

ADMISSIONS APPEAL PROCEDURE

1. Applicants may appeal against the outcome of their application to study at LCCM, including recognition of prior learning, solely on the grounds that:
2. LCCM admissions policy or process had not been followed correctly; and/or key information was not made available during the application process, through no fault of the applicant and that this had a material effect upon the outcome of the application.
3. The applicant must submit their reasons for appeal in writing to the Admissions Manager within four weeks of the date of LCCM's decision on their application.
(admissions@lccm.org.uk)
4. The Admissions Manager shall discuss the decision with the relevant tutor and reply to the applicant's points in writing within 10 College working days of receipt of the applicant's submission at 2. above.
5. If the applicant is still dissatisfied and wishes to pursue the appeal, the applicant may write to the Vice Principal within 5 College working days of receipt of the Admissions Manager's reply at 3.
6. The Vice Principal shall review the admissions decision, examining the evidence and discussing with the Admissions Manager and if necessary, the relevant tutor.
7. The Vice Principal will reply to the applicant in writing within 10 College working days of receipt of the student's written submission at 4. above, advising the applicant of their decision and noting that this is now final, with no scope for further appeal, unless it can be demonstrated that this process has not been followed correctly, in which case the applicant has the right to raise this in writing, with any evidence, directly to the Chair of the Academic Board. The Chair will respond to the applicant within 5 College working days of the next meeting of the Board.

8. If the applicant remains dissatisfied with the matter after referral to the Chair of Academic Board, or following the Vice Principal's decision if this does not relate to procedural matters, then this may be raised as a complaint to the Open University, addressed to: The Director, Open University Validation Partnerships Walton Hall, Milton Keynes, MK7 6AA United Kingdom or alternatively sent by email to: OUVP-Director@open.ac.uk

9. All appeals documentation is stored confidentially for two years.

The Academic Board reviews this policy annually.