POLICY:		POLICY NUMBER:
Student Concerns		**AC-2-9**
		PREVIOUS/REPLACES: **Student Concerns**
APPROVED BY: **Management Council**	EFFECTIVE DATE AS OF: **March 24, 2010**	PRIOR VERSIONS: **June 9, 2009**

1. Policy Statement:

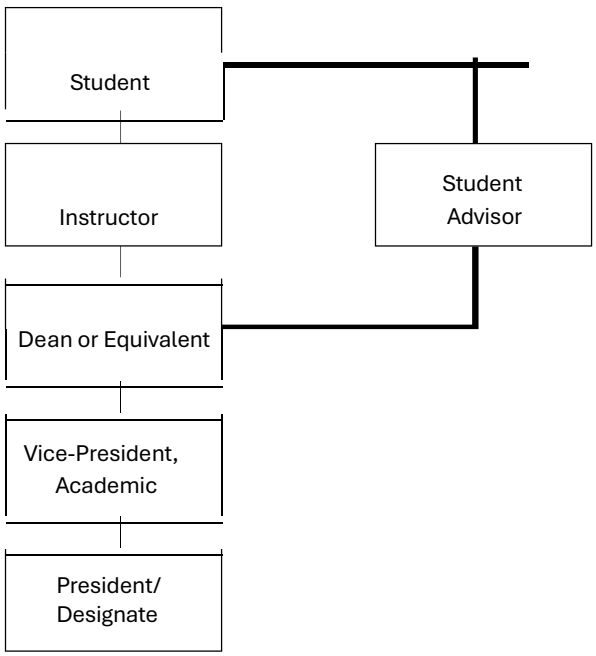
The Manitoba Institute of Trades and Technology (to be referred to as MITT) recognizes that students may experience a concern regarding a MITT program of service and has developed a process to be followed.

2. Scope:

This policy applies to all MITT students enrolled in full or part-time secondary and post-secondary programs.

3. Procedure:

Student who wish to address a concern, should follow the Student Concerns Process.



Student

Students are encouraged to observe the above line of communication, however there may be situations where students may wish to consult with a MITT administrator as noted above.

If the situation is not resolved with the instructor, students should document their concern on the Student Concerns form (available from the General Office) and submit this document when making an appointment to meet with the MITT administrator.

Appointments to meet with a MITT administrator can be made through the General Office at the respective campus.

4. Administration:

The Vice-President, Academic is responsible for ensuring this policy is adhered to.

5. Review:

This policy will be reviewed as required by Academic Council and will be reviewed by Executive Council every five years. This policy shall remain in effect until amended or revoked, regardless of the five-year review.

6. Reference:

N/A