

Senate Policy

Student Academic Appeals Policy

3002

Description:

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

Approvals:

Approved by Academic Policy & Planning: January 21, 2008
Approved by Academic Council: January 28, 2008
Date Effective: January 2008

Revised by Academic Standards Committee:
May 2013 Approved by Senate: May 2013
Date Effective: May 2013

Revised by Academic Standards Committee:
February 2017 Approved by Senate: February 2017
Date Effective: March 2017

Revised by Academic Standards Committee: May 2018
Approved by Senate: May 2018
Date Effective: September 2018

Approval Authority: Senate

Signature: b.h. Yael, Chair

Policy:

Students who believe that their circumstances warrant reconsideration of academic decisions may submit an appeal to the Senate Student Appeals Committee. Appropriate appeals include issues of final withdrawal, maximum

credit attempts and academic misconduct.

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 appeals or petitions for late withdrawal from a course
- b) The minimum number of credits required for completion of an area of study and for graduation or the minimum evaluation average required to graduate.
- c) Program requirements

Procedures

Undergraduate Student Appeals

Students must meet with a Student Advisor who will discuss their case with them and advise and assist them with the appeal process.

Academic appeals must be submitted in writing on the designated form together with supporting documentation, if relevant, including but not limited to OCAD University medical certificates, letters from professional counsellor(s) and/or death certificates.

The Senate Student Appeals Committee will decide the outcome of the appeal. The Committee membership is determined by Senate and outlined in the OCAD University Senate By-Laws. The Senate Student Appeals Committee meets at least once per term.

The Secretary to the Senate Student 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 business 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 Senate Student Appeals Committee are strictly confidential.

Students may attend the meeting to explain their case and to provide any additional relevant information.

Students may have one other person of their choice present with them during the meeting.

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

Students will leave the meeting following the conclusion of their submission and questioning.

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

The Secretary to the Senate Student Appeals Committee shall forward the written decision of the Committee to the student no later than 5 business days after the meeting was held.

The decision of the Senate Student Appeals Committee is final and irrevocable.

Graduate Student Appeals

Graduate students must meet with the Associate Registrar, Graduate Studies (or designate) who will discuss their case with them and advise and assist them with the appeal process.

Appeals must be submitted in writing on the designated form together with any relevant supporting documentation, including, but not limited to, medical certificates, letters from professional counsellor(s) and/or death certificates.

The Senate Student Appeals Committee will decide the outcome of the appeal. The Committee membership is determined by Senate and outlined in the OCAD University Senate By-Laws. The Senate Student Appeals Committee meets at least once per term.

The parties to the hearing will be the student, the student's Graduate Program Director and Dean, as well as any other person deemed to be a party by the Senate Student Appeals Committee.

The Secretary to the Senate Student 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 business days before the date of the meeting. The student will also be informed of the procedure for the meeting.

The proceedings of the Senate Student Appeals Committee are strictly confidential.

The student will be first to present their case to the Senate Student Appeals Committee. The Graduate Program Director and/or Dean, Graduate Studies will then present the findings of the Graduate Program Committee.

Students may have one other person of their choice present with them during the meeting.

The Committee members may ask each party questions or may seek clarification

with respect to the evidence and submissions.

The student, Graduate Program Director and/or Dean will leave the meeting following the conclusion of their submission and questioning.

The Committee will deliberate in camera and reach a decision by majority vote. Where appropriate, the Committee may attach conditions to its decision.

The Secretary to the Senate Student Appeals Committee will forward the written decision of the Committee to the student no later than 5 business days after the meeting was held.

The decision of the Senate Student 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.