# Supplementary Reference to Operating Procedure 2-219 OP: *Academic Appeal*

| Grounds | Explanation | Required Documents |
|---|---|---|
| Personal Bias / Unfair Treatment | • Perceived unfair treatment of the student by a professor in comparison to the other students within the course<br>• Program initiated withdrawal (i.e. due to probation suspension)<br>• Please consult College Policy #5-506, Student Rights and Responsibilities, and/or College Policy #3-311, Harassment and Discrimination Prevention, when considering this ground for appeal | • Write a record of the events and explain how this has affected the student's ability to succeed<br>• Course outline or assignments if appropriate |
| Extenuating Circumstances | • Illness or medical conditions that have affected the timely completion of an assignment or affected a student's academic performance or ability to meet academic obligations and faculty did not accommodate<br>• Unforeseen significant event or circumstance, that may affect the ability of the student to meet course requirements (ie. attend class, prepare papers, complete projects or write exams) and faculty did not accommodate<br>• Generally, employment commitments will not constitute grounds for academic consideration | • Timely presentation of:<br>  ◦ Medical certificate<br>  ◦ Note from a medical professional<br>• If appropriate, could include:<br>  ◦ Death certificate<br>  ◦ Funeral arrangement<br>  ◦ Travel arrangements<br>  ◦ Letters from counselors, therapists or religious leaders<br>• **Important** - a student must communicate extenuating circumstances as soon as these arise. It is the responsibility of the student to engage in issue resolution early and ongoing to ensure their academic success. |
| Course Outline / Delivery Management | • Concerns about how a course is delivered or managed, or a significant departure from the course outline. | • Write a record of where the departure occurred and explain how this has affected the student's ability to succeed.<br>• Include relevent course outline |

***Disclaimer:*** *This table is provided for convenient reference only and is not intended to be complete or comprehensive. In the event of any inconsistency, the Policy and Operating Procedure take precedence. This supplementary document does not form part of, amend, modify, or replace either the Policy or the Operating Procedure.*