

GUIDE ON HOW TO PREPARE AN APPEAL

A student who is not permitted to re-register under the terms of *Heritage College Bylaw #5 Concerning Support for Student Success* may appeal the College decision by making a written application to the Appeal Committee.

Grounds for Appeal

The grounds for an appeal may include the following:

- Humanitarian reasons – for example personal, psychological, financial considerations that have impacted negatively the student's chances of academic success
- Exceptional circumstances – examples include major health issues (personal or a close family member), pedagogical difficulties such as having physical or learning difficulties

Process for Appeal

1. The student completes the appeal form (Appendix 1) and submits it to Student Services, along with any pertinent supporting documentation, within the time frame specified by the College prior to the semester of admission.
2. The student will be assigned a specific date and time to verbally present the appeal to the Appeal Committee.
3. The Committee's decision will be communicated to the student and placed in the student's file. The Appeal Committee's decision is final.

The Appeal Committee may comprise:

- the Academic Dean (or a designate)
- the Director of Student Services (or a designate)
- an Academic Advisor
- an Academic Probation mentor
- an Education Advisor
- the Program/Department Coordinator (or a designate)

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