
POLICY TYPE:	Academic
POLICY TITLE:	Academic Appeals
POLICY NO.:	ACAD-001
RESPONSIBLE BODY:	Board of Directors
POLICY SPONSORS:	<input checked="" type="checkbox"/> Risk Management and Policy Committee <input checked="" type="checkbox"/> Executive Director <input checked="" type="checkbox"/> OMC <input checked="" type="checkbox"/> Board of Directors
EFFECTIVE DATE:	October 2014 (January 2000)
REVISED:	February 2019
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Introduction

Partner colleges are committed to addressing any concerns a student has regarding their achievement in a course and/or program. Each registering college provides students with an academic appeal process regarding assessment of their academic performance.

Purpose

This policy provides the structure by which students, host colleges/registering colleges and facilitators address complaints related to any academic decision which could include, but is not limited to, final grades, plagiarism, cheating, academic discipline, promotion, and academic standing.

Definitions

Academic Appeal: A student's written request for a formal review of a decision regarding their academic achievement.

Host college: The College who owns/delivers the course.

Registering college: The College where the student is registered

Policy statements

1. Students who wish to have a formal review of any decision concerning their academic achievement are required to follow the formal appeal policy and process as published by their registering college. This includes any decisions regarding:
 - a) Grades
 - b) Promotion
 - c) Academic discipline
 - d) Plagiarism
 - e) Cheating
 - f) Academic standing

2. Host colleges will provide academic information as requested by the registering college regarding a formal appeal process.
3. Registering colleges appeal decision will be final and binding on all parties.

Accessibility for Ontarians with Disabilities Act (AODA) considerations

OntarioLearn's commitment to accessibility and AODA standards has been considered in the development of this policy.

Roles and responsibilities

It is the responsibility of the registering college to ensure that appeal opportunities are afforded to their students in a timely and fair manner in accordance with their policy.

It is the responsibility of the student to initiate any appeal within established timelines and follow the policy and processes as outlined in their registering college's Academic Appeal Policy.

It is the host colleges responsibility to support the process by responding in a timely fashion to requests from registering colleges for academic documentation required for the registering college to hold an academic appeal for their student. Recognizing that timelines outlined in the host college and registering college policies may differ, the host college will make every effort to provide requested documentation to the registering college in order for the registering college to meet their policy timelines.

Non-compliance implications

Non-compliance may affect the integrity of the academic appeal process and the final disposition of the student's academic grade or status. Non-compliance may also negatively impact the reputation of both the registering college and the host college.

Communications Plan

The registering college will ensure that they publish/communicate details related to their appeal policy and proses to their students. This policy will be posted on the OL Portal and Web.

Related policies, procedures and directives

Academic Appeal Procedure (ACAD-001.1)

Student Complaints Policy and Procedures (ADMIN-008 and ADMIN-008.1)

Examinations Policy and Procedure (ADMIN-006 and ADMIN-006.1)

Registering Colleges Appeal Policy and Procedures