

**Academic Council Policy**

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Student Academic Appeals Policy

# 3002

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**Description:**

Students have the right to submit a formal appeal against academic decisions made in accordance with university policies.

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**Approvals:**

Approved by Academic Policy & Planning: January 21 2008

Approved by Academic Council: January 28 2008

Effective: January 2008

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**Approval Authority:** Academic Council

**Signature:** Keith Rushton

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**Policy:**

Students who believe that extenuating circumstances warrant relief from academic decisions may submit an appeal to the Academic Appeals Committee. Appropriate appeals include issues of final withdrawal or maximum credit attempts.

Academic appeals will not be considered when they relate to the following:

- a) Matters more properly dealt with under other policies and procedures, e.g. grade approvals, petitions for late withdrawal from a course, student misconduct appeals
- b) The number of credits required for completion of an area of study and for graduation or the minimum evaluation average required to graduate

**Procedure**

Students must meet with a Student Advisor who will discuss their case with them and advise and assist them with the appeal process. All academic appeals require sign-off by a Dean or Assistant Dean.

Academic appeals must be submitted in writing on the designated form together with supporting documentation, if relevant, including but not limited to OCAD Medical certificate, professional counsellor's letter and/or death certificate.

The Academic Appeals Committee will decide the outcome of the appeal. The Committee will be chaired by the Vice-President, Academic and composed of three Deans or Assistant Deans (or designates), two student members, two faculty members and the Registrar (non-voting). The Academic Appeals Committee meets twice per term.

The Secretary to the Academic Appeals Committee will forward a copy of the student's appeal and relevant accompanying documentation to all members of the Committee and the student at least 5 working days before the date of the meeting. The student will also be informed of the procedure for the meeting.

In light of the often sensitive nature of documentation supporting appeals, the proceedings of the Academic Appeals Committee are strictly confidential.

The student may attend the meeting to explain his/her case and to provide any additional relevant information.

The student may have another person of their choice present with them during the meeting.

The Committee members may ask the student questions or may seek clarification with respect to the student's filed material.

The student will leave the meeting following the conclusion of his/her submission and questioning.

The Committee shall assess the merit of the student's appeal and determine whether to grant it. Where appropriate, the Academic Appeals Committee may attach conditions to its decision.

The Secretary to the Academic Appeals Committee shall forward the written decision of the Committee to the student **within 5 working days after the meeting was held.**

The decision of the Academic Appeals Committee is final and irrevocable.

**Time Limits**

The time limits in this policy may be extended with the consent of the parties or by the decision-maker at the relevant stage of the proceeding provided that the decision-maker is satisfied that no party will be unduly prejudiced by the extension.

