

PROCEDURES	Motion No: S-202001.06	Approval Date:
	Approving Authority: Responsible Executive:	

Title:

Student Appeals

1. PURPOSE

These procedures establish the process followed to resolve student appeals including academic misconduct, grade appeals, academic standards and non-academic misconduct appeals.

2. SCOPE

3. PRINCIPLES

- 3.1** All students have the natural and reasonable right to appeal grades given during the term, the final grade of a course, and other academic policies and decisions of the University.

- i. If the instructor and the Student agree on a resolution, the matter is considered informally resolved. The instructor submits the Academic Appeal Form that includes the agreed resolution to the Office of the Registrar; or
 - ii. If the matter cannot be resolved informally, the instructor returns the form to the Student.
- 5.1.4** The Student decides within seven (7) business days of their meeting with the instructor if they would like to move forward with a formal appeal.
- 5.1.5** If moving ahead with a formal appeal, the Student submits the Academic Appeal Form and a letter to the Program Chair, Director or Associate Dean clearly articulating the following: the decision being appealed; the reason(s) why the decision is considered to be unfair; and what decision would be considered fair and why it would be fair. Graduate students must also provide their Academic Supervisor a copy of the Academic Appeal Form and letter.
- 5.1.6** The Program Chair, Director or Associate Dean reviews the appeal and meets with the Student and Instructor to discuss the appeal. The Program Chair, Director or Associate Dean documents the conversation on the Academic Appeal Form.
- 5.1.7** If a resolution favourable to the Student is found within seven (7) business days, the Program Chair, Director or Associate Dean submits the Academic Appeal Form to the Office of the Registrar stating the resolution and includes any applicable forms, if this is the agreed resolution. For Graduate Students, their Academic Supervisor should also receive a copy of the completed form.
- 5.1.8** If no resolution favourable to the Student is reached within seven (7) business days, the Chair, Director or Associate Dean submits the Academic Appeal Form to the responsible Dean. For Graduate Students, their Academic Supervisor should also receive a copy of the completed form.
- 5.1.9** The Dean reviews the appeal package, meets with the Program Chair, Director or Associate Dean and documents the conversation.
- 5.1.10** If the Dean requires further information, they may contact the Student and/or the Instructor.
- 5.1.11** If no resolution acceptable to the Student is reached within seven (7) business days, the Dean submits the form to the Office of the Registrar to be placed in the Student's file. For Graduate Students, their Academic Supervisor should also receive a copy of the completed form.
- 5.1.12** The University Registrar writes to the Student informing them of the decision of the Dean and provides the Student with the options of

withdrawing the appeal or moving the appeal ahead to the Senate

- and the process leading up to the decision. If available, the Student must attach a copy of the written decision;
- iv. A summary of the ground(s) on which the appeal should advance. The grounds of an appeal must meet one or more of the criteria as outlined in section 5.2.3 of these procedures.
 - v. the documentary evidence and/or witness statement(s) of the new evidence if the appeal alleges that there is material evidence that was not reasonably available prior to the decision; and
 - vi. a brief statement of the remedy sought on appeal.

5.3 Initiation of Non-Academic Misconduct Appeal

5.3.1 Students may appeal non-academ261 -1.315 TdEMC . Tf-28.53 -1.33 Td()TjEa6oP Af-0

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Record of the Investigation to the appeal to SCA through the University Registrar. A copy of the response and Record of Investigation are sent to the Student.

5.3.6 If the Provost and Vice President, Academic raised any new issues the Student could not reasonably have anticipated, the Student may, within seven (7) business days of receipt of the Provost and Vice President, Academic's submissions, send the University Registrar a written reply. The University Registrar sends a copy of the reply to the Provost and Vice President, Academic.

5.3.7 If the Student would like to proceed with their appeal to SCA, the Student must notify the University Registrar in writing.

6. PROCEDURES – APPEAL TO THE SENATE COMMITTEE ON STUDENT APPEALS

6.1

- Undergraduate or Graduate Calendar or the University Act to make decisions with respect to requirement to withdraw;
- c. Discipline imposed was excessive, or not consistent with University policy or practice.
- ii. If the substance of the appeal does not fall under section 6.1.3 i., the appeal is returned to the Student with a letter from the Chair of SCA explaining why the appeal does not meet appeal criteria.

6.2 Academic Appeal Hearing

- 6.2.1** The members of SCA, Student, Instructor, Academic Supervisor, Program Chair, Director, Associate Dean, Dean, Provost and Vice President, Academic or other decision makers involved in the decision-making process (es) are provided the complete Appeal Package and invited to the SCA Appeal Hearing.
- 6.2.2** SCA may request further submissions in writing or in person if necessary for their deliberations.
- 6.2.3** SCA deliberates in a closed meeting.
- 6.2.4** The decision of the majority of the SCA is the decision of the committee.
- 6.2.5** After considering an appeal, SCA makes one of the following decisions based on the nature of the appeal.
- i. Academic Misconduct and Non-Academic Misconduct Appeals:
 - a. uphold the disciplinary decision; or
 - b. refer the matter back to the decision maker(s) for further