

CANADORE COLLEGE
OPERATIONAL POLICY MANUAL

TITLE: **Academic Appeal Policy**

EFFECTIVE DATE: **September 8, 2015**

1. SCOPE

1.1 Authority

This policy is issued under the authority of the President.

1.2 Application

This policy applies to all students.

2. PURPOSE AND PRINCIPLES

2.1 Purpose

To provide students with a fair and timely process to appeal a procedural error in regards to a final grade that impacts their academic standing or progression within a program.

2.2 Principles

2.2.1 The College is accountable for setting and maintaining standards of academic performance. The Professors and administrative staff have the right and responsibility to exercise professional and academic judgment in making decisions about the performance and progress of students which reflect their academic abilities and accomplishments.

2.2.2 The College is committed to ensuring that students are treated in a fair and consistent manner regarding all matters that relate to their academic performance and progress. In keeping with this commitment, students shall be provided with a timely process to appeal final grades.

2.2.3 The standard of proof in all appeal decisions shall be *a balance of probabilities*. This means that the student must demonstrate that it is more likely than not that the original decision was incorrect.

3. DEFINITIONS

Dean

For the purpose of this Policy, reference to 'Dean' will infer Dean or an academic administrator with program responsibilities.

4. POLICY

- 4.1 Students with no outstanding debts or obligations to the College have the right to formally appeal a final grade that impacts their academic standing or prevents progression through a program of study.
- 4.2 Students who believe that they have the basis for appealing a final grade shall first attempt to resolve the matter through contact with the Professor.
- 4.3 Students may initiate an appeal of a final grade related to:
 - A procedural error in regards to a final grade that impacts academic standing, or
 - progression within a program.
- 4.4 Presentations, clinical or field performance grades are not subject to re-examination. Thus, the only possible remedy may be the opportunity to redo the presentation, field or clinical assignment, as opposed to a revision of the grade.
- 4.5 Timelines are detailed in the Academic Appeal Procedures. If students do not initiate an appeal within the timelines set in the procedures, the College will consider the matter as being closed.
- 4.6 The College prohibits reprisals, or threats of reprisal, against students who have raised matters of concern under this policy. Individuals who violate this provision shall be subject to disciplinary action.
- 4.7 The Vice President Academic will convene an Appeal Committee upon receipt of an appeal application. The Appeal Committee Terms of Reference are detailed in the Academic Appeal Procedure.
- 4.8 All College employees are to cooperate with reasonable requests to provide evidence and to appear at the appeal hearing as witnesses unless there are extenuating circumstances precluding their participation.
- 4.9 Pending the outcome of the formal appeal, students may register in the next level of their program, unless there is an issue of liability, safety and/or behaviour that interferes with the teaching/learning process. The Dean may impose compulsory conditions to be met by the students if they continue in the program while awaiting the outcome of the appeal.
- 4.10 For final grades being appealed, the responsibility is on the student to show that the original decision was incorrect.
- 4.11 Students who believe they have not received a fair hearing may request an Appeal Review by the Vice President Academic for the following reasons:
 - A substantial procedural error has been committed by the Appeal Committee which has denied the student a fair hearing; and/or
 - New evidence is available that, through no fault of the student, was not available at the time the appeal was heard by the Appeal Committee.

5. ROLES AND RESPONSIBILITIES

5.1 President

The President is responsible for the overall management and operation of the College. The President ensures that the policy is implemented and that compliance is monitored.

5.2 Vice President Academic

The Vice President Academic is responsible for the effective implementation of this policy and resolves any disputes arising over policy interpretation.

6. EVALUATION

This policy will be reviewed every three years.