

Policy Title	Academic Appeal Policy
Policy Holder	Office of the Vice President Academic
Policy Approver(s)	Senior Team
Related Policies	
Related Procedures	
Appendices	
Storage Location	Website - https://www.confederationcollege.ca/policies-and-procedures
Effective Date	2023Nov15
Next Review Date	2025Nov15

Purpose

To provide students with a fair and timely process to appeal decisions that impact their academic standing or progression when the grounds for an academic appeal are met on the basis of personal bias/unfair treatment, course management and/or extenuating circumstances. See Appendix 1, Grounds for Academic Appeal.

Scope

This policy applies to all students.

Definitions

Academic Administrator	Dean, Regional Director, Chair, Associate Dean or Manager
Documentation	Transcripts, assignments, communications, policies, procedures, and/or course outlines
Grounds for Appeal	The reasons used to challenge an academic decision which the student believes to be unfair or unreasonable.
College Business Day	Monday to Friday, excluding Saturdays, Sundays, statutory holidays or any other day that Confederation College has publicly acknowledged that it is closed.
Participants	Anyone invited to hearing by a presenter to provide information and/or documentation
Presenters	Student requesting appeal, Academic Administrator
Remedy	Grade changes, awarding a credit, program continuation, probation period, accommodation for student success, or dismissal of the appeal

Governing Laws and Regulations

Minister's Binding Policy Directive: Framework for Programs of Instruction
Ontario Qualifications Framework
Ontario Program Standards and Descriptions
Postsecondary Education Quality and Assessment Board

Policy Statements

1. Confederation College is accountable for setting and maintaining standards of academic performance. The faculty and administrative staff have the right and responsibility to exercise professional and academic judgement in making decisions about the performance and progress of students which reflect their academic abilities and accomplishments.
2. The college will follow the principles of natural justice (procedural or administrative fairness) to ensure fair practices and procedures, often referred to as the 'duty to act fairly'. The rules for procedural fairness require inquiry into the matter in contention; an unbiased decision maker; a fair hearing appropriate to the concern; and evidence to support a decision.
3. Students have a right to take action to resolve academic issues which they may encounter in their course work by communicating with their faculty. Students have the right to appeal College academic decisions that affect their academic success.
4. In order to protect individuals who make use of this Policy or participate in proceedings as part of the appeals procedure, the College prohibits reprisal or threat of reprisal against these individuals. Individuals who violate these provisions shall be subject to discipline or other corrective action.
5. Timelines may be amended/waived with the mutual consent of the parties. The number of days refers to business days. Every effort will be made to expedite the process to decrease the impact on the student's academic status.
6. There are two stages to the academic appeal process: stage one is the Academic Appeal: Informal Stage and stage two is the Academic Appeal: Formal Stage.
7. The majority of academic disagreements between students and the College are resolved through the informal stage. It is encouraged that academic disagreements be resolved between the students and the decision maker. It is the College's expectation that where students believe they have received unfair treatment, all parties will work toward satisfactory resolution.
8. At any time during the informal stage, the student may request 3rd party advice (e.g. Academic Advisor, College Counselor, International Office, Student Union Representation, APIWIN, Ombudsperson etc.). The support services provide information, advice and/or mediation support which may include attending meetings as an observer. It is a voluntary opportunity to confirm a fair and timely solution satisfactory to all concerned parties.
9. At any time during the informal appeal stage, the faculty or Academic Administrator may consult with a colleague as part of the College's commitment to collaborative, responsible decision-making. This is an opportunity to obtain advice, pertinent information and best practice guidelines in order to reach a fair, timely and reasonable decision.

10. All aspects of the academic appeal process will be kept confidential. The rights of all individuals with regard to confidentiality and release of information will be respected by those members of the College community present during any part of the Academic Appeal process.
11. Pending outcome of an appeal, a student may register for the next semester of their program, unless there is an issue of liability, safety and/or conduct that interferes with the teaching/learning process. The Formal Hearing Panel Chair or Academic Administrator may impose compulsory conditions to be met by the student if they continue in the program while awaiting the outcome of the appeal.
12. Unless there are extenuating circumstances, the duration of the Academic Appeal from the student initiating each stage will be no longer than 10 business days for the Informal Stage and 13 business days for the Formal Stage.
13. If a student is unable to resolve a matter through the Academic Appeal: Informal Stage, they may file an Academic Appeal: Formal Stage with the Registrar. The student may request support from College Services e.g. Academic Advisor, College Counselor, International Office, Student Union Representation, APIWIN, Ombudsperson, etc..
14. If at any time during the process a non-academic issue is brought to the fore, these issues will be referred to appropriate bodies (student success, public safety, human resources, etc.) in a confidential manner.

Non-Compliance

It is the joint responsibility of the Registrar and Dean to ensure that the guidelines contained in this policy are followed and adhered to in order to effectively and efficiently support student focused learning objectives. Lack of compliance will result in delays in academic operations and student success.

Revision History

Version	Change	Author	Date of Change
	New format	Richard Gemmill	2023-04-18