

32.05	Student Appeal Advising Meeting	FORM
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1.0 Student Information

Student Name: _____ ID #: W _____

Program/Campus: _____ DATE: _____

2.0 Appeals Process Checklist

NSCC is committed to a fair, transparent and timely approach to a student’s right to challenge academic decisions and non-academic decisions that affect academic progress and standing.

Students are required to meet with either their Student Services Advisor or the Assistant Registrar to be advised and supported in their appeal process, through the completion and submission of their appeals package.

I have met with the student and reviewed the NSCC student appeals process.

I have reviewed the student’s appeal form, and advised the student whether their appeal meets NSCC student appeals guidelines.

I have provided the student with a copy of the NSCC Student Appeals Policy.

I have reviewed the ten (10)-business day submission deadline with the student.

I have reviewed with the student that all documentation included with their appeal must be relevant to the decision being contested, and presented in an organized and legible manner, with their appeal package.

I have advised the student that the Registrar’s office will contact them, via NSCC email, with a date to expect a decision on their appeal.

I have explained to the student that the Appeals Committee will rely on the written information and supporting documents the student provides to establish/prove, through the appeals process, that the original decision was not reasonable and fair under the parameters of appealable decisions, as outlined in the policy.

I have signed the Student Appeal Form that is required to move forward with the student appeal.

Student Services Advisor or
Assistant Registrar

Date

Executive Policy Sponsor: VP, Academic	Policy Steward: Director, Enrolment & Registrar	Approved: Executive Council Sept 13, 2017	Effective Date: Oct 1, 2017	Next Review: Aug 2018
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