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## UNDERGRADUATE ACADEMIC APPEALS POLICY (2021-2024 Version)

The 2021-2024 version (**this version**) of the Undergraduate Academic Appeals Policy and Procedure will apply to requests for review filed before, during and relating to the Winter 2024 semester.

The Revised Version of the Undergraduate Academic Appeals Policy and Procedure will take effect on May 6, 2024, and will apply to requests for review filed during the Spring 2024 semester and onward.

### PURPOSE

1. The purpose of this Policy is to provide a route for review of Decisions affecting students where there is new evidence to offer, or where there were procedural irregularities in the original decision. The review of decisions may lead to an Informal Resolution or a formal Appeal.

### DEFINITIONS

2. For the purposes of this Policy, the following definitions apply:

**“Appeal”** means a formal process conducted by the Academic Appeal Committee to review Decisions on grounds of new evidence or procedural irregularities.

**“Decision”** means a decision affecting the rights of a student, made by a Decision-Maker. This includes:

- a) Decisions of the dean, Registrar, or delegate relating to:
  - Academic Standing (review of academic standing);
  - Grade Reappraisals and Reconsiderations;
  - Time Limits established by the [Graduation and Conferral of Degrees Policy](#) [link];
  - Late withdrawal requests;
  - Examination deferrals; or
  - The imposition of disciplinary penalties during an appeal.

- b) Decisions of the Academic Integrity Committee relating to academic conduct/misconduct or professional suitability.
- c) Any other decision for which the Academic Appeals Committee grants leave to appeal.

**“Decision-Maker”** means a University body or member of the University administration, including the Academic Integrity Committee, Registrar, Dean or delegate, with the authority to make Decisions under applicable policies.

**“Graduate-level Decisions”** means decisions related to students registered in the School of Graduate and Post-Doctoral Studies and/or made under Graduate Academic policies or regulations.

**“Informal Resolution”** means a voluntary process conducted by the Judicial Officer that engages both parties in a reconsideration of the Decision. The outcome of an Informal Resolution is determined by the agreement of the parties.

### SCOPE AND AUTHORITY

- 3. This Policy applies to Decisions other than Graduate-level Decisions.
- 4. The Graduate Academic Appeal Policy provides a route for reconsideration of Graduate-level Decisions.
- 5. The Provost, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of this Policy.

### POLICY

- 6. There will be a committee established with the delegated authority to conduct Appeals and determine the outcome of Appeals. This committee will be established by the Board of Governors through the approval of Terms of Reference specifying the composition of the committee.
- 7. The University Secretary will appoint a Judicial Officer to review requests for Decision reviews, to determine whether there are grounds to believe that new evidence or procedural irregularity affected the outcome of the Decision, to engage the parties in a voluntary Informal Resolution process, and to provide administrative and procedural support to the Academic Appeals Committee.
- 8. A student has grounds to request a review of a Decision where there is:
  - a) New evidence (evidence relevant to the Decision made at the lower level, but, through no fault of the student, not presented at that level. Generally speaking, events or performance subsequent to the lower level Decision are will not to be construed as new evidence); or
  - b) Evidence of procedural irregularity in the original consideration of the matter.
- 9. Procedures for requesting a review of a Decision will be established under this Policy.

10. A student may elect to participate in a voluntary Informal Resolution process conducted by the Judicial Officer where the Judicial Officer believes the process will be effective. Procedures for Informal Resolution will be established under this Policy.
11. Where the student does not elect to participate in Informal Resolution, or the parties do not come to an agreement on a resolution, the matter will proceed to an appeal. Procedures for conducting an Appeal will be established under this Policy.
12. **Status during an appeal**
  - 12.1. Under normal circumstances, disciplinary penalties will not be enforced before an Appeal is decided, nor will official transcripts be issued.
  - 12.2. In cases where continued attendance by the student would have a detrimental effect on the student or others (including, but not limited to circumstances where issues of safety and security to the individuals or property are involved), the dean of the relevant faculty may determine that the penalty imposed by the faculty will stay in effect until the completion of the appeal proceedings.
  - 12.3. If the Appeal is granted, formal registration will be reinstated or the matter remitted back to the dean or provost for reconsideration as appropriate.

#### **MONITORING AND REVIEW**

13. This Policy will be reviewed as necessary and at least every three years. The Registrar, or successor thereof, is responsible to monitor and review this Policy.

#### **RELEVANT LEGISLATION**

14. This section intentionally left blank.

#### **RELATED POLICIES, PROCEDURES & DOCUMENTS**

15. Undergraduate Academic Appeals Procedures  
Fair Processes Policy  
Graduation and Conferral of Degrees Policy  
Grading System and Academic Standing Policy (Undergraduate)