



ICHAS

Section 7– Policies and Procedures on Teaching, Learning & Assessment

Subject:	Procedures associated with Appeals		
Date Approved by Board of Directors:			July 2019
Policy Version	1/2019	Date due for Revision	February 2024
Parent Policy	Policy on Appeals		

INTRODUCTION

This procedure sets out the steps for a challenge to a decision of a decision maker/ decision-making body under the Policy for Appeals. The Appeals Procedure allows all students the opportunity to raise an appeal against a decision as per the criteria outlined in the Policy on Appeals, confidentially and without fear of disadvantage. The procedure outlines the operation of hierarchy of decision-making where the decision taken at any level may be referred to a higher level in the form of the Appeals Committee.

RESPONSIBILITIES

ROLE/ PERSON	RESPONSIBILITY
Learner	Makes Appeal regarding Decision
Registrar	Manages Appeals Process Convenes Appeals Committee where necessary Communicates with appellant and Committee as well as other departments/parties to the Appeal
Vice President (Academic Affairs)	Screens validity of Grounds for Appeal in consultation with the Registrar
Appeals Committee	Considers valid appeals and acts as final arbitrator on Appeals Process

PROCEDURES

- Any student who wishes to appeal will in the first instance, set out the reasons for the appeal on the Appeals Form and submit to the Registrar's Office.
- Appeals must be made within 10 working days of the notified decision being appealed having been issued to the student.
- Late declarations of appeal will only be considered where evidence (e.g. medical or professional certification) is produced that circumstances or valid reasons prevented the learner from filing an appeal within the stated timeframe.
- The Registrar convenes The Appeals Committee on the advice of the Vice President (Academic Affairs).
- The procedures pertaining to the Appeals Committee are outlined in detail in the Terms of Reference for the Appeals Committee (Section 2a).
- Any member of the Appeals Committee who has previously been involved in the decision under appeal must be absented from that committee.
- There are no further options for appeal within the college decision-making structures beyond the final decision of the Appeals Committee.
- This does not impinge on the appellant's right to seek external legal redress for any decision taken by the College.

Graphical Representation of Procedure



Linked Policies and Procedures

Linked Policies	Policy on Assessment of Learners Policy on Appeals Policy on Grade Recheck and Review of Assessment Decisions
Linked Procedures	Procedures associated with Assessment of Learners Procedures associated with Appeals Procedures associated with Grade Recheck and Review of Assessment Decisions Terms of Reference for Appeals Committee