

OWENS COMMUNITY COLLEGE  
PROCEDURES

**Student Non-Academic Appeal**

**Board Policy No.: 3358:11-3-64**

**PROCEDURES:**

- (1) The student must initiate the appeal process by first discussing the formal decision with the following college employees listed below:
  - i. the administrator, faculty, or staff member who made the decision, and/or
  - ii. the immediate supervisor
  
- (2) In the event that an acceptable resolution is not found, the student may file a formal appeal. The formal appeal is initiated once the student completes, signs and submits, the “Request for Non-Academic Appeal” form.
  - Link: [https://cdn.owens.edu/forms\\_current/non-academic-appeal.pdf](https://cdn.owens.edu/forms_current/non-academic-appeal.pdf)
  
- (3) All formal Non-Academic Appeals may be submitted at any time but should be submitted as soon as possible after the event takes place.
  
- (4) The Non-Academic Appeal process will be handled in a timely manner, depending on the availability of information related to the appeal.
  
- (5) The decision of the Vice President of Student Services is final. The student will be notified by Owens e-mail of the decision from the Office of Student Services.

Effective Date            5-16-2020