

<b>Policy Title:</b>	Academic Appeal Policy
<b>Policy ID:</b>	2-219
<b>Manual Classification:</b>	Academic Affairs
<b>Approved by Board of Governors (BoG):</b>	TBC
<b>Effective Date:</b>	TBC
<b>Next Policy Review Date:</b>	
<b>Contacts for Policy Interpretation:</b>	Executive Vice-President Academic Experience

## **1.0 - Policy Overview**

Fleming College is committed 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 use of this policy and associated procedure.

All academic appeal decisions will be based on the information presented by the student, faculty, staff and relevant parties with the goal of a fair and equitable outcome.

## **2.0 - Purpose**

Students at Fleming College have the right to a positive environment where learning outcomes are assessed using evidence-based teaching methodology. This policy and associated procedure outline the expectations of the students, faculty, staff and administrators with respect to the steps that must be taken should a student disagree with an academic decision.

## **3.0 - Definitions and Acronyms**

The following definitions and/or acronyms apply in this Policy:

**Academic Decision:** A decision made by a faculty member or an individual acting in his/her official capacity at the College that affects a student's academic standing or performance.

**Appeal Grounds:** Reasons that can be used to challenge an academic decision which the student believes are not fair or accurate.

**Academic Integrity:** The expectation that all members of the academic community uphold 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:** A term used to describe movement of a student in good academic standing to the next semester.

**Restorative Practice:** A way of working with conflict that puts the focus on repairing the harm that has been done and encourages dialogue across all parties involved in a way that promotes respectful relationships, a sense of community, learning and problem solving together, while still encouraging personal responsibility.

## 4.0 - Scope

---

This policy applies to all current students, faculty, and staff of Fleming College. The office of the Executive Vice President Academic Experience is responsible for oversight and maintenance of this policy, associated procedure, supporting resources, and training for appeal panel members.

This policy does not apply to decisions made by an external professional or certifying body or a registered college of practice.

## 5.0 – General Principles

---

### 5.1 Academic Issue Resolution

Consistent with a traditional Indigenous approach, a proactive and restorative practice should be adopted wherein students communicate with their program team throughout the semester, either individually or with a support person, to discuss different perspectives and insights on academic expectations and concerns. This is further reviewed in the procedure under "Academic Issue Resolution".

### 5.2 Levels of Academic Appeal

There are 4 (four) levels in the appeal process available. Each level of an appeal may have qualifying requirements, as outlined in the operating procedure:

- a) Academic Issue Resolution
- b) Appeal to Faculty
- c) Appeal to Panel
- d) Repeal Panel

**5.3** Most academic issues will be resolved informally between the student and the faculty member through Academic Issue Resolution. It is the College's expectation that all parties work together to provide a fair and satisfactory resolution regarding the academic disagreement, that is based on the evidence provided.

**5.4 Grounds for Appeal**

Students may appeal an academic decision provided they have identified specific grounds for their appeal, and have adequate supporting evidence, as outlined in the Academic Appeal Operating Procedure.

5.5 The academic decisions that may be appealed through the academic appeal process include:

- a) Final grades
- b) Academic Integrity Violations
- c) Academic progression
- d) Removal from a program

**5.6** An academic appeal is considered abandoned if the student fails to meet the timelines for initiating or repealing an appeal as outlined in the operating procedure. The timelines outlined in 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.

**5.8 Academic Appeal Assistance**

The student has the right to request and receive assistance with their appeal. The student Governments (known as Student Administrative Council and Frost Student Association), Counsellors, Program Coordinators, and Student Success Advisors are available to provide guidance and advice regarding the appeal process. However, their role will not include advocating on behalf of the student.

**5.9 Authorization for Release of Student Information**

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

**6.0 - Related Documents**

---

- College Policy # 1-110, Honouring the Rights of Indigenous Peoples
- College Policy # 1-111, Access to Information and Protection of Privacy
- College Policy # 1-112, Information Practices Related to Personal Health Information
- College Policy # 2-201A, Academic Integrity
- College Policy # 2-201C, Grading and Academic Standing
- College Policy # 2-210, Recognition of Prior Learning
- College Policy # 2-201B, Registration and Withdrawal
- College Procedure # 2-219, Academic Appeals

- College Policy # 3-311, Harassment and Discrimination Prevention and Response
- College Policy # 3-341, Accessibility for Persons with Disabilities
- College Policy # 3-343, Sexual Violence Prevention
- College Policy # 5-506, Student Rights & Responsibilities
- Freedom of Information and Protection of Privacy Act
- Personal Health Information Protection Act

## **7.0 History of Amendments/Reviews**

---

<b>Date</b>	<b>Activity</b>
June 2015	Originally approved by BoG
March 2023	Reviewed and updated