

College Procedure

Revised: October 31, 2017
Approved: September 1, 1998

PROCEDURE TITLE: Appeal of Academic Decisions

RELATED POLICY: NC800 – Appeal of Academic Decisions

A. Definitions

Mark: A mark is awarded for each individual evaluation within the course, with each mark contributing to the final grade.

Final Grade: A final grade is awarded upon completion of the course.

B. Procedure Purpose

Niagara College students have the right to appeal decisions that significantly affect their academic career. The academic appeal process provides steps through which students may appeal College decisions including admissions, course grades and promotion.

C. Procedure Statements

1. The informal student appeal process will be addressed within the appropriate academic division. If resolution at the informal stage cannot be reached, the student may pursue a formal academic appeal.
2. Students should review the section of the Student Handbook and website <http://www.niagaracollege.ca/practices/view/studentrecords/> regarding Student Records, Rights and Responsibilities. College staff will provide support to students exercising their right to appeal, and students are responsible for checking college email and following through on any scheduled appointments or requirements as part of the appeal procedure. Students not

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Assistant will make record that the formal process has been initiated, and coordinate with the responsible Academic Administrator who will undertake a review of the facts presented. The student must identify on the first section of the appeal form the grounds for the appeal, and desired outcome of the appeal

5. An appeal must be launched within ten (10) business days from the time the final official grade was entered for the course. Extenuating circumstances will be considered if a late submission is received.
6. Whenever reasonable, the Administrative Assistant, Enrolment Services will schedule a meeting with the student to review the facts. Once the case has been reviewed to satisfaction, the Academic Administrator will complete the second section of the Academic Appeal Form indicating that either the original decision will stand or what changes are to be made to the student's record. The Academic Administrator will then communicate the decision to the Office of the Registrar within 5 business days and send the form to the Office of the Registrar for implementation of the decision. The Office of the Registrar will advise the student, in writing, of the decision.

FORMAL PROCESS STAGE – COMMITTEE REVIEW

7. If the matter is not resolved through the Administrative Review, a student may request a hearing. The hearing will be held within 10 business days of the date of the appeal. The hearing will be held in a confidential setting. The hearing will be held in a confidential setting. The hearing will be held in a confidential setting.

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11. If the Registrar determines that the matter does not have significant impact or does not fit the criteria for an Academic Appeal, then the appeal will be dismissed. The student will be notified of this decision in writing including rationale for where the situation did not meet the criteria to move forward with Committee Review by the Registrar. The Academic Administrator will also be notified by the Registrar.
12. If at any point during the appeal process the student alleges that the appeal is harassment or discrimination, given the definition of prohibitive behaviours, the student will be advised that the matter should be pursued under the College's Harassment and Discrimination policy instead. In other cases, the student can choose to proceed with the appeal regarding those issues that are directly related to the academic decision.
13. An Academic Appeal Committee will be struck by the Registrar to hear the appeal. The Committee will be comprised of the Registrar in the role of Committee Chair, and three (3) voting members: one (1) administrator, one (1) faculty member.

