

SUBJECT
Academic Appeals Policy
BACKGROUND

Northern College is committed to carrying out its academic evaluations responsibilities to its Students in a fair and timely manner. It is the intent of the College that any differences of opinion regarding grades and evaluations be resolved as quickly as possible.

POLICY

The College will ensure that a mechanism is in place for Students to appeal their grades/evaluations.

SCOPE

The following situations are eligible for appeal:

- Mark or evaluation received for any work performed within a course.
- Final grade for a placement evaluation.
- Final grade for one or more courses.

There are three potential outcomes:

- Appeal is denied.
- Appeal is upheld with conditions (e.g. alternate option for Student to complete the mark).
- Appeal is upheld with the Student assigned a new mark.

For the application of this process, it is assumed that:

- Student receives a grade and/or evaluation at a scheduled time during the school term.
- Student receives their transcript and other information via the internet or mailed to them at their address on file with Student Services within six (6) business days.
- Student has acted within the timeframes of the [Academic Appeals Procedure #A-5 PR-1](#).

Appeals will be heard on individual cases. In cases where the Student is appealing more than one evaluation from a course or evaluations from more than one course, each will be treated as a separate appeal.

The deliberations of the appeal hearing will be considered privileged and as such will not be recorded.

The appeal fee will be returned to the Student if the appeal is upheld.

Outstanding course fees may limit the Student's ability to appeal a grade.

If the appeal is of a prerequisite course, then entrance into the next course in the requisite series will be denied unless the appeal is upheld. In the situation that the appeal is upheld, the Student will start the next course with a modified learning plan to adjust for the later start date.

Representation by legal counsel on behalf of either the Student or Faculty Member is not permitted.

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DEFINITIONS

1. **Departure:** a deviation from an accepted, prescribed, or traditional course of action or thought.
2. **Merit:** the value or grade of work/assignment submitted and evaluated.
3. **Placement:** a period of supervised work (work placement, co-op, clinical, practicum, etc.), where the Student has the opportunity to experience working in a specific role with an organization.
4. **Practical Assignments:** a task a Student is given as part of the course requirements. The assessment for the course includes a practical evaluation (oral presentation, practical examination, field school, etc.).
5. **School:** consists of programs within an area of study (Business & Office Administration, Community Services, Health Sciences, Emergency Services, Veterinary Sciences, Engineering Technology & Trades, Welding Engineering Technology, etc.).

PRINCIPLES/GUIDELINES
Grounds for Appeal and Supporting Documentation

Appeals of grades received must be based on one or more of the following criteria:

1. Merit of Work Completed

Student has been awarded a grade that is lower than anticipated due to a perceived error in the application of established grading criteria.

Examples include, but are not limited to:

- Discrepancy in the recording of completed assessments.
- Discrepancy in the calculation of final grades.
- Discrepancy in grading of practical assignments (oral presentations, placements, practical examinations, field school, clinical, etc.).

Supporting Evidence:

- Detailed rationale as to the nature of the grading discrepancy, specific documentation and evidence from course notes, etc.
- Record of assessments relating to the disputed grade (rubrics, blackboard mark, etc.).

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2. Equitable Treatment

Student can provide evidence that they have not been treated in a fair or equitable manner by a Faculty of the college with a direct or perceived impact on the Student's grade in an assessment of course.

Examples include but are not limited to:

- Perceived allowance of deadline extensions/accommodations for one Student but not others, without justification.
- Student believes that they have not been provided with timely feedback to identify issues of performance early enough in the course of study.
- Student provides evidence that work submitted is of equal or greater merit to another Student(s) work, yet receives a grade that is substantially different.

Supporting Evidence:

- Detailed, written statement of incidents/circumstances (including any and all documentation to verify the claims made). Consent must be obtained by the Student(s) providing the comparative work.

3. Course Management

Student identifies a significant departure from the course outline or academic policies, which has negatively affected the Student's academic performance.

Examples include, but are not limited to:

- Assessment of a Student's performance does not align with the information provided in the course outline.

Supporting Evidence:

- Course outline, Policy, Student Handbook, etc.
- Written explanation of how policy/procedure has been breached and how this directly impacted the Student's success in the course.

4. Medical/Legal/Compassionate

Student is unable to complete required assessments/course work as required due to circumstances outside of their control, or these circumstances are perceived to have had a negative impact on performance that has not been adequately considered in the assessment.

Examples include, but are not limited to:

- Hospitalization, infectious disease.
- Medical condition that prevents the Student from completing assigned work or testing.
- Legal obligations, mandatory court appearance, etc., not included incarceration.
- Death or serious illness of a family member or loved one.

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Supporting Evidence:

- Health Care Provider's note, record of hospitalization, death certificate, travel documents, funeral notice, police report, etc.
- Summons, subpoena, notice of Jury selection, etc.
- Evidence that the absence was unforeseen or unexpected.

RESPONSIBILITY
Membership of Appeal Committee

- Chair - A Dean (or Administrative designate), from a school not related to the appeal in question
- Campus Manager (or non-academic administrative designate)
- One (1) Member of Northern College Student Association (or designate)
- Faculty Member (from a different program)
- One (1) other Member as deemed appropriate by the Chair (e.g. subject matter expert) – This member will act as a resource member only (non-voting)

The Vice President Academic and Student Success will select the Dean to serve as the Chair. The Chair will select the remaining members of the appeal committee.

APPROVED BY PRESIDENT

 Dr. Fred Gibbons

 Date 
PROCEDURE

[Academic Appeals Procedure #A-5 PR-1](#)

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