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Student Appeal Policy

QEC/FJDC/POL/8.6

Purpose:

This policy outlines the procedures and guidelines for students to appeal decisions made by the college administration, faculty, or other relevant bodies. The goal is to provide a fair and transparent process for students to address concerns or grievances.

Scope:

This policy applies to all dental students enrolled in Fatima Jinnah Dental College & Hospital affiliated with Jinnah Sindh Medical University.

Appealable Decisions:

Students may appeal decisions related to the following:

- Academic matters, including grades, academic standing, and disciplinary actions
- Transfer and/or migration
- Financial aid or scholarships
- Other matters deemed appropriate by the college administration

Appeal Procedures:

1. Informal Resolution:

- Students should first attempt to resolve the issue informally by discussing it with the relevant faculty member, department head, or student affair cell.

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- If the issue cannot be resolved informally, the student may proceed with a formal appeal.

2. Formal Appeal:

- Students must submit a written appeal to the designated appeal committee within 2 weeks.
- The appeal letter should clearly state the nature of the grievance, the decision being appealed, and the reasons for the appeal.
- The appeal letter should be accompanied by any relevant supporting documentation.

3. Appeal Committee:

- The appeal committee will consist of following members, including senior faculty, student affairs cell member, and College Board member.
- The committee will review the appeal and any supporting documentation.
- The committee may interview the student and relevant parties to gather additional information.

4. Decision and Notification:

- The appeal committee will make a decision on the appeal and notify the student in writing within 7-14 working days.
- The decision will be based on the evidence presented and the applicable college policies and procedures.

5. Finality of Decision:

The decision of the appeal committee is generally considered final. However, in exceptional circumstances, the student may appeal the decision to the university's higher authority. If the matter is rerouted to university, final decision will be as per university's discretion.

6. Additional Considerations:

- Students must adhere to all deadlines and procedures outlined in this policy.
- Students may seek assistance from the student affair cell member or faculty member in preparing their appeal.
- The college reserves the right to amend or modify this policy as needed.
- A student appealing against a final grade for pre professional exam for a subject must submit an appeal in written form. Verbal appeals or complaints in relation to a course result are not valid and will not be accepted.
- For Preproff exams Vice Principal reviews the complaint with HOD. Papers are rechecked by HOD.
- Following due consideration of the application, the HOD will provide the student with a written response to the appeal. This will include the reasons for the decision. It is the College's responsibility to notify the Student and the Administration of any amended results following the appeal.
- College must record all appeals submitted and their outcomes, successful or not, in a log. The aim of this record keeping is to aid

in identifying trends and potential causes of appeals which may assist with the reduction of future appeals.

- A student appealing against a final grade for the Professional exam results are redirected to university.
- For final examination, JSMU reserves the rights to amend / change any result against appeal.

