



Once a decision is rendered, it is typically final unless there are perceived substantive or procedural errors which are prejudicial. The criteria are:

- The procedures of the policy were not followed.
- If a procedural error occurred, the rights of the grievant (student) were violated to the extent that a fair review was not conducted.
- The review was conducted in a way that did not permit the grievant (student) adequate notice and opportunity to present facts.
- The information presented during the review was insufficient to justify the decision reached.
- There was information existing at the time of the review that was not discovered until after the review.

Name of Parties Involved: _____

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Send to: StudentGrievances@ketchum.edu

For Office Use Only	Date of the Receipt of the Appeal: _____ Decision: _____
	VPAA/VPASA's Signature: _____ Date: _____