

## SUBJECT

## Academic Appeals Procedure

Academic Appeals Policy # A-5

### PROCEDURE

#### STAGE 1:

- Student must arrange for an informal consultation with the Faculty Member within five (5) business days of receiving a grade within a course or within twenty (20) business days of receiving the transcript for a final grade.
- Any decision resulting in a change of grade must be accompanied by a Record of Amendment, which will be forwarded to Student Services.

**If the consultation does not resolve the disagreement, continue to STAGE 2, and complete the Academic Student Appeal Form ([Appendix A](#), page 3).**

#### STAGE 2:

- Student must have a consultation with the Program Coordinator and College Advisor (or designate) within five (5) business days of the unsatisfactory resolution of Stage 1 to review the grounds for an appeal and supporting evidence.
- Upon review of the evidence, the Program Coordinator and College Advisor (or designate), will provide a decision regarding the Student's appeal.
- Any decision will be conveyed to the Student and Faculty Member in writing.
- Any decision resulting in a change of grade must be accompanied by a Record of Amendment, which will be forwarded to Student Services.

**If the review or explanation does not resolve the disagreement, obtain the appropriate signatures on the Academic Student Appeal Form ([Appendix A](#), page 3) and continue to STAGE 3.**

#### STAGE 3:

- Student must pay the appeal fee to Student Services (or designate) within three (3) business days of a non-resolution from Stage 2.
- Student Services or Campus Manager (or designate) will ensure all relevant materials are transferred to the Dean (or academic designate) of the Student's school of study.
- Within five (5) business days, the Dean (or academic designate) will provide a decision regarding the Student's appeal.
- Any decision will be conveyed to the Student and Faculty Member in writing.
- Any decision resulting in a change of grade must be accompanied by a Record of Amendment, which will be forwarded to Student Services.

**If the application review does not resolve the disagreement, obtain the appropriate signatures on the Academic Student Appeal Form ([Appendix A](#), page 3) and continue to STAGE 4.**

ISSUE DATE	SUPERSEDES	MANDATORY REVIEW DATE	REFERENCE	SECTION	PAGE OF	
2019-07-08	2015-01-07	2024-07-08	A-5	ACADEMIC	1	2

## SUBJECT

## Academic Appeals Procedure

Academic Appeals Policy # A-5

### STAGE 4:

- Within three (3) business days of a non-resolution from Stage 3, the Chair will set a date for the appeal hearing.
- Student and all College Staff Members involved (faculty, coordinator, advisor, etc.) will be present during the presentation of testimony.
- If the Student wishes, they may be accompanied by a person for emotional support. The Faculty Member may also be accompanied by another Faculty Member or Union Representative. In all cases, a list of participants must be provided to the Chair at least three (3) business days prior to the scheduled hearing date.
- Any decision resulting in a change of grade must be accompanied by a Record of Amendment, which will be forwarded to Student Services.

### Academic Appeal Hearing Steps for Stage 4:

- STEP 1.** All previously submitted documentation and supporting evidence will have been made available to the entire Committee in advance of the hearing. Exceptions, including time limits may be made at the discretion of the Chair. The Chair may interrupt or terminate portions of the presentation that are deemed to be irrelevant or inappropriate.
- STEP 2.** Student will present an opening statement which will outline the basis of the appeal. The Student will be allowed to present their statement without interruption; they may present the documentation that has been sent to the Chair.
- STEP 3.** Committee Members will be given the opportunity to question the testimony and to further examine any documentation that has been introduced and ruled as relevant and admissible.
- STEP 4.** Student and Faculty Member may make a reply without interruption and may present the documentation that has been provided to the Chair.
- STEP 5.** Student and Faculty Member will each be given the opportunity to question the testimony and to examine any documentation that has been introduced and ruled as relevant and admissible.
- STEP 6.** Chair may question all in attendance and ask for any additional information that is required from the appropriate source.
- STEP 7.** After all testimonies have been heard, and submissions reviewed, the Committee will deliberate and come to a decision without the presence of the Student or Staff Members.
- STEP 8.** Chair will notify the Student and Staff Members involved of the decision, in writing, within three (3) business days. The decision will be final.

**Attachments:** [Appendix A](#) – Academic Student APPEAL FORM  
[Appendix B](#) – Academic Student Appeal Hearing Process AGENDA  
[Appendix C](#) – Student Appeal RESPONSE LETTER TEMPLATE  
[Appendix D](#) – Students REFERENCE GUIDE for Academic Appeal Stages

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2019-07-08	2015-01-07	2024-07-08	A-5	ACADEMIC	2	2



## ACADEMIC STUDENT APPEAL FORM

(Reference Academic Policy A-5 and Procedure A-5 PR-1)

Student Name: \_\_\_\_\_ Student #: \_\_\_\_\_  
 Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_  
 Name of course for which you are appealing grade: \_\_\_\_\_  
 Program: \_\_\_\_\_ Course #: \_\_\_\_\_ Campus: \_\_\_\_\_

To ensure you meet established timelines for appeal procedures,  
 please refer to the [Academic Appeals Policy #A-5](#).

