

Appeal

Students with concerns regarding grades, course standing, program status, attendance or related academic decisions should start the process by approaching the instructor or the initiator of the decision, preferably in person. This must be done within one week of the student receiving the assessment. All efforts must be made to resolve the issue without a formal appeal.

If it is necessary to proceed with a formal appeal, the student will speak with the Office Administrator and arrange a meeting with the Director. At this point the student should put their appeal request in writing and present this to the Director who will listen to the student's appeal and the instructor's response to the student. The Director will arrange to speak to the Instructor and if necessary, a meeting between the Director, instructor and student will be arranged and a general discussion will occur to come to a fair agreement.

If the Director is named in the appeal, then a member of the Board of Directors will meet with student and any other parties involved.