

PARKLAND COLLEGE	CATEGORY C	STUDENT PERSONNEL
STUDENT APPEAL PROCEDURE – POST-SECONDARY	POLICY #: OPR C-01.2	APPROVED: AUGUST 6, 2013 REVIEWED:

### POLICY

The College will provide an avenue of appeal for students who have been discontinued or have received a grade they do not agree with.

### PROCEDURES

Before entering an appeal, the student is encouraged to discuss the issue of concern with the instructor and/or counsellor.

It is the responsibility of the student to officially begin the Student Appeal Process as outlined.

1. The first step is to prepare a written letter of appeal setting out the basis of the disagreement (referencing the Charter of Student Rights and Responsibilities, the course or program outlines or pertinent College policy), supply supporting documentation and identify the remedy sought and **email or fax** it to the Coordinator in charge of the program. This must be done within 10 days of the discontinuation or having received a grade they do not agree with.
2. The Coordinator in charge of the program will rule on the appeal within 10 days of receiving it. The Coordinator will explain the ruling to the student and send a copy of the appeal and the ruling to the Manager or appropriate Director in charge of the program.
3. If the student is not satisfied with the Coordinator's ruling, she/he can appeal by email or **fax** to the Manager or appropriate Director in charge within 10 days. The Manager/Director in charge will rule on the appeal and explain the ruling to the student within 10 days.
4. If the student is not satisfied with the Manager/Director's ruling, she/he can appeal by **email or fax** to the President of Parkland College within 10 days. The President of Parkland College will rule on the appeal and explain the ruling to the student within 10 days.

The student may choose to drop the appeal process at any point in the process.

Only one appeal per student will be granted in an academic year.

Please refer to Code of Ethics: Category D – OPR D-11