**STAGE 1:** To be completed within five (5) business days of receiving grade or within twenty (20) business days of the transcript being issued.

Date grade received: \_\_\_\_\_ Date met with Faculty: \_\_\_\_\_

**STAGE 2:** To be completed within five (5) business days of unsatisfactory resolution at STAGE 1.

Date of Meeting: \_\_\_\_\_

Advising  
Signature: \_\_\_\_\_

Coordinator  
Signature: \_\_\_\_\_

**STAGE 3:** To be completed within three (3) business days of unsatisfactory resolution at STAGE 2.

Date Appeal Fee Paid: \_\_\_\_\_

Student Services  
Signature: \_\_\_\_\_

Dean  
Signature: \_\_\_\_\_

**STAGE 4:** To be completed *within three (3) business days of unsatisfactory resolution at STAGE 3*.

Appointment Date: \_\_\_\_\_

<b>FINAL APPEAL DECISION</b> (For Office Use)	
APPEAL GRANTED <input type="checkbox"/>	APPEAL DENIED <input type="checkbox"/>
_____ <b>Chair Signature</b>	_____ <b>Date</b>
APPEAL FEE RETURNED TO STUDENT ( <i>appeal granted</i> )	
_____ Date/Initials – Student Services	

*Revised June 10, 2019*

*In cases where a student is appealing more than one grade or evaluation,  
 each will be treated as a separate appeal, therefore, each appeal requires a separate form.*

STAGE 2 - DOCUMENTATION

***Please complete each of the following questions.***

***Attach your response and supporting documentation to this form.***

- 1. Please explain why you are appealing the grade in the course listed and why your expectations about a grade change are reasonable. Does your rationale meet the criteria for appeal listed in Academic Appeal Policy #A-5?**
- 2. What outcomes are you expecting as a result of this review?**
- 3. Please state clearly the evidence you are bringing forward to support this grade appeal.**
  - *Attach any relevant documentation (tests, assignments, labs, etc. – if the Faculty has retained any assignments or tests, it is the student's responsibility to provide a copy for the review process).*
  - *The supporting documentation that you and your Faculty provide here will be used throughout the remaining appeal process.*

**NO ADDITIONAL documentation in support of your appeal will be accepted.**



## ACADEMIC STUDENT APPEAL HEARING PROCESS AGENDA

(Reference [Academic Policy A-5 and Procedure A-5 PR-1](#))

1. **Welcome** (1-2 minutes)
  - Introduction of the Chairperson
  - Summarize what the Academic Appeal is looking to resolve – what is the issue
  - Confirmation that both parties have received each other's supporting documentation
2. **Introduction of Appeal Committee Members** (1-2 minutes)
3. **Overview of the Appeal Hearing Process** (1-2 minutes)
  - Abbreviated version of Agenda items #4 to #11 below
4. **Student's Opening Statement and Presentation** (up to 15 minutes)
  - Uninterrupted overview of evidence and supporting documents
  - Testimony of material witnesses – character witnesses are not necessary
  - Chairperson will rule on what is relevant and admissible information
5. **Appeal Committee Members and Faculty Member can ask Questions of Student's Evidence, Documentation and Testimony** (5 minutes)
6. **Faculty Member's Opening Statement and Presentation** (15 minutes)
  - Uninterrupted overview of evidence and supporting documents
  - Testimony of material witnesses, if any
  - Chairperson will rule on what is relevant and admissible information
7. **Appeal Committee Members and the Student can ask Questions of College Evidence, Documentation and Testimony** (5 minutes)
8. **Chairperson can ask Questions of Evidence, Documentation and Testimony** (5 minutes)
9. **Chairperson's Request for Additional Information** (if necessary, 1-2 minutes)
  - Chairperson reinforces that a written response to the Appeal will be delivered to the Student, the Faculty Member(s) and all members of the Academic Appeal Committee within three (3) business days
  - Student and the Faculty Member(s) are asked to leave the room
10. **Academic Appeal Committee Deliberation** (10 – 15 minutes)
  - Academic Appeal Committee deliberates
  - Chairperson summarizes the discussion
11. **Chairperson adjourns the Academic Appeal Committee Hearing**

**Timmins Campus**

Mail:	Courier:	Tel. 705-235-3211
P.O. Box 3211	4715 Highway 101 East	South Porcupine, ON
Timmins, ON	Canada, P0N 1H0	Fax. 705-235-7279
Canada, P4N 8R6		www.northernmc.on.ca

*[Date inserted]*

**Northern College**

*[Student's Campus inserted]*

*[Student's address and/or email inserted]*

**APPEAL REFERENCE:** *[Student name & Student # inserted]*

**Dear** *[Student name inserted],*

**On** *[Date inserted]*, an appeal meeting was held to review *[integrity situation inserted]* in the *[program and specific situation inserted]*.

