

Procedure #	AA-113-P1	Revision #	01
Accessibility level	A	Effective date	27 April 2015

Student Academic Appeals and Grievance Procedure

1. Impetus

These procedures should be used to appeal or resolve disputes concerning an academic grade or other academic decision considered by a student to be arbitrary or contrary to University policy. For the purposes of these procedures, a student is someone holding “active” registration status as the time of the alleged violation.

2. Definitions

N.A.

3. Policy

- 3.1. It is recommended but not required that the student first arrange a conference to discuss the appeal or grievance with the faculty member(s) whose action is addressed in the student’s appeal or grievance. It is expected that all of the parties involved at each step of the appeals/grievance process will make a good faith effort to resolve the issues.
- 3.2. The following outline the steps of the academic appeal and/or grievance process.

Step1: Department Chair. In the event that a student feels he/she has not received satisfaction from his discussion with the faculty involved or in the event that a student prefers not to discuss his/her concerns directly with the involved faculty, the student may arrange a conference to discuss the appeal or grievance with the Department Chair (or equivalent). If the department chair is the involved faculty member, this step may be skipped.

Step 2: Dean (or equivalent). In the event there is no department chair in the College or academic Unit involved, or in the event the involved faculty member is the Department Chair or Unit Director, or in the event a student still feels aggrieved after consultation with the Department Chair, he/she may ask for a review by the respective Dean (or equivalent). If the involved faculty member is the Dean of the College (or equivalent) this step may be skipped.

Step 3: Student Academic Review Committee. In the event the student is not satisfied with the results of the reviews by the Department Chair and the Dean (or equivalent) he/she may ask for a review committee to be formed. This request shall be in writing to the Coordinator of Academic Affairs Committee.

- 3.3. It is the responsibility of a student to initiate the appeals procedure at each step.
- 3.4. If the appeal is pursued through Step 3, it is expected that, unless there are unusual circumstances, the request for a hearing by the [Student Academic Review Committee](#) will be submitted within 90 days from the last day of the term in which the alleged violation arose.

Academic and Intellectual Freedoms Policy

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- 3.5. If the student fails to pursue the matter in the manner provided by this policy, after a conference with the College Dean if applicable, the original academic decision will be final.
- 3.6. The student should bring to the various conferences and to the Student Academic Review Committee all evidence on which he/she intends to rely.

4. Related Documents

N.A.