



ACAD 20:

Admissions Appeals Policy and Procedure

Effective Date: Friday, April 17, 2026

1.0 PURPOSE

The purpose of this policy is to establish a fair, transparent, and culturally grounded process for applicants to appeal admissions decisions. This policy ensures that decisions are reviewed in a manner consistent with SKG's commitment to mino-bimaadiziwin (the good life), relational accountability, and equitable access to education.

2.0 GUIDING PRINCIPLES

Admissions appeals at SKG are guided by:

- **Respect and Relationality** – honouring each applicant's story, experiences, and potential;
- **Fairness and Transparency** – ensuring decisions are made consistently and clearly communicated;
- **Holistic Review** – recognizing diverse pathways of knowledge, including lived experience and community-based learning;
- **Accountability** – aligning with institutional policies, IAESC standards, and quality assurance practices;
- **Support and Restoration** – prioritizing pathways forward, including guidance for reapplication or alternative entry routes.

3.0 SCOPE

This policy applies to all applicants who have received an admissions decision of:

- Refusal of Admission; or
- Conditional Admission where the applicant disputes the conditions applied.

This policy does not apply to:

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- Program capacity limitations where qualified applicants are waitlisted;
- Decisions related to student conduct unrelated to admissions;
- Decisions outside the authority of SKG (e.g., external partner institution admissions decisions)

4.0 GROUNDS FOR APPEAL

An appeal may be submitted on one or more of the following grounds:

1. Procedural Error

- The admissions process was not followed in accordance with established policy.

2. New or Additional Information

- Relevant information was not available at the time of application review and could materially affect the decision.

3. Demonstrated Readiness

- The applicant can provide evidence of readiness not adequately reflected in the original application (e.g., lived experience, community work, prior learning).

4. Equity Considerations

- The applicant believes the decision did not adequately consider barriers or systemic factors impacting their educational pathway.

5.0 APPEALS PROCESS

Step 1: Submission of Appeal

- Appeals must be submitted in writing within **15 business days** of receiving the admissions decision.
- Appeals must include:
 - Applicant name and program applied to;
 - Copy of the admissions decision;
 - Clear statement of grounds for appeal;

- Supporting documentation (if applicable).

Appeals are submitted to the Registrar or designated Admissions Officer.

Step 2: Preliminary Review

- The Registrar (or designate) will:
 - Acknowledge receipt within **5 business days**;
 - Review the appeal for completeness and eligibility;
 - Request additional information if required.

Step 3: Appeals Review Committee

Eligible appeals will be reviewed by an Admissions Appeals Committee, which may include:

- Registrar or designate (Chair);
- Academic representative (e.g., Program Coordinator or faculty member);
- Student Services representative;
- Elder or Knowledge Keeper (where appropriate, to support holistic and culturally grounded review).

The Committee will:

- Review all documentation;
- Consider the applicant's full context, including academic and lived experience;
- Ensure alignment with admissions policy and institutional values.

Step 4: Decision

The Appeals Committee may:

- Uphold the original decision;
- Grant admission (Full or Conditional);
- Offer Deferred Admission;
- Recommend an alternative pathway (e.g., upgrading, bridging, PLAR assessment).

Decisions will be made within **15 business days** of a complete appeal submission.

Step 5: Communication of Decision

- The decision will be communicated in writing to the applicant, including:
 - The outcome of the appeal;
 - A rationale for the decision;
 - Any conditions or next steps;
 - Information on available supports or alternative pathways.

All decisions of the Appeals Committee are **final**.

6.0 TIMELINES

Stage	Timeline
Appeal submission deadline	Within 15 business days
Acknowledgement of receipt	Within 5 business days
Decision timeline	Within 15 business days

7.0 RECORDS AND CONFIDENTIALITY

- All appeal materials will be treated as confidential and managed in accordance with SKG's privacy and records management policies.
- Records of appeals will be maintained for quality assurance, continuous improvement, and reporting purposes.

8.0 COMMITMENT TO STUDENT PATHWAYS

Where an appeal is not successful, SKG will:

- Provide clear guidance on next steps;
- Identify alternative entry pathways (e.g., preparatory programs, PLAR, future intake);
- Offer connection to student support services where appropriate.

9.0 POLICY REVIEW

This policy will be reviewed every **3–5 years**, or as required, to ensure alignment with:

- IAESC standards;
- Institutional quality assurance processes;
- SKG's Seven Strategic Pathways;
- Evolving community and learner needs.