COLLEGE POLICY

Policy No. & Title: **A-145 Academic Appeals**
Policy Sponsor: Vice-President, Operations
Reference Cmtee: Policy & Procedure Committee
Effective: 2023-07-01
Next Review: 2027-01-29

Purpose
To establish guidelines and principles where a student may launch an appeal concerning the student's perception of unfair treatment arising from a College decision or action that results in a direct and significant adverse outcome for the student.

Scope
This policy applies to all College students, employees, delivery partners, affiliates, volunteers, and contractors.

Definitions
Direct and significant: A decision or action of the College that results in the student's progress in their program of instruction to be restricted or halted. Direct Significance normally means the decision/grade is material to progression (*i.e.,* an exam, capstone project, internship), but does not include normative assessments or portions of summative assessments.

Conflict of Interest: Any situation that has the potential to compromise professional judgment or objectivity or is incompatible with an individual's responsibilities to the College. Apparent conflict of interest is where a reasonable person would think that the individual's judgement is likely to be compromised. A conflict of interest includes actual or apparent conflicts of interest.

Onus: Responsibility, accountability.

Procedural fairness: The student knows the facts and evidence of the case and issue in question, the student has an opportunity to speak to the evidence before the College, and the College will make decisions without bias.

POLICY
1) The College is committed to fair, timely, and consistent decision-making regarding students. If a student believes they have been treated unfairly or the College has applied an academic policy inconsistently, the student has the right to appeal. Appeals related to Admissions shall be addressed under policy C-401 Admissions.
2) The College is committed to the principle of procedural fairness as applied to student appeals.
3) The College will make academic decisions in support of procedural fairness such that:

a) Decisions will be based on all the evidence provided to both parties.
b) Decisions will be based on reasonable inferences from all the information provided.
c) Decisions will be documented with a rationale provided.
d) The decision-maker(s) will be free from actual and/or perceived bias and hold no conflict of interest in the outcome of the appeal.

4) All appeals will be based on the grounds which define the reason(s) a student believes they have been treated unfairly. The ground(s) identified at the outset of the appeal will remain consistent throughout the appeal and shall not be modified. For every ground identified by the student, the onus is on the student to prove they have been treated unfairly for each ground, so it is recommended students concentrate on the primary ground. The grounds for appeal are limited to the following four (4) areas:
   a) **Merit of Work**: Claiming an error in assessing a student's performance, such as:
      i) Failing to record a grade for completed work
      ii) Grade Variability – similar work is submitted by other students, but the grade received is substantively different.
   b) **Procedural Error**: Claiming a College policy or procedure has not been applied or interpreted correctly by the decision-maker(s).
   c) **Compassionate**: Claiming an illness, medical, legal (jury duty, but not incarceration) or other extenuating circumstance that provides compelling evidence affecting the student's academic work, or;
   d) **Other Unfair Treatment**: Claiming a College decision or action was unfair, unjust, prejudicial, excessive, or inconsistent.
5) Academic appeals must be filed within 7 calendar days after the grade has been posted to the Student Web/provided to the student via automated LMS email (The Centre for Distance Education) for which the appeal is being sought.
6) Students must present a complete and well documented case consistent with this policy and its procedure. If the student does not meet these criteria, or materials are submitted after the prescribed timelines, the College reserves the right to dismiss the appeal.

Related Policies
A-141 Academic Integrity
C-401 Admissions

Supporting Documents/Forms
A-145p Academic Appeals – Procedure