

5.0 Student Rights

- a) Students who file an appeal under this Policy have the right to a fair, transparent, and equitable process.

- b) At any stage in the Academic Appeal process, students may bring a support person (e.g. a student association advisor) to meetings relating to their Appeal. The expectation is that the student will prepare and present their own case and that the role of the support person is to observe the proceedings, and to advise and support the student.

- c) Students awaiting Academic Appeal hearings may enroll in the next semester of their program and register in all regular courses.

Exception – Where an Appeal involves academic performance in a clinical or placement, the student may not register in the subsequent placement course while awaiting the results of their Appeal.

- d) In the case where a student enrolls in the next semester of their program and the Committee denies the Appeal, they will be required to withdraw from the course or program if they are no longer qualified to attend.

6.0 Stage 1: Informal Process

- a) A student must first attempt to resolve the issue under academic appeal by meeting informally with the faculty member or the Academic Administrator, where possible.

- b) The faculty member or the Academic Administrator will meet with the student and explore possible resolutions on a case-by-case basis, considering all the circumstances.

- c) If no informal resolution is possible, the appeal will proceed to the Stage 2 appeal process.

7.0 Stage 2: Academic Appeal Committee

- a) An Academic Appeal Committee is created and will be responsible for administering the Stage 2 appeal process. This committee consists of the following members:
 - Registrar, or delegate, (who serves as Chair of the Committee, non-voting)
 - 2 faculty members drawn from a list approved by the Associate Director, Academics
 - 1 academic administrator drawn from a list approved by the Associate Director, Academics
 - 1 student Ambassador
 - 1 non-academic administrator drawn from a list approved by Campus Director
- b) The Committee has the responsibility to examine all documents submitted by the student as well as those submitted by the faculty member and/or academic administrator. The Committee may examine the student's

academic record as well as examine other written evidence. It may interview the student, faculty member, and other individuals with potentially relevant information.

c) Committee members cannot participate if they have been previously involved in a decision-making process related to the matter under Appeal or if they have any conflict of interest, as determined by the Chair.

d) In cases where a student is appealing a grade, and seeking that work be re-assessed, the Committee will determine whether the student's work should be re-assessed. If the committee finds in favor of the student, the Academic Administrator will be responsible for coordinating reassessment of the work under appeal by a suitable content expert that is not the course instructor for the course under appeal. The grade determined by that reviewer will be the grade assigned for the coursework in question.

e) The decision reached by the Committee is final and cannot be further appealed.

8.0 Standard of Proof

The standard of proof to be met is that it is more likely than not that the original decision was incorrect. The burden of proof rests with the student who requested the Appeal.

Responsibilities and Accountability

Students

- Being proactive – i.e., notifying and consulting with the faculty member or Associate Director, Academics as soon as situations arise that are likely to affect their academic performance.
- Knowing their rights and responsibilities under this policy.
- Initiating, following and cooperating with the Academic Appeal Procedure

Faculty Members

- Explaining their academic decisions to students and, in cases of disagreement, for informing students of their right to appeal.
- Participating in the appeal process, which may include providing further information and documentation, in-person and in writing, to their Academic Administrator and the Academic Appeal Committee.
- Undertaking their obligations under this policy in a fair, transparent and consistent manner.

Academic Administrators

- Hearing Stage 1 Appeal, reviewing the situation with the student and faculty member, and deciding on whether a solution is possible or whether they need to refer to the Academic Appeal Committee.
- Documenting the details of Stage 1 Appeal and communicating the results to the student and the faculty member.
- In cases where the Committee approves a re-assessment of grades, ensuring that a qualified individual, who is not the faculty member whose evaluation is under appeal, re-evaluates the student's work

Associate Director, Academics

- Ensuring integrity of overall appeal process
- Ensuring documentation and reporting of all Appeals
- Coordinating and facilitating Stage 2 appeal process
- Overseeing administration of this policy
- Maintaining a record of the Appeal

Related Policies/Directives/Regulations

- Student Complaints Policy
- Code of Conduct
- Academic Standing and Promotion Policy