

ACADEMIC APPEAL Procedures:**1. Stage One: Student and Faculty**

- 1.1 Within three (3) business days of receiving an academic decision which meets the criteria in the Academic Appeal Policy, the student provides written notice of the issue to the faculty. In this notice, the student requests a meeting with the faculty to review the academic decision.
- 1.2 The faculty meets with the student to discuss the student's issue and notifies the student of the decision.
- 1.3 If the student disagrees with the faculty's decision, the student may proceed to Stage Two of the appeal process.
- 1.3.1 If new evidence becomes available after the Stage One decision has been made but before the Stage Two process has been initiated, the evidence must be shared with all relevant parties before the process can continue to the next stage.

2. Stage Two: Student, Faculty and Dean

- 2.1 Within three (3) business days of receiving the Stage One academic decision, the student provides written notice of the issue to the Dean. In this notice, the student requests a meeting with the Dean to review the faculty's decision. Failure to meet this timeline results in the student being unable to proceed with Stage Two, and the Stage One decision stands.
- 2.2 The Dean comes to a decision based on information from the student and the faculty, and the Dean notifies the student and the faculty in writing of the decision.
- 2.3 If the student disagrees with the Dean's decision, the student may proceed to Stage Three of the appeal process.
- 2.3.1 If new evidence becomes available after the Stage Two decision has been made but before the Stage Three process has been initiated, the evidence must be shared with all relevant parties before the process can continue to the next stage.

3. Stage Three: Academic Appeal Committee**Academic Appeal Application**

- 3.1 Within three (3) business days of receiving the Stage Two academic decision from the Dean, the student completes the Stage Three Academic Appeal Application Form, the Authorization to Release Personal Information Form, and pays the application fee (\$25.00) (refer to Appendices 1 and 2).
Failure to meet this timeline results in the student being unable to proceed with Stage Three, and the Stage Two decision stands.

3.2 Within ten (10) business days of receipt of the application, the Office of the Vice President, Academic (VPA) informs the student, in writing, whether the criteria to advance to Stage Three has been met. Should the VPA consider the criteria not met, the Stage Two decision stands.

Academic Appeal Hearing

3.3 The Office of the VPA convenes an Academic Appeal Committee and establishes a date for the appeal to be heard. The Office of the VPA notifies the student and all other persons involved in the appeal of the date, time, and place of the meeting. The meeting is to be held as soon as possible.

3.4 The Office of the VPA gives the names of the Academic Appeal Committee members to the student and the faculty involved in the appeal at least three (3) business days before the appeal is to be heard. Either the student or the faculty can object to a member of the Academic Appeal Committee.

3.5 To object to a member of the Academic Appeal Committee, the student and/or the faculty must submit the objection to the Chair at least two (2) business days before the appeal is heard.

3.6 If the Chair determines the objection is reasonable, the membership is adjusted to ensure that its composition is maintained.

3.7 At least three (3) business days before the hearing, the student and the faculty must provide to the Chair the information listed below:

- One copy of the documents the student and the faculty plan to introduce as evidence at the hearing. Unless the Academic Appeal Committee agrees, no other documents may be introduced at the time of the hearing; and
- The name and credentials of any support person who is to accompany the student or the faculty. A support person cannot attend the appeal hearing without receiving approval from the Chair prior to the hearing unless it is agreed to by the Appeal Committee and the other party.

3.8 The Chair reviews all documents submitted to ensure that they are relevant to the appeal. Documents identified as not relevant are returned to the student or faculty at least two (2) business days before the hearing stating the reason(s) they will not be used during the appeal hearing. The Chair will only consider evidence directly related to the academic case being presented.

3.9 Witnesses may be called at any time throughout the appeal process at the discretion of the Chair.

3.10 At least two (2) business days prior to the appeal hearing, the Chair distributes copies of all relevant documents listed in Article 3.7 and any other material necessary for the fair determination of the appeal to the Academic Appeal Committee, the student and the faculty. All information is to be kept in the strictest of confidence.

3.11 The Chair conducts the hearing as outlined in Appendix 5. The order can be amended with the agreement of the parties or by the Chair if they determine that such amendments will not prejudice the student or the faculty and will ensure the fair determination of the appeal.

