



# LAWGRACIA GLOBAL COLLEGE

... Building bridges. A path to world's Greatness

## APPEALS POLICY

## Purpose

LawGracia Global College is committed to providing a fair, transparent, and timely appeals process for students, staff, and other stakeholders. This policy outlines the procedures for submitting and resolving appeals.

## Scope

This policy applies to all students, staff, and other stakeholders of Lawgracia Global College.

## Principles

1. Fairness: The appeals process will be fair, impartial, and transparent.
2. Confidentiality: All appeals will be treated confidentially.
3. Timeliness: Appeals will be resolved in a timely manner.
4. Respect: All parties involved in the appeals process will be treated with respect and dignity.

## Grounds for Appeal

An appeal may be made on the following grounds:

1. Academic decisions: Appeals against academic decisions, such as assessment results or progression decisions.
2. Disciplinary decisions: Appeals against disciplinary decisions, such as warnings or penalties.
3. Administrative decisions: Appeals against administrative decisions, such as admissions or enrollment decisions.
4. Complaints: Appeals against complaints handling decisions.

## Appeals Procedure

1. Initial Appeal: The appellant must submit a written appeal to the Appeals Committee within (10 working days) of the decision being appealed.
2. Appeals Committee: The Appeals Committee will review the appeal and make a decision.
3. Appeal Outcome: The appellant will be informed of the appeal outcome in writing within (10 working days)
4. Right to Representation: The appellant has the right to be represented by a third party during the appeals process.

### Appeals Committee

The Appeals Committee will consist of:

1. Chair: (director 1 and director 2-
2. \_Members
3. Independent Member: An independent member may be appointed to the Appeals Committee to ensure impartiality.

### Record-Keeping

All appeals will be documented and records will be kept for ((3 years)

### Confidentiality

All appeals will be treated confidentially, and information will only be shared with authorized personnel.

### Timeframes

The following timeframes will apply to the appeals process:

1. Initial Appeal: (10 working days)
2. Appeals Committee:  
10 working days)

3. Appeal Outcome: (10 working days)

### Review and Revision

This policy will be reviewed and revised as necessary.