

## COLLEGE POLICY

<b>Academic Appeal</b>	
<b>Policy ID:</b>	#2-219
<b>Manual Classification:</b>	Section 2 – Academic Affairs
<b>Approved by Board of Governors:</b>	June 24, 2015      BoG June24-2015 #14
<b>Effective Date:</b>	September 1, 2015
<b>Next Policy Review Date:</b>	June 2020
<b>Administrative Contact for Policy Interpretation:</b>	Vice-President Academic
<b>Linked to an Operating Procedure:</b>	<input checked="" type="checkbox"/> Yes 2-219 OP <i>Academic Appeal</i> <input type="checkbox"/> No

### Policy Statement

Fleming College is committed to delivering an enriching learning experience for all students, and is accountable for setting and maintaining a high standard of academic achievement. The College is dedicated to ensuring that students are treated in a fair and equitable manner that is consistent across all areas relating to their academic performance and progress.

Should a student perceive that their learning experience or an academic decision has not been consistent, fair, and equitable, the faculty and staff share a common interest in resolving the dispute in a professional, transparent, and timely manner through an academic appeal process.

While an academic appeal is in process, the student may continue in their program of study; however, provided there is strong supporting evidence, the Dean may prohibit continuation in cases where the health, safety, or learning of others may be at risk.

All academic appeal decisions will be based on the information presented by the student, faculty, school, or College at each level, with the ultimate goal of making a decision based on academic integrity.

### Purpose

Students of Fleming College have the right to a positive, enriching learning environment where learning outcomes are assessed using evidence-based teaching methodology in a fair and accurate manner. This policy outlines the expectations of the student, faculty, and staff with respect to the steps that must be taken should a student feel an academic decision was not fair or accurate.

### Scope

This policy applies to all current students, faculty, and staff of Fleming College.

### Definitions/Acronyms

**Academic Integrity:** means honoring an ethical and moral code regarding the honest creation of an individual's own work and the acknowledgement of contributions from others to that work.

**Academic Progression:** is questioned if a student earns a Grade Point Average (GPA) of less than 1.2 or are unsuccessful in greater than 66% or 2/3rds of their course load for that given semester. Students are placed into three levels of academic probation based on their status and may be required to meet with their program coordinator or could be withdrawn from their program and/or the college.

**Restorative Practice:** involves giving the student an opportunity to discuss academic concerns with faculty and determine the steps needed to address the area of concern and avoid future issues. The

intent is to proactively encourage dialogue between students and faculty in a way that promotes respectful relationships, a sense of community, learning and problem solving together, while still encouraging personal responsibility.

## **General Principles**

**1.0** Consistent with a traditional Indigenous approach, a restorative practice should be adopted where students communicate with their professors throughout the semester, either individually or with a support person, to discuss different perspectives and insights on academic expectations and concerns.

## **2.0 Grounds for Appeal**

- 2.1 Students have the right to appeal an academic decision provided it meets the criteria outlined in the Academic Appeal Administrative Operating Procedures, Appendix A (Grounds for Appeal) available through the Office of the Vice-President Academic.
- 2.2 The only academic decisions dealt with through this academic appeal process are:
  1. Final marks
  2. Prior Learning Assessment & Recognition
  3. Academic progression
  4. Withdrawal from a program
- 2.3 Students who do not agree with decisions made by an external professional or certifying body or a registered college of practice must appeal through the external body's process.

## **3.0 Procedures**

- 3.1 There are three levels to the appeal process:
  1. Appeal to Faculty
  2. Formal Appeal to Panel
  3. Appeal Panel Review

For further details, please refer to the Administrative Operating Procedure #2-219 OP, Academic Appeal.

- 3.2 The majority of academic appeals will be resolved at the Appeal to Faculty level, between the student and the faculty member. It is the College's expectation that all parties work together to provide a fair, accurate, and satisfactory resolution regarding the academic disagreement that is based on the evidence provided.
- 3.3 An academic appeal is considered abandoned if the student fails to meet the timelines as outlined in this academic appeal policy.
- 3.4 The decision of the Appeal Review Panel is final and binding and any relevant documentation will be provided to the Registrar's Office for inclusion in the student's file.

## **4.0 Timelines**

- 4.1 The timelines outlined in Administrative Operating Procedure #2-219 OP represent the maximum allowable time limits for each level and every effort should be made to expedite the process to decrease the impact on the student's academic status. Please refer to Section 1.0 of the Administrative Operating Procedure #2-219 OP for a visual representation of the academic appeals process.

## **5.0 Academic Appeal Assistance**

- 5.1 The student has the right to request and receive assistance with his or her appeal.

- 5.2 Student Administrative Council or Frost Student Association Executive Members, Counsellors, and Program Coordinators will be available to assist at any level of the appeal process, however, their role will not include advocating on behalf of the student.

## 6.0 Authorization for Release of Student Information

- 6.1 All aspects of the appeal process are strictly confidential. The panel will have access to all information available concerning the appeal and in accordance with the [Freedom of Information and Protection of Privacy Act](#), and the [Personal Health Information Protection Act](#)

### Related Documents

- Administrative Operating Procedure #2-219 OP *Academic Appeal*
- College Policy #2-201, *Academic Regulations*
- College Policy #5-506, *Student Rights and Responsibilities*
- College Policy #3-343, *Sexual Assault and Sexual Violence*
- College Policy #3-311, *Harassment and Discrimination Prevention*
- College Policy #3-341, *Accessibility for Persons with Disabilities*
- College Policy #2-210, *Prior Learning Assessment and Recognition*
- Freedom of Information and Protection of Privacy Act
- Personal Health Information Protection Act

### Appendices

N/A

### Summary of Amendments/Reviews:

Section(s)	Date	Comments
New Policy	June 2015	