- 3.12 The Chair, within three (3) business days of the completion of the appeal, sends on behalf of the Academic Appeal Committee, the written decision and the reasons for that decision to the student, the faculty, the Dean, the Registrar, and the Office of the VPA.
- 3.13 The Office of the VPA retains all records of appeal hearings.
- 3.14 The decision of the Academic Appeal Committee is final.
- 3.15 For supplementary documentation and proceedings details refer to Appendices 3, 4, and 5.

STAGE THREE ACADEMIC APPEAL APPLICATION FORM

Section A: Student Information

Please provide accurate information. If you cannot be contacted, you risk missing important deadlines and information and may jeopardize your ability to continue in the appeal process.

Please note that if the Office of the Vice President, Academic (VPA) is unable to contact you and you have not contacted the same within the required timeframe, the request will be deemed “abandoned” and no further action will be taken.

Please complete information below:

First Name:	
Last Name:	
Student ID:	
Email Address:	
Phone Number:	

Section B: Details of Academic Appeal

1. Type of Academic Issue

Please select the type of academic issue you are seeking to appeal (only one issue per appeal).

- Program Progression
 A Final Grade in a Course

2. Course and Program Information

Please fill-in the chart below with the course and/or program information that is relevant to your academic appeal.

Course Name:	
Course Code:	
Faculty Name:	
Program Name:	

3. Grounds for Academic Appeal

Please select all the applicable reasons for the academic appeal (see Appendix 1 of the Academic Appeal Policy for details) and include an explanation in the area provided below.

- Merit of Work
- Illness and/or Disability
- Compassionate Grounds
- Course Management
- Policy Violation

Explanation of Grounds for Academic Appeal: (Attach additional pages as necessary).

4. Supporting Documentation

Please place a checkmark to acknowledge that you have attached copies of relevant documentation to support your academic appeal and list these documents in the area provided below.

- Yes, I have attached copies of relevant documentation to support my academic appeal.

(Examples include: timeline of events leading to the academic appeal; chronological summary of attempts to resolve the academic issue; relevant emails; course outline; graded assessments; assignment rubrics; medical form; other documents. Do not send Academic policy documents).

List of Attached Documents:

1.

2.

3.

4.

5.

Please place a checkmark beside each statement that you acknowledge to be true:

- I have read Canadore College's Academic Appeal policy.
- I have met with my faculty and attempted to resolve my academic issue(s).
Please specify the Stage One meeting date: _____
- I have met with my Dean and attempted to resolve my academic issue(s).
Please specify the Stage Two meeting date: _____
- I certify that the statements I have made in this Academic Appeal Application are true and complete.
- I certify that the supporting documents I have submitted are authentic.
- I understand that my academic appeal will be deemed to have lapsed if I do not follow the timeframes stipulated in the Academic Appeal Policy.
- I understand that by submitting this application I am requesting to present my case at an Academic Appeal Hearing.
- I understand that the Office of the VPA will contact me no later than ten (10) business days after my submission to inform me of my academic appeal hearing date, time, and location, if an academic appeal hearing is granted.
- I understand that my request for a Stage Three academic appeal could be denied if I do not provide evidence to support my grounds for appeal.

Section C: Application Submission

Note: After receiving your Stage Two academic decision, you have three (3) business days to submit your Stage Three Academic Appeal Application along with scanned copies of all supporting documentation by email to: Academic.DeansOffice@canadorecollege.ca

Appeal Fee: \$25.00 Paid

Upon submission of this form, a college representative will contact you to process the application fee.

Student Signature: _____

Date: _____

AUTHORIZATION TO RELEASE PERSONAL INFORMATION

Student Name

Student ID

Program

I authorize Canadore College to release information pertaining to my enrolment and records to:
THE ACADEMIC APPEAL COMMITTEE

Student Signature

Date

The collection and use of this information complies with the College's Protection of Privacy Policy. See <https://cdn.agilitycms.com/canadore-college/Attachments/about-us/policies/B-14%20PrivacyProtection-22.pdf> for details.

MEDICAL FORM

Verification of student illness, injury, or disability for academic consideration. Form to be completed by a registered health professional.

Section 1: to be completed by Student

I, (print name) _____, Student ID # _____ authorize this registered health professional to provide the below confidential information to Canadore College. The College may contact this person to verify the information provided but may not request additional information without my permission.

