PROCEDURE TITLE: NC800 Appeal of Admissions Decisions
RELATED POLICY: NC800 Admissions & Pathways – Postsecondary

A. Definitions

Support Person: A person chosen by the student to accompany them to an appeal hearing to provide emotional support, without communicating or acting on behalf of the student. The Support Person may be a family member or friend but may not be a Niagara College employee. Legal counsel is not generally supported at college procedural meetings.

Reviewing Authority: The Vice President, Student Success, or designate, appointed to have authority over formal appeals relating to Admissions Decisions.

B. Procedure Purpose

This procedure provides the steps through which applicants may appeal College decisions regarding program admission, transfer credit, advanced standing, PLAR or re-admission.

C. Procedure Statements

1. Appeals will not be considered for applicants who do not meet the stated admission requirements.

2. Niagara College will consider an admissions appeal only on the following grounds:
   a) An error occurred in the admission process (e.g. miscalculation of grades), or
   b) An extenuating circumstance affected the applicant’s academic performance (e.g. personal hardship, personal illness, critical event, family member illness or death).

3. An appeal must be launched within ten (10) business days from the date of the final admissions decision. Extenuating circumstances will be considered if a late submission is received.

4. College staff will provide support to applicants exercising their right to appeal, however applicants are responsible for monitoring their provided email and following through on any scheduled appointments or requirements as part of the appeal process. Applicants not responding to or monitoring email may forfeit the right to continue the appeal process. In addition, missing scheduled meetings may also result in the appeal being dismissed.

5. Applicants who question an Admissions decision are asked to first discuss the matter directly with the Admissions Office.
6. Applicants seeking additional clarification, will be referred to the Associate Registrar, Admissions.

7. If satisfactory resolution cannot be reached at this point, the applicant must complete Section 1 of the Admissions Appeal form indicating the grounds for appeal and desired outcome. The form is available on the College website and is to be submitted to the Enrolment Services Coordinator.

8. Whenever reasonable, a meeting will be scheduled for the applicant and the Registrar to review the facts.

9. Following a review of the case, the Registrar will render their decision and indicate that either the original decision will stand or what changes are to be made to the applicant’s record.

10. The Enrolment Services Coordinator will advise the applicant of the decision in writing and implement any changes as appropriate.

11. If satisfactory resolution cannot be reached at this point, the applicant may escalate to the Vice President, Student Success office.

12. The Reviewing Authority will review all relevant information of the appeal and may interview the student and/or the Associate Registrar as necessary.

13. Based on the information available, a decision will be made by the Reviewing Authority and the student will be informed in writing by the Reviewing Authority within five (5) business days of the outcome.

14. It is important to note that in some cases, even if the review results in a favourable outcome for the applicant, an offer of admission for the start date being appealed may not be possible. In such cases, the change of admission decision may be a spot on the wait list and/or preferable consideration for a future intake of the program being appealed.

D. Forms

Appeal of Admissions Decision
PROCEDURE TITLE: NC800 Appeal of Admissions Decisions
RELATED POLICY: NC800 Admissions & Pathways – Postsecondary

E. Document History

<table>
<thead>
<tr>
<th>Date</th>
<th>Approval/Review/Key Change(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 16, 2022</td>
<td>New</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>