



<b>Category:</b> Student Services	<b>Responsible Owner:</b> Head of High School	<b>Effective Date:</b> March 2023
<b>Policy Number:</b> 2.17	<b>Approval Body:</b> Board of Governors	<b>Policy Name:</b> Appeals Policy (High School)

#### A. POLICY:

**PURPOSE/COMMITMENT:** Columbia College students have the right to appeal academic and disciplinary decisions made by the College's faculty and administration. The procedure for student appeals is laid out in a number of College policies, respective to the academic or disciplinary decision being appealed.

In instances where the student is under the age of 19, the student's parent/guardian/custodian will be informed of the decision and may be involved in the appeal process. In addition, a FISA ombudsman may assist in the appeals procedure if requested by the student or by the Head of High School.

**SCOPE:** Columbia College High School students, instructors, and administration are covered by this policy.

**WHEN TO USE THE POLICY:** This policy should be used by Columbia College staff or faculty when High School students seek to formally appeal an academic or disciplinary decision made by Columbia College High School faculty, staff, or administration.

#### DEFINITIONS:

**Category:** 2.0 Education

**Responsible Owner:** Head of High School

#### LINKS TO SUPPORTING FORMS, DOCUMENTS, WEBSITE:

#### REFERENCE TO EMPLOYMENT AGREEMENT CLAUSES:

n/a

#### REFERENCE TO BYLAWS:

n/a

#### RELATED ACTS AND REGULATIONS:

[Independent School Act, 1996](#)

#### RELATED POLICIES:

#### APPROVALS:

#### IF APPLICABLE:

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Chair, Academic Board	Date:
Chair, Marketing and Recruitment Committee:	Date:
Chair, Finance Committee:	Date:

APPROVAL FOR ALL POLICIES:

Responsible Owner:	<div>DocuSigned by: <i>Sarah Scali</i> 0CB5DDDB12C448...</div>	Date:
Principal or Designate:	<div>DocuSigned by: <i>Matt Wadsworth</i> 4E77F4AD64D94DC...</div>	Date:
Chair, Board of Governors:	<div>DocuSigned by: <i>Ana Culibrk</i> B28AABA914CC4FF...</div>	Date:

Proposed Review Date: March 2028	Dates(s) revised:	Replaces Policy Number:
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