of the required timeframe for response to the show cause letter. Where appropriate, copies of the show cause action shall be sent to the head of the school district and to the Chair of the institution's governing board.

3.9.3. The Institution's Responsibility Regarding Show Cause Action

The institution shall have the burden of proving that it has met the show cause requirements and that it has remedied the conditions that prompted the issuance of the show cause action. It is the responsibility of the institution to seek clarification on what is required, to take advantage of Commission resources such as workshops, Commission documents, staff technical support, and/or networking with other member schools, and to take the necessary corrective action. The institutional head may request to appear alone or with counsel or other representative before the Commission to make a personal presentation of the institution's stance prior to final action being taken.

3.9.4. Action on the Institution's Response to the Show Cause Action

Upon receipt of the institution's response to the show cause action, one of the following actions shall be taken:

- If the institution demonstrates that it has satisfied the requirements of the show cause action, the institution shall be moved to Accredited, Accredited with Stipulations, or Probationary status, based on the Commission's action.
- If the response of the institution is insufficient to make a determination of whether the requirements of the show cause action have been met, the institution shall be asked to submit further clarification and/or receive a Special Visit. Costs of any visit shall be borne by the institution.

- If the institution fails to satisfy the requirements set forth in the show cause letter, the Commission shall act to remove the institution's accreditation. If removal of accreditation is recommended, the institution may invoke the appeals procedures established by the Association.

All show cause actions shall be taken by the Commission.

3.9.5. The Institution's Status While Addressing the Show Cause Action

Institutions that have received a show cause letter shall be considered to be accredited during the time that the show cause action is being addressed. The institution retains the right to advertise itself as an accredited member. However, the Commission shall report the show cause action to public inquiries.

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