**Rationale cited for your** *[results inserted- e.g. unsuccessful grade]* **was based on the following:**

- *[list of actions or results inserted -as bullet points]*

*(Add paragraph: Discussion of expectations on performance and the relationship to the performance demonstrated in this case)*

**RESULT OF APPEAL:** Your request for appeal is *[DENIED / UPHELD]*.

*(Add paragraph: Follow-up plan as required- who to speak to, what happens next, etc.)*

**Sincerely,**

*[Name of Dean/Chair inserted]*

*[Title of Dean/Chair inserted]*

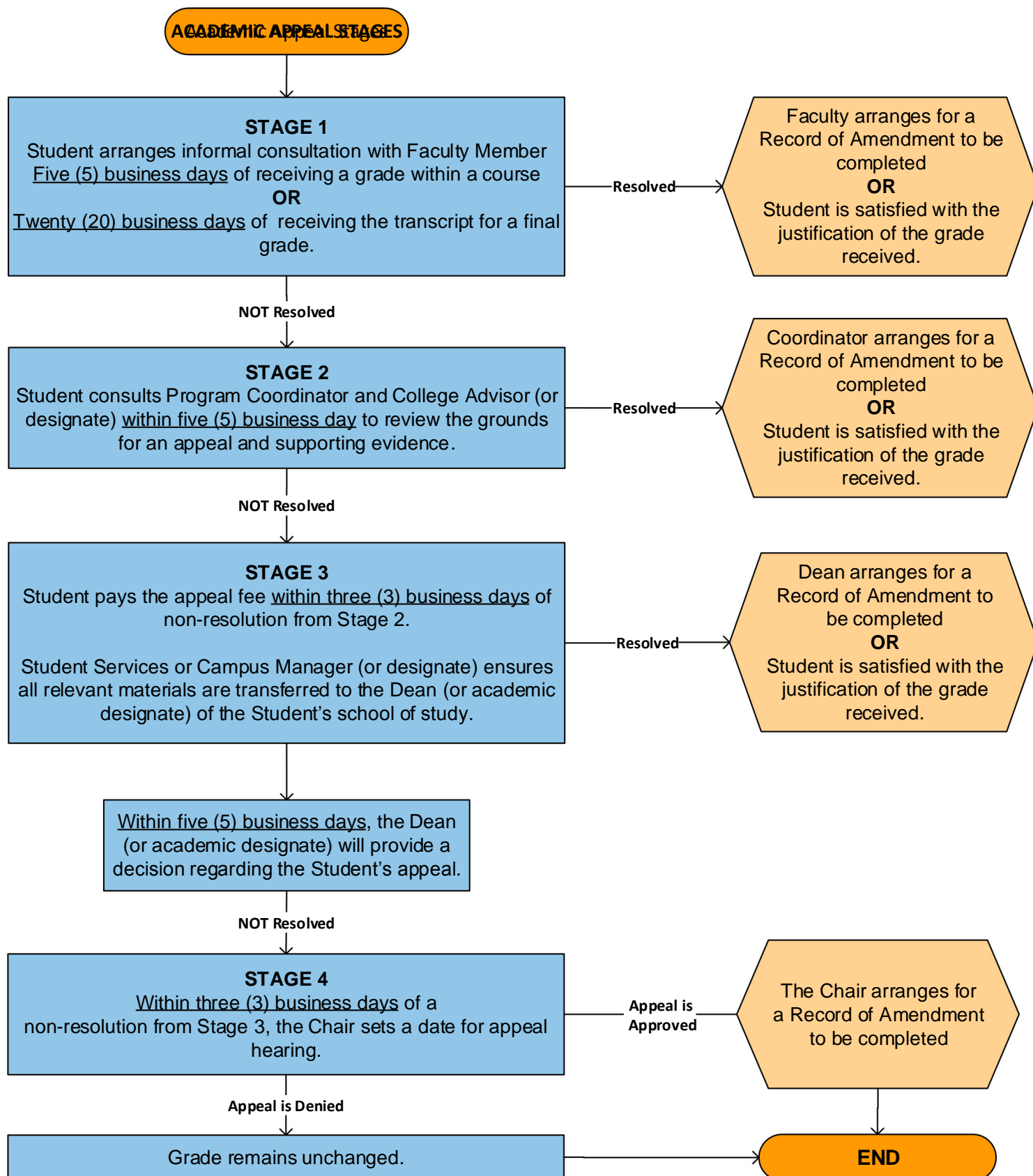
**cc:** *[as appropriate]*



# Student Reference Guide for the Academic Appeal Stages

## Condensed Version

(Reference Academic Policy A-5 & Procedure A-5 PR-1)





## Student Reference Guide for the Academic Appeal Stages Condensed Version

[\(Reference Academic Policy A-5 & Procedure A-5 PR-1\)](#)

