

## **STUDENT NON-ACADEMIC APPEAL PROCESS**

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**Effective Date:** September 1, 2008

**Responsibility:** Vice President Student Services

**Amends Policy dated:** Handbooks, 2004

**Policy Number:** OAP 60

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**Scope: All faculty and staff involved in discipline procedures with students**

### **Appeal of Discipline Committee Action**

Students have the right to appeal in writing to the Chairperson of the Discipline Appeal Committee the decision of any action, including suspension or dismissal, taken by the Discipline Committee. This appeal will then be directed to the Discipline Appeal Committee. An appeal should be made within 7 days of the original decision and the Discipline Appeal Committee shall meet and respond to the appeal within the next 7 days.

The following are the only grounds for appeal: alleged bias of the discipline committee; alleged unfair procedures by the discipline committee; substantial new evidence that could not be presented at the time of the original decision or an unusual situation for which no clear criteria exist.

### **Appeal of a non-Discipline Committee Decision**

Students also have the right to appeal non-academic decisions made by other campus offices and services.

The following are the grounds for these appeals: alleged bias of the office or service making the original decision or dealing with a Level 1 appeal; alleged unfair procedures by the relevant office/staff member; substantial new evidence that could not be presented at the time of the original decision or where applicable, at the preceding level of appeal, or an unusual situation for which no clear criteria exist.

### **Process of Appeal**

There is one process of appeal in issues not related to a discipline committee decision that has two levels of appeal.

Level 1: The supervisor of the office in question, that is, the Director of Admissions, the Registrar, the Director of Food Services, the Director of Facility Maintenance, the Campus Chaplain, the Director of Guidance, the Director of Recreation or the residence

hall deans. The individual in question may refer the appeal to any relevant committee for wider input.

Level 2: The Vice President for Student Services.

At each level, the person hearing the appeal will consult with all parties involved with the original decision.

### **Method of Appeal**

The student writes a letter addressed to the person hearing the appeal indicating: the decision being appealed, the grounds for appeal, and the remedies being sought by the applicant. The letter shall include all three required sections for the appeal to be considered.

### **Time Limits of Appeal**

The student shall submit the written appeal within the following time limits.

Level 1: Within 15 days of receipt of notification of the decision that he or she wishes to appeal.

Level 2: Within 7 days of receipt of written notification of the decision of the first level of the appeal.

### **Notification of Response to the Appeal**

Level 1: Within 7 days of the appeal, the supervisor of the office in question will give written notification of his or her decision to the student.

Level 2: Within 7 days of the appeal, the Vice President will give written notification of his or her decision first to the supervisor of the office in question, and second to the student.

### **Right to an Advocate**

In any disciplinary situation (academic or non-academic), students have the right to a faculty or staff advocate of their own choosing.