

ACADEMIC APPEAL POLICY

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1. Purpose

The purpose of this policy is to provide the processes and grounds by which students at Hanson College ('Hanson') may appeal Academic Decisions when they feel they have not been treated fairly with respect to academic policy.

2. Definitions

Academic Administrator: For the purposes of this policy, an Academic Administrator is a Dean, Academic Director/Manager, or Designate (i.e., the person who has the immediate responsibility for the program from which the Academic Appeal has arisen).

Academic Decision: Any decision made that affects a student's academic record and/or academic standing at the College (e.g., grading, academic dishonesty, promotion and academic standing, etc.).

Academic Appeal (the 'Review'): The process by which a student may challenge an academic decision they received.

Academic Appeal Committee: The group of designated individuals (students ambassadors, faculty members, and administrators) who listen to, analyze, and decide the outcome of an Appeal.

Business Day: Monday to Friday, excluding statutory holidays and any other day that the College has publicly announced that it is not open for business.

3. Application/Scope

All full-time and part-time Hanson College ('Hanson') students.

4. Policy Statements

4.1 Academic Decisions

4.1.1 Students have the right to appeal Academic Decisions without fear of retaliation or reprisal.

4.1.2 Students may initiate a Review in relation to the following types of Academic Decisions:

4.1.2.1 A final grade in a course.

4.1.2.2 A grade within a course, whether something that was denied reassessment or something that could not be reassessed (e.g., oral presentation, performance, practical exam, placement, etc.).

4.1.2.3 A decision regarding a charge of Academic Integrity (e.g., plagiarism, cheating, etc.).

4.1.2.4 A program-exit decision.

4.1.2.5 A decision made in a course that has a negative impact on a student's academic standing or progress.

4.2 Ground for Academic Appeal/Grade Review¹

4.2.1 The grounds for Academic Appeal involve one or more of the following:

- 4.2.1.1 **Compassion:** Health or extenuating circumstances have occurred that are beyond the control of the student.
- 4.2.1.2 **Policy Violation:** An academic decision that has been made without due regard to proper policy.
- 4.2.1.3 **New Evidence:** Situations where relevant evidence emerges that was not available at the time of the original decision during a student assessment, informal appeal, etc.
- 4.2.1.4 **Bias:** Decisions that the student believes were biased.
- 4.2.1.5 **Severity of Sanction:** Situations where the student believes the severity of the sanction imposed was not reasonable.

4.3 Timeline

- 4.2.2 Students are to initiate the Review within 10 Business Days of receiving an Academic Decision.
- 4.2.3 Timelines may be extended at the discretion of the College in cases of illness, injury, or personal extenuating circumstances. In all such cases, the student seeking the extension will provide supporting documentation for the cause and duration of the delay.

4.4 Process

The College maintains a two-stage Academic Appeal procedure. Students must complete the Stage 1 Appeal before proceeding to Stage 2. Stage 1 is an informal review, attempting to resolve the issue with the faculty and academic administrator. The student moves on to Stage 2 Reviews where there is no resolution at Stage 1.

4.5 Student Rights

- 4.5.1 Students who initiate a Review under this Policy have the right to a fair, transparent, and equitable process.
- 4.5.2 At any stage in the Review process, students may bring a support person to meetings relating to their case. The role of the support person is not to speak on behalf of the student. The expectation is that the student will prepare and present their own case and the support person's role is to observe the proceedings and to advise and support the student. Accommodations to be provided upon request.
- 4.5.3 Students awaiting Review hearings may enroll in the next semester of their program and register in all regular courses.
Exception – Where a Review involves academic performance in a placement, the student **may not** register in the subsequent placement course while awaiting the results of their review.
- 4.5.4 In the case where a student enrolls in the next semester of their program and the Committee denies the Stage 2 Review, they will be required to withdraw from the course or program if they are no longer qualified to attend.

1 Students with academic issues involving allegations of discrimination or harassment should consult the *Code of Conduct*.

Students with concerns about the quality of the educational experience, who are not looking to challenge an academic decision, but who are seeking a formal review and response to their concerns, should refer to the *Student Complaints Policy*

4.6 Standard of Proof

The standard of proof to be met is that it is more likely than not that the original decision was incorrect. The burden of proof rests with the student who requested the Review.

5. Responsibilities and Accountability

Dean, Academic Excellence and Compliance is responsible for:

- Ensuring that this Policy and related procedures are communicated and made available to students.

Academic Administrators are responsible for:

- Being familiar with the requirements of this Policy.
- Ensuring their staff are familiar with the requirements of this Policy.
- Ensuring full compliance with the requirements of this Policy.
- Participating fully in the Review process.
- Undertaking their obligations under this policy in a fair, transparent, and consistent manner.
- Documenting the details of the Informal, Stage 1, and Stage 2 Academic Appeals.
- Communicating the results to the student and the faculty member.
- In cases where the Committee approves a re-assessment of grades, ensuring that a qualified individual, who is not the faculty member whose Academic Decision is under review, reevaluates the student's work.
- Ensuring the integrity of the overall appeal process.
- Ensuring documentation and reporting of all Appeals.
- Coordinating and facilitating Stage 2 appeal process.
- Overseeing administration of this policy.
- Maintaining a record of the Appeal.

Faculty Members are responsible for:

- Being familiar and complying with the requirements of this Policy.
- Explaining their academic decisions to students and, in cases of disagreement, informing students of their right to launch a Review.
- Participating fully in the Review process, which may include providing further information and documentation, in-person and in writing, to their Academic Administrator and the Academic Appeal Committee.
- Undertaking their obligations under this policy in a fair, transparent, and consistent manner.

Students are responsible for:

- Being proactive – i.e., notifying and consulting with the faculty member or academic administrator as soon as situations arise that are likely to affect their academic performance.
- Knowing their rights and responsibilities under this Policy.
- Initiating, following, and cooperating with the Academic Appeal Procedure.

6. Related Policies/Directives/Regulations

Academic Evaluation Policy

Academic Integrity Policy
Academic Standing and Promotion Policy
Accommodation for Students with Disabilities Policy
Code of Conduct
Student Complaint Policy
Student Rights and Responsibilities