

Policy Title:	Academic Appeals		
Category:	<input type="checkbox"/> Institutional - Board	<input checked="" type="checkbox"/> Academic - Administrative	
	<input type="checkbox"/> Institutional - Administrative	<input type="checkbox"/> Employment - Administrative	
Approved by:	<input type="checkbox"/> Board	<input checked="" type="checkbox"/> President	
Date approved:	February 22, 2018	Effective date:	June 1, 2018
Policy Sponsor:	Vice President, Academic	Date last reviewed:	February 22, 2018
Date of Mandatory Review (expiry date)	February 2023	Date of last revision of Procedures	February 22, 2018

1 POLICY

1. Students have the right to a thorough, respectful, and impartial review of their concerns when their academic status has been adversely affected by extenuating circumstances
2. A student who fails an exam or a course may appeal for an additional opportunity to demonstrate their knowledge and understanding only if there are documented extenuating circumstances.
3. A student who believes that the result of an official re-read is unfair may appeal the decision.

2 PURPOSE

To provide the opportunity for students to challenge the outcome of any assessment, when all other attempts to bring about a satisfactory resolution have failed.

3 SCOPE

All students.

4 INFORMATION AND COMPLIANCE PLANS (not a comprehensive list)

- Federation of Canadian Chiropractic Standards for Doctors of Chiropractic Programmes, Section III Criteria for Accreditation: Policies and Procedures, Standard C, 6 (Students)
- Postsecondary Education Quality Assessment Board (PEQAB) Handbook for Private Organizations 2017, Organization Review Standards 5, 7 (Dispute Resolution)

5 RELATED POLICIES (not a comprehensive list)

- Discipline
- Email – Students
- Examinations
- Examination Re-read
- Student Code of Conduct: Academic

6 DEFINITIONS

An academic appeal is a formal procedure to afford an opportunity for students whose academic status has been adversely affected by extenuating circumstances to present their case.

Business days are Monday through Friday (except holidays).

Extenuating circumstances are matters beyond the control of the student.

New Policy Approved (date):
Earliest available - October 1999

Policy Revision History (dates):
February 22, 2018
April 27, 2017
Discussion at IA January 2011

-----**END OF POLICY**-----

7 PROCEDURES

1. In all instances, students who believe an appropriate grade has not been assigned should first seek to resolve the matter with the responsible faculty member and the relevant Director of Education/Director of Graduate Studies.
2. If a student continues to challenge a grade on the basis of a concern with the grading of an exam, they are directed by the Registrar to the Examination Re-read procedures as a prerequisite to further action.
3. Where there is little likelihood of the student gaining the necessary marks from a re-read, this step may be waived by the student, who must sign a waiver. If a satisfactory resolution cannot be reached, the student should contact the Student Success Advisor who will provide such assistance as may be reasonably required by the student.
4. Extenuating circumstances must be documented and brought to the attention of the Student Success Advisor at the earliest possible time. It is expected that, unless there are circumstances that prevent it, notice of the circumstances will be provided within one business day after the event. Circumstances brought to the attention of the Student Success Advisor after the one day period or when first available may not be used as grounds for an appeal.
5. A formal appeal must be submitted in writing to the Registrar no later than two weeks after students have been notified by the Registrar that their final grades have been posted. The appeal must be in writing and include:
 - a. the specific nature of the appeal
 - b. the grounds for the appeal
 - c. the remedy sought
 - d. supporting documentation.

Supporting documentation is essential to assist the Appeals Committee in their deliberations. Such documentation could include: medical certificates, letters of reference, relevant course outlines, curricula, transcripts, previously marked assignments and/or other material that may assist the student appeal. Extenuating circumstances that existed prior to or during examinations must be documented at the time the circumstances occur and will not be considered by the Appeals Committee if not previously and appropriately dealt with as outlined in step 4, above, and in the Deferral of Academic Requirements policy.

6. Satisfying themselves that proper procedures have been followed at their discretion, the Registrar, in consultation with the Vice-President, Academic, may either attempt to resolve the matter in a manner deemed appropriate to all parties or refer the matter directly to the Chair of the Appeals Committee with their comments.
7. Notwithstanding the above, within five business days of receipt of an appeal the Registrar may deem the matter frivolous, vexatious or without merit and advise the student in writing that no further appeal proceedings will be instituted in the matter. In such event, the student will be entitled to appeal the decision within three business days to the President, who will confirm the decision or, alternatively, refer the matter to the Registrar to have it proceed through the appeal process.
8. The student will be informed in writing of the time and location of the meeting of the Appeals Committee and of the composition of the Committee. The student may reasonably challenge any voting member of the Appeals Committee regarding bias. The student is advised to appear on their own behalf; however, the hearing will proceed whether or not the student is in attendance. The student may bring one support person to the hearing and must notify the Chair at least one day in advance of the hearing of such attendance, the particulars of the individual, and the purpose of the attendance. The student will be advised that confidential information may be released during the meeting to which the guest will be privy. The support person may not represent or speak on behalf of the student; nor can they question members of the Appeal Committee.
9. The Appeals Committee consists of an Academic Director not from the student's year or graduate program of study who will serve as Chair, the Registrar or designate who will serve as Secretary, three faculty members, and two students. The Chair and the Registrar are non-voting members. The two student representatives are typically the President of Students' Council and a student from the appellant's year of study.
10. Voting is conducted by secret ballot and all votes remain confidential, even to the voting members of the Appeals Committee. The outcome of the appeal is determined by majority vote.
11. The Secretary will prepare a written decision within five business days, setting out the reasons for the decision. The members of the Committee shall confirm acceptance and approval of the written reasons within three business days. Dissenting members need not set out a reason for their vote unless they wish to do so. The Registrar will provide the student with the written decision of the Appeals Committee within five business days of receipt of the decision.

12. The decision of the Appeals Committee is final, subject to an appeal to the President of CMCC within three business days of the receipt of the written decision and reasons. The appeal may be made *only* on procedural grounds.
13. The President will review the case documentation for procedural correctness, prepare a written decision setting out the reasons for the decision and send the decision to the student within five business days of the request.

New Procedure (date):

Earliest available – October 1999

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8 ATTACHMENTS

None