

Purpose

To outline the process by which Academic Appeals are undertaken at Cambrian College ('the College') in alignment with the requirements of the Academic Appeal Policy.

Scope

All Academic Appeals.

Methodology

- This procedure is in alignment with the requirements of the College's Academic Appeal Policy. Students are expected to be familiar with the policy, the definitions, and its requirements prior to proceeding with this operating procedure.
- The College maintains a multi-staged process – Informal Review, Stage 1, and Stage 2.
- This operating procedure is subject to annual review in addition to review coinciding with the renewal of the associated policy.

Operating Procedure

1. INFORMAL REVIEW

Students are required to complete Informal Review and Stage 1 before proceeding to Stage 2.

- Prior to initiating Stage 1, the following actions must be completed.

Step	Responsibility	Action	Timeline
1	Student	Contact the faculty member to discuss the issue, wherever possible.	Upon receipt of Academic Decision
2	Faculty	Respond to the student inquiry and meet with the student to explore possible resolutions, in consideration of all circumstances, information and grounds provided directly related to the Academic Decision.	
3	Student	If no resolution is reached, request a meeting with the appropriate Chair. Complete and submit, to the appropriate Chair, an Informal Review Request Form.	Within 10 business days of receipt of Academic Decision
4	Chair	Meet with the faculty member to review the issue, discussions to date and any supporting documentation.	
5	Chair	Meet with the student and/or faculty, as required, to explore possible options, on a case-by-case basis, for resolving the issue.	

Step	Responsibility	Action	Timeline
6	Chair	Respond to student in writing to communicate decision, rationale for decision, and options for appealing the decision.	Within 10 business days of Informal Review request from student.

Note:

- If the responsible faculty member is not available to participate in a review (e.g., faculty member is on vacation, on leave, no longer working for the College, and cannot be contacted), and if a delay in reviewing the decision will unfairly impact on the student's progression in the program, the Chair will seek input and advice from another faculty member who is familiar with the course in order to come to a decision.

Required Documentation

Grounds	Required Documentation
<p>Compassionate: Unforeseen events or circumstances that may have seriously impacted the student's academic performance (including ability to complete course requirements and meet deadlines). This may include the death of a family member, a legal issue, or other life circumstances.</p>	Documents might include: Death certificate, Funeral notice, Legal notice (e.g., eviction notice), letter(s) from individuals familiar with the situation, etc.
<p>Policy Violation: An academic grade or decision that the student believes is invalid because a decision-maker failed to follow a College policy, procedure, or established practice.</p>	Reference the policy, procedure, or established practice and the alleged error and explain how this has affected academic performance.
<p>New Evidence: Situations where relevant evidence emerges that was not available at the time of the original Academic decision.</p>	Provide the new evidence and explain how it would have influenced the original decision.
<p>Bias: Decisions that the student believes were biased.</p>	<ul style="list-style-type: none"> • Specific and detailed information about how bias influenced an academic decision. • Evidence supporting the allegation of bias.
<p>Severity of Sanction: Situations where the student believes the severity of the sanction imposed was not reasonable.</p>	<ul style="list-style-type: none"> • Specific and detailed reasoning about why the sanction is too severe. • Reference to policies, course outlines, additional handouts, or course-specific materials that contain information about how the sanction is inconsistent with expectations established in these documents.

2. STAGE 1 REVIEW

- a. If a resolution cannot be achieved through the Informal Review or there is additional information that has arisen that was not included in the Informal Review process, the student may choose to initiate a Stage 1 Review.

Step	Responsibility	Action	Timelines
1	Student	Complete and submit, to the appropriate Dean, a Stage 1 Academic Appeal Form, providing all relevant supporting documentation/information directly related to the Academic Decision in question.	Within 5 business days of receipt of decision from Informal Review
2	Dean	Meet with the student to discuss the basis for their request for a Stage 1 Review.	
3	Dean	Review all information provided during the Informal Review, which may include discussing the matter with the faculty member.	
4	Dean	Respond to the student in writing.	Within 10 business days of receipt of Stage 1 Academic Appeal Form
5	Dean	Communicate decision, rationale for decision, and options for appealing the decision.	

