

KENNEBEC VALLEY COMMUNITY COLLEGE

Policy #:
2.03

Effective:
06/22/12

Replaces:
01/01/03

APPLICANT GRIEVANCE PROCEDURE

Should an applicant to a program wish to appeal his/her status, the following procedure will be followed:

1. Applicant submits his/her appeal in writing to the College's Admission Committee. This written appeal should include specific reason(s) for requesting that the admission decision be changed.
2. The Admission Committee meets within 14 days to review the appeal. The Committee reserves the right to invite the applicant to make a personal appearance before the committee.
3. The Committee renders a decision and informs the applicant in writing within seven days of its decision.
4. Students who have been denied admission because of failing to meet program entrance requirements and feel there are extenuating circumstances affecting their admission may appeal this decision in writing to the Dean of Students.
5. The Dean of Students will respond to the appeal in writing within 21 days.