Student's Signature: _____

Date: _____

NOTE: *Please retain a copy of this completed form for your records.*

Section 2: to be completed by Registered Health Professional:

Please indicate below the impact of the present medical episode (illness, injury, disability) and/or treatment on the student's ability to perform academically.

Impact on Academic Functioning – Please checkmark correct category

Critical – Unable to function academically (e.g., unable to attend classes or fulfill any academic obligations).

Significant – Significantly impaired in ability to fulfill academic obligations (e.g., unable to complete an assignment, unable to write a test/examination).

Moderate – Able to fulfill some academic obligations but performance considerably affected (e.g., decreased concentration, decreased participation in class, assignments may be late).

Mild – Able to fulfill academic obligations with performance only marginally affected.

Insignificant – Negligible effect on ability to fulfill academic obligations.

For the present medical episode, please indicate the following:

Date of Acute Onset: _____

Date of Anticipated Recovery: _____

Additional Comments:

Section 3: Verification by Registered Health Professional

Name (please print): _____

Licensing Body and Registration #: _____

Date of Consultation: _____

Business Stamp, with address and telephone:

The collection and use of this information complies with the College’s Protection of Privacy Policy. See <https://cdn.agilitycms.com/canadore-college/Attachments/about-us/policies/B-14%20PrivacyProtection-22.pdf> for details.

ACADEMIC APPEAL COMMITTEE TERMS OF REFERENCE

Purpose:

The Academic Appeal Committee is to provide the student with a final, neutral forum to present an appeal at a hearing. The Committee reviews the academic decision being challenged by the student, the grounds the student is using for the appeal, and hears all evidence related to the case.

Membership:

An Appeal Committee is set up for each Appeal Application received. The membership for the Appeal Committee consists of:

- A Dean who serves as Chair of the Appeal Committee;
- Two faculty; and
- Two students.

Conflict of Interest:

Members of an Appeal Committee must not have prior involvement with the case. Any involvement constitutes a conflict of interest and must be declared to the Chair of the Appeal Committee as soon as possible but no less than three (3) business days prior to a hearing. If, in the opinion of the Chair of the Appeal Committee, a conflict of interest is present the member will be replaced.

Administrative Support:

The Office of the VPA is responsible for providing administrative support to the Chair for the duration of the Stage Three Academic Appeal.

Functions:

Upon considering all information, the Committee has the authority to determine the appeal in one of the following ways:

- a) Direct that the decision remains unchanged;
- b) Direct that a re-evaluation of the student's work be completed by another faculty qualified in the particular area of study; or
- c) Direct that a grade(s) be changed to an "INC" (incomplete) and that the student be allowed to complete specific items of work, in some cases over again, for a new evaluation by another faculty qualified in the particular field of study. The student will be referred to the Dean for a plan of completion.

The Committee may also make recommendations for consideration by the program Dean.

ACADEMIC APPEAL HEARING ORDER OF PROCEEDINGS

1. Introduction of attendees and opening remarks of the Chair of the Appeal Committee to explain the procedure. The Chair is to stress that all information presented at the appeal is to be kept confidential.
2. The Chair asks the student and the faculty to present their evidence and any statements in the following order:
 - 1) The student presents their case.
 - 2) The Appeal Committee poses questions to the student.
 - 3) The faculty presents their case.
 - 4) The Appeal Committee poses questions to the faculty.
 - 5) The student and/or the faculty may provide a rebuttal, at the discretion of the Chair.
 - 6) The Appeal Committee poses questions to the student and/or faculty as needed.
 - 7) The student makes a closing statement.
 - 8) The faculty makes a closing statement.
3. The order can be amended with the agreement of the parties or by the Chair if they determine that such amendment(s) will not prejudice the student or the faculty and will ensure the fair determination of the appeal review.
4. The student and the faculty are each allotted a maximum of 30 minutes to present their evidence. If there is more than one student or more than one faculty presenting evidence, the 30-minute allotment is shared between the group of students or the group of faculty. With the agreement of the Committee, the Chair can extend the presentation limit for complex situations.
5. No other documents may be introduced at the time of the hearing unless the Appeal Committee agrees.
6. The Chair concludes the meeting and advises the student and all other persons present how and when a decision will be communicated to them.