



## STUDENT

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**NAME:** STUDENT APPEAL

### PURPOSE-PHILOSOPHY

The Student Appeal policy is designed to ensure such decisions made by staff are held to standards of procedural fairness and allow for due process. Students have a right to be fully informed, to be heard and to have the opportunity to appeal decisions that have a negative impact on their standing as a student. Great Plains College shall respond to student appeals in a fair and systematic manner.

### POLICY

A student at Great Plains College may appeal any college disciplinary or academic ruling in which the student feels that he/she has been treated unjustly, unfairly or in a prejudicial manner and which has a negative impact on his/her academic career. Decisions related to grade appeals are not subject to this policy and procedure. (See Grade Appeal Policy.)

Disciplinary or performance rulings that impact the academic standing of a student may be subject to appeal by the student. This would typically involve rulings made through the application of the Student Conduct and Academic Progress/Attendance policies.

The rendering of a decision that impacts the academic standing of a student is not in itself grounds for appeal. Reasonable grounds for hearing an appeal would normally be restricted to:

- Alleged misapplication of procedural regulations or policy
- Alleged inconsistent or discriminatory determination of a penalty

Rulings, decisions, policies and procedures of partner institutions are not subject to this policy unless specifically described in formal agreements.

The application of principles of procedural fairness at the time of initial investigation and ruling by the original decision maker will reduce the number of subsequent appeals. In making a ruling or decision that negatively impacts the academic standing of a student, it is the decision maker's responsibility to ensure the circumstances of the decision have been fully discussed with the student and that he/she has been informed in writing as to:

- The decision and impact on the student's status
- The grounds for the decision
- Applicable policy or regulation governing the decision
- The student's recourse for resolution and appeal

Ideally the decision maker will have taken the following steps before arriving at his or her decision:

- The student was made aware at the earliest possible moment of the circumstances that led up to the decision and that intervention, if appropriate, was applied
- All documents pertaining to the matter were shared with the student including witness statements, attendance records, etc.
- The student was given the opportunity to be heard with a student advocate present and to respond before the decision was rendered



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### PROCEDURE

#### Level One – Original Decision Maker

When a student feels he/she has been treated unjustly, unfairly or in a prejudicial manner when receiving a ruling, they may appeal the decision with the original decision maker. The student must approach the decision maker to discuss the decision within five business days of being officially informed of the ruling. It is expected the parties involved will make every effort for resolution before a level two appeal is filed.

It is the student's responsibility to provide grounds, evidence or documentation that supports an appeal. Students and decision makers are encouraged to enlist the advice of a student advocate to assist in finding an early resolution or in subsequently filing a level two formal appeal.

#### Level Two – Director of Programs

If the student and original decision maker have thoroughly discussed the issues and have been unable to come to a mutual resolution, the student may file a formal appeal at level two. The Director of Programs or designate will determine within five business days of notification of appeal if the student is presenting grounds for appeal in accordance with the previously stated criteria. If it is determined there are grounds for an appeal, the Director or designate will consult with appropriate personnel and render a decision within ten business days of receipt of appeal. In circumstances where the Director of Programs is the original decision maker, the appeal will be made directly to the President.

The decision or determination reached at level two shall be final. The student filing the appeal will be notified in writing of the decision. The result of the appeal will become part of the student's file.

A student who has initiated the appeal process will continue in their program studies until the conclusion of the appeal process, unless:

- The Director of Programs or designate decides the student's presence is detrimental to the learning environment, the student's personal safety or the safety of others
- The Director of Programs or designate decides the student's presence is detrimental to the campus community, the student's personal safety or the safety of others