

Appendix A – Academic Appeal Procedure

Level 1 – Academic Appeal Process

Step 1 - Within five working days of receipt of a documented academic decision, the student meets with their faculty to discuss the decision and outcome sought. If there is no resolution, the student may file a Level 1 Academic Appeal for further review of the academic decision.

The student is responsible for completing and submitting the **Level 1 - Academic Appeal Form** and **identifying specific grounds*** for appeal and associated evidence to support the appeal.

*Please note, submissions without grounds included will not move forward, and that disagreement with a decision does not meet the requirements for grounds.



Step 2 - The Level 1 - Academic Appeal submission is received by the Registrar's Office (RO). **Within the same or next working day**, the RO reviews to confirm if grounds for Level 1 appeal have been met. If grounds are met, the submission is forwarded to the Academic Manager and faculty member, with a copy to the student. The submission serves as official notice of intent to appeal.



Step 3 - The Academic Manager reviews the request and all relevant information. If more information is needed, the Academic Manager may schedule a meeting with the student and/or faculty member. All documentation and evidence are reviewed and considered in order to determine an outcome.



Step 4 - Within seven working days of receipt of the request and review of all evidence and related documentation, the Academic Manager provides a decision to the student in writing. A copy of the Level 1 outcome is also sent to the faculty member and the RO.



Step 5 - Within five working days of receipt of a Level 1 outcome, the student may request a Level 2 - Academic Appeal, **only if** they can demonstrate the outcome of their Level 1 academic appeal review and the decision of the Academic Manager do not align with the policy.

Level 2 – Academic Appeal Process

Step 1 - Within five working days of receipt of a Level 1 - Academic Appeal outcome, the student may complete and submit a Level 2 - Formal Academic Appeal Form. This is done only if and when the student can demonstrate the outcome of the Level 1 academic appeal does not align with the policy.



Step 2 - The Level 2 - Formal Academic Appeal submission is **received and reviewed by the Registrar's Office (RO) within the same or next working day**, to determine if the request meets grounds for Level 2 appeal and/or describes a clear evidence-based reason. If the request does NOT meet grounds for Level 2 appeal, the RO notifies the Student with this decision **within seven working days of receipt** of the request.



Step 3 - If the request does meet grounds for Level 2 appeal, **within the same or next working day**, the RO delivers a copy of the Level 2 submission to the Academic Manager and student. This serves as official notice of intent to appeal. The Academic Manager is responsible for notifying the faculty member of the intent to proceed to Level 2 Appeal.



Step 4 - The RO notifies the Academic Appeals Committee and convenes a hearing to occur **within seven working days of receipt of the Level 2 - Academic Appeal request**. No less than 24 hours prior to the appeal hearing, the RO provides and confirms written notice of meeting date, time and location to the Appealant (student), Respondent (faculty member), and the Academic Appeals Committee panel members.



Step 5 - During the hearing, the Academic Appeal Committee reviews all relevant documentation and both the Appealant and the Respondent are heard. A decision is made by majority vote.



Step 6 - Within five working days of the hearing, the Committee Chair provides the student with a decision in writing. A copy of this Outcome Letter is also sent to the faculty member, Appeal Panel members, Vice President Academic, Academic Manager, and the RO. The decision of the Academic Appeal Committee is final.