



Academic Appeals Policy			
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Policy Sponsor	Provost, VP Academic	Last Revised:	
Administrative Responsibility	Executive Director, Enrolment Management & Registrar	Review Scheduled:	2029
Approver	General Faculties Council		

A. Purpose

The purpose of this policy is to identify the appeal bodies, and the principles and procedures for appeals of decisions regarding:

1. Final Grade Appeal
2. Student Academic Misconduct,
3. Student Misconduct in the Learning Environment, and
4. Academic Progression Matters

B. Scope

This policy applies to an appeal of a:

1. Final Grade decision,
2. Student Academic Misconduct decision,
3. Student Misconduct in the Learning Environment decision,
4. Decision regarding Academic Progression Matters,
5. Decision made by the Academic Appeals Committee.

C. Definitions

In this policy:

1. “Academic Assessment” means the determination of a Student’s final level of achievement in a specific course, and includes: final assessment(s); credit or fail designations; and, if specified in a course outline, assessments of all aspects of professional behavior; and as further defined in the University Calendars.
2. “Academic Progression Matter” means a matter regarding a Student’s academic achievement in the Student’s program. Academic Progression Matters include: assessments of all aspects of professional behavior as required in University documents other than a course outline; dismissals; and academic suspension. Academic Progression Matters do not include: decisions regarding Final Grades or Student Academic Misconduct.
3. “Academic Regulations” mean the regulations applicable to a Student’s enrollment at the University as found in the University Calendars and within each Faculty and School.

4. "Appeal Hearing" means either a written or oral process to review and decide an appeal before the Academic Appeals Committee.
5. "Appellant" means a Student who appeals a decision about themselves.
6. "Academic Appeals Committee" means the General Faculties Council standing committee constituted to hear appeals of Academic Assessments or Graded Term Work, Academic Suspension, Academic Misconduct, and Misconduct in the Learning Environment.
7. "Ground of Appeal" means a reason that an appeal is being made.
8. "Procedural Fairness" means that an Appellant and a Respondent have the opportunity to be heard by an unbiased decision maker and to be made aware of all evidence considered by the decision maker. Procedural Fairness is about the procedures used to make a decision, not the actual outcome of the decision.
9. "Respondent" means a person who responds to an appeal.
10. "Student" means an individual who is registered in a course or program of study with the University, whether for credit or not, at the time the subject matter of the decision under appeal occurred.
11. "Student Academic Misconduct" means plagiarism, cheating or other academic misconduct as defined in the Academic Misconduct and Misconduct in the Learning Environment Policy.
12. "Student Non-Academic Misconduct" means conduct that is prohibited as outlined in the Ambrose Community Standards document.
13. "University" means Ambrose University.

D. Policy Statement

1. Appeals pursuant to this policy will:
 - a. be confidential,
 - b. provide Procedural Fairness,
 - c. strive for consistency in terms of its decisions,
 - d. be administratively efficient, and
 - e. contribute to a fair and just University.
2. An Appellant submitting an appeal under this policy must meet the requirements of this policy and the relevant procedure.
3. Appeal Hearings will respect the rights of an Appellant and a Respondent to Procedural Fairness.

4. Regardless of the type of decision being appealed or the grounds of appeal brought forward by an Appellant in an appeal, in conducting an Appeal Hearing, the Academic Appeals Committee will usually review whether the decision being appealed:
 - a. was made with Procedural Fairness, and
 - b. falls within a range of reasonable outcomes.
5. This policy takes precedence, in the event there is a conflict with any other University, Faculty/School policy, procedure, regulation or standard regarding appeals of:
 - a. Final Grade decisions,
 - b. Student Academic Misconduct decisions,
 - c. Student Misconduct in the Learning Environment decisions, or
 - d. Decisions regarding Academic Progression Matters.
6. Nothing in this policy prevents anyone, including professional licensing bodies, from proceeding with civil, administrative or criminal actions independent of any University appeal process.
7. During the course of the appeal process, a student retains the right to register for and attend classes and participate in all academic activities pending the outcome of their appeal. The relevant Dean and/or Provost may determine specific academic activity restrictions.
8. A degree or other credential will not be conferred if there is an outstanding or ongoing appeal.
9. The Academic Appeals Committee may place any appeal made under this policy on hold, pending the outcome of any proceedings associated with a professional code and/or any other proceeding independent of the University appeal process.

E. Procedure

1. The decision of an instructor, a Dean or Associate Dean (hereafter referred to as Dean), the Provost, or of an Academic Affairs Committee may be appealed to the Academic Appeals Committee of the General Faculties Council using the appropriate form (see ambrose.edu/