

## A4.31 – Student Appeals



<b>Approval Body:</b>	Academic Council
<b>Approval Date:</b>	August 2011
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<b>Supporting Documents:</b>	Formal Appeal Package
<b>Related Policy:</b>	A4.2 Academic Honesty and Integrity A4.5 Code of Student Conduct A4.14 Dispute Resolution A4.21 Learning Assessment Appeal

### Purpose

The purpose of the Student Appeals policy is to establish a transparent and fair process for students to formally and informally challenge academic decisions, including issues related to academic misconduct, program dismissal, and other significant academic outcomes.

### Description

This policy is intended to address academic matters (during theory, labs, practice education, and/or clinical practice) such as academic misconduct, program dismissal, and/or other academic outcomes based on academic, attendance, or behavioural grounds.

Excluded from this policy are grade appeals, please refer to the *A4.21 Learning Assessment Appeal* policy.

### Definitions

#### Informal Appeal

A process in which a student who believes an academic outcome or consequence is unjust seeks resolution by submitting a written appeal to the appropriate Stenberg College Official within three (3) calendar days of receiving the outcome they wish to appeal.

#### Formal Appeal

A process available to students who, after seeking informal resolution, have academic evidence that the outcome of their Informal Appeal was unjust. Formal Appeals are limited to specific grounds, such as clerical errors or major injustices, and are not permitted simply because the student disagrees with the judgment of the Stenberg College Official regarding the quality of their work or performance.

### Principles

- Students have the right to appeal decisions where they feel they may have been treated unjustly in the application of educational policies and procedures.
- Students are expected to use the appeal process responsibly, ethically, and in good faith. Vexatious, malicious, repetitive, or bad-faith use of the appeal process, including filing appeals with the intent to harass, intimidate, challenge academic decisions without grounds, or disrupt institutional processes, is prohibited and may constitute a breach of the *A4.5 Code of Student Conduct* policy.

- Students are required to first seek informal resolution via an informal appeal.
- The student must submit, in writing, their reason for the appeal, their desired resolution, and any appropriate supporting documentation within indicated timelines for consideration.
- The Stenberg College Official will review the informal appeal and decide whether to uphold the original outcome, adjust it based on evidence, or offer an opportunity to demonstrate competency.
- Students may put forward a formal appeal if the student has academic evidence that the outcome of their informal appeal was unjust.
- Formal appeals will only be considered in extraordinary circumstances, such as clerical errors or major injustices due to arbitrary or inconsistent evaluation.
- The Appeal Committee will determine whether the formal appeal meets the eligibility requirement for extraordinary circumstances.
- The student may withdraw their appeal at any stage of the appeal process. If they withdraw the appeal, the matter will be considered closed, and no further appeal will be permitted with respect to the same matter.
- Once the appeal process is concluded, the decision is final, except in cases where new academic evidence is presented.
- All communications, documentation and evidence related to the student's appeal(s) will be placed in the Stenberg College Formal Appeals file, and copies will also be placed in the student's file.