

AC.3.17.1 Student Military Leave

Schedule B: Student Military Leave Appeal Process

Who	What	When
Student Academic chair/coordinator	<p>1. A student who disagrees with the academic chair/coordinator’s accommodation decision and who wishes to appeal the decision shall first meet with the academic chair/coordinator to informally resolve the situation.</p> <p>2. If an in-person meeting is not practical, the student’s academic chair/coordinator will establish an alternate communication method.</p>	Within five business days of the disagreement arising.
Student	3. If the student is not satisfied with the outcome of the discussion with the academic chair/coordinator, the student may appeal this decision by submitting a written request to the student’s dean or designate.	Within five business days of meeting with the academic chair/coordinator.
Dean Student	<p>4. The dean shall meet with the student. The student is entitled to bring the SAITSA vice president, academic or designate to the meeting for advice and support. In general, however, only the student shall speak on the student’s behalf. In the case of a student who is a minor or who is an adult student with an appointed guardian, the student is also entitled to bring his/her parent or guardian.</p> <p>5. Where instruction is provided by a program or school other than the student’s</p>	Within seven business days of receiving the student’s written request.

	<p>program, the student's dean or designate shall consult with the dean responsible for delivering that course.</p> <p>6. If an in-person meeting is not practical, the student's dean/designate will establish an alternate communication method.</p> <p>7. The dean or designate will advise the student in writing of the decision</p> <p>8. The decision of the dean or designate is final and binding.</p>	<p>Within five business days of meeting with the student.</p>
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