

SIR SANDFORD FLEMING COLLEGE

POLICY MANUAL

POLICY NO. 5-505	APPROVED BY: BOARD OF GOVERNORS
PAGE NO. 1 OF 1	SUPERCEDES: 3-325
DATE APPROVED: 93-05	
Motion #5	
SUBJECT: REVIEW OF AN ADMISSIONS DECISION	

The College shall develop and publish a clearly defined process whereby applicants shall have the right to a review of an admissions decision and the reasons underlying that decision, with consideration for due process and all prevailing legislation.

PROCEDURE: REVIEW OF AN ADMISSIONS DECISION 5-505

Revised April 23, 2003 - Academic Leaders Team

HANDLING AN APPEAL OF ADMISSIONS DECISION

1.0 WHEN REQUEST FOR APPEAL IS RECEIVED:

1.1 The Registrar will begin a review of the case:

- Gathering together all pertinent documentation.
- Notifying appellant that he/she has the right to access all documentation in his/her file.
- Interviewing all faculty or staff involved.
- Interviewing the appellant.

1.2 The Registrar will give his/her decision to the appellant in writing with copies to College staff involved.

1.3 The decision of the Registrar shall be final.

2.0 AUTHORITY

It is the responsibility of the Registrar to see that these procedures are properly enforced and to negotiate any alterations to the procedures as required.

She/he draws the authority for this from the Board Policy on the "Review of an Admissions Decision", 5-505, formerly 3-325 dated May 5, 1993.