3. STAGE 2 REVIEW

- a. A student may file for a Stage 2 review **only** under the following condition—
- i. New information – directly related to the initial issue/Academic Decision – **not presented during Stage 1.**

Step	Responsibility	Action	Timelines
1	Student	Complete and submit a Stage 2 Academic Appeal Form and provide all new supporting documentation.	Within 5 business days of notification of Stage 1 decision
2	Registrar	Review the information submitted by the student, as well as the information from Stage 1, to determine next steps. Potential outcomes: <ul style="list-style-type: none"> • Academic Appeal hearing is granted. • Academic Appeal hearing is denied. Submission fails to bring forward new evidence to substantiate a hearing or the grounds fall out of scope of the Student Decision Review Policy.	

Step	Responsibility	Action	Timelines
3	Registrar	Inform student of decision.	Within 5 business days of receipt of Stage 2 Academic Appeal Form
		Inform Dean and faculty of decision, providing a copy of the Stage 2 Academic Appeal Form.	
If Academic Appeal Hearing is granted.			
1	Registrar	Schedule a meeting date. Provide all necessary supporting documentation to Committee members.	Typically, within 10 business days of Step 3
2	Student Dean	Inform Registrar of: <ul style="list-style-type: none"> any concerns regarding Academic Appeal Hearing Committee members. any potential witnesses that will be called. 	No later than 5 business days before scheduled meeting date
3	Registrar	Hold meeting in accordance with the procedures outlined in Appendix 2.	
4	Registrar	The decision of the Academic Appeal Committee is communicated to the student, Dean, Faculty Member (where relevant), Vice President Academic, and Associate Vice-President	Within 5 business days of a hearing

4. ACADEMIC APPEAL COMMITTEE HEARING

- a. Students are responsible for presenting their position. However, the student may have one person accompany them to the hearing. Students wishing to have someone accompany them must submit the name of and relationship to the person to the Committee Chair **at least 5 business days prior to the hearing.**
 - The role of this accompanying individual is to provide support and/or advice to the student during the hearing. The accompanying person is not to present on behalf of the student.
- b. It is expected that the Student and Dean will be present during the hearing and will remain until all information has been heard.
- c. Typically, a hearing will follow these steps:
 - i. The Chair will introduce the members of the Academic Appeal Committee and review the format of the meeting along with any ground rules that are appropriate.
 - ii. The Academic Appeal Committee will ensure that time is provided to cover all points that are relevant to the Academic Appeal.
 - iii. The student will have an opportunity to state their concerns, speak to any relevant documentation, and clarify the resolution they are seeking.
 - The onus is on the student to demonstrate that the decision should be overturned due to one or more of the allowed grounds for review.

- iv. The Dean will have the opportunity to review the reasons for their decision and review any relevant documentation previously submitted.
 - v. Witnesses may be called to give a verbal statement(s), subject to determination by the Committee that the additional information will be relevant.
 - vi. The Dean, student, and Committee members will have the opportunity to question any person(s) providing statements.
 - vii. Parties will be provided with an opportunity to summarize their positions, based on the materials and any statements provided in the hearing, with the student having the final opportunity to speak.
 - viii. After ensuring that all relevant information has been presented, the hearing will adjourn.
 - The Committee will caucus in camera to reach a decision.
- d. Upon considering all information, the Committee has the authority to determine the Academic Appeal in one of the following ways:
- i. Direct that the original decision remains unchanged.
 - ii. Direct that a re-evaluation of the student's work be completed by another faculty member qualified in the area of study
 - iii. Direct that a final grade be changed to 'I' (Incomplete) and that the student be allowed to complete specific items of work for a new evaluation by another faculty member qualified in the particular field of study.
 - iv. Direct that an exited student be reinstated to a program and specify any conditions of that reinstatement.
 - v. Direct that an allegation of academic dishonesty be expunged from a student's record.
- e. The Committee does not have the authority to make any decisions that have financial impacts.

Quality Assurance Compliancy

The Vice President, Academic ensures implementation and compliance of the Academic Decision Operating Procedure.

The Registrar facilitates and manages the procedure in consultation with the Vice President Academic.

Related Documents /Policies

Code of Conduct

Student Rights and Responsibilities Policy

Academic Appeal Policy

Student Complaints Policy

Informal Review Request Form

Academic Appeal Form- Stage 1

Academic Appeal Form- Stage 2