



## STUDENT APPEALS PROCEDURE

STUDENT SUPPORT | 600.608A

### Last Evaluation

4/9/2024

### Executive Staff Approval

4/15/2024

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## 1. Procedure Statement

This document outlines Mountainland Technical College's (MTECH) procedure to review and address student appeals.

## 2. Definitions

**Appeal** - A request for variance to an administrative decision, MTECH policy, plan or procedure.

**Student** - An individual enrolled in a program, course or activity at MTECH.

**Retaliation** - Any action including intimidation, threats of reprisal, harassment, or other materially adverse actions, or threats of such materially adverse actions, made by or against employees or students of the college designed to prevent or discourage someone from asserting a right granted by federal law or state regulations.

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## 3. Appeals

Appeals are heard by the Appeals Committee in regularly scheduled meetings. The Appeals Committee will determine if the information provided by the student is sufficient and may request additional information. Students are encouraged to provide any additional information promptly. If a student fails to come forward with other requested information within 30 working days of the request, the appeal will be canceled, and no further consideration will be given.

- 3.1 The Appeals Committee voting members are the College Vice Presidents or their designee.

- 3.2 Any member with a conflict of interest will abstain from commenting or voting on the appeal.
- 3.3 The Appeals Committee will review the appeal, investigate the allegations, review evidence, and develop the Committee's recommendations.
- 3.4 When a decision is reached, the student will be notified with an official letter in the mail and an email from [appeal@mtec.edu](mailto:appeal@mtec.edu).

#### 4. Evaluation History

Last Evaluation	Executive Staff Approval
1/11/2024	3/11/2024
4/9/2024	4/15/2024