

Academic Queries

If a student disagrees with the assessment of their course work they have the right to dispute this assessment through the following channels:

1. Students with complaints about instruction or in-semester grading should refer them first to the course instructor.
2. If the student and the course instructor are unable to resolve the complaint, the student may meet with the Academic Dean submit a completed Academic Complaint Form prior to the end of the last day of classes or the submission of final grades. The Academic Dean's written decision will be rendered within 5 working days.
3. If the student and/or the course instructor are dissatisfied with the Academic Dean's decision they may appeal the decision by forwarding a copy of the Academic Complaint Form, along with the written decision to the Executive Director within 5 working days of the decision. The Executive Director's written decision will be rendered within 10 working days. The decision of the Executive Director is final.