

Procedure Title:	Appeal of Admissions Decision
Procedure ID:	OP 5-501C
Manual Classification:	Section 5 – Student Services/Registrar
Linked to Policy:	5-501 Admissions
Approved by Senior Management Team	December 2022
Effective Date:	January, 2023
Next Review Date:	December 2025
Contact for Procedure Interpretation:	Executive Vice President, Academic and Student Experience

1.0 – Purpose

The purpose of this Operating Procedure is to set out instructions by which applicants may appeal and/request the reasons for a refusal of admission to any of Fleming’s programs of instruction.

2.0 – Guiding Principles

Fleming’s Appeal of Admissions Decision Operating Procedure is aligned with and guided by the Ontario Government, Minister’s Binding Policy Directive on Admissions Criteria. Admission processes established for programs of instruction must be fair, objective and transparent.

On the Admissions page of the Fleming College public website, there is a description of the means by which applicants who are refused admission to a program of instruction can obtain the specific reason for such refusal and the means by which to request a review of the admissions decision. This is in alignment with the Ontario Government, Minister’s Binding Policy Directive on Admission Criteria.

3.0 – Scope

This policy applies to all full-time and part-time applicants to Fleming College programs and courses leading to a credential.

4.0 – Operating Procedure

Applicants to Fleming’s programs of instruction are able to inquire about the reasons for refusal of admission and/or request a review of an admissions decision by completing and submitting an Admissions Decision Review Request Form available on the

Admission page of the Fleming College public website. When an Admissions Decision Review Request Form is received by the Office of the Registrar. The review process will be within 14 days and will conclude within 30 days.

The review procedure is conducted by the Registrar who will review case by following these steps:

- a) Gather together and review all pertinent documentation, policies, procedures, Ontario government Minister's Binding Directives and laws.
- b) Notify the appellant that he/she/they have the right to access all documentation in his/her/their file.
- c) Notify the appellant that he/she/they have the right to be accompanied by a support person (i.e. parent/guardian, Elder, friend or family member) at the time of interview.
- d) Interview all involved stakeholders at Fleming College.
- e) Interview the appellant.
- f) Deliberate on the facts of the case and make a decision. and provide rationale and reasons.

The Registrar will give their decision to the appellant in writing, providing their rationale for the decision, with copies to College stakeholders involved.

The decision of the Registrar shall be final.

5.0 – History of Amendments & Reviews

Date	Activity
September 2017	Approved
February 2023	Reviewed and revised