

## **E1006 – COLLEGE-MANDATED STUDENT LEAVE OF ABSENCE**

### **APPEAL PROCEDURES**

1. A student may appeal a decision of the Leave of Absence Review Committee to implement a College-mandated Student Leave of Absence for one or more of the following reasons:
  - a) Relevant information has become available that was not available at the time of the original decision and there is a strong probability this information would have significantly altered the decision;
  - b) The decision, including any conditions, is disproportionate to the nature of the behaviour;  
or
  - c) There was clear evidence of bias.
2. An appeal request must be submitted in writing to the Associate Vice-President Students within seven (7) calendar days of receiving the written decision of the Committee.
3. If a student is not able to submit an appeal within seven (7) calendar days due to delays in seeking information supporting the appeal or other extenuating circumstances, the student may request an extension of time to file the appeal.
4. The written appeal must include:
  - a) The decision to be reviewed;
  - b) The reasons for the request; and
  - c) The desired remedy or outcome.
5. Within fourteen (14) calendar days of receiving the request, the Associate Vice-President Students or designate may, at their discretion:
  - a) Request a meeting with the student before rendering a decision;
  - b) Request additional information from internal or external sources; or
  - c) Render a decision based on the written request.
6. The Associate Vice-President Students will notify the student in writing as to the outcome of the appeal.
7. Decisions rendered as an outcome of this process are not subject to further appeal.
8. Filing an appeal does not revoke a decision to implement a College-mandated Student Leave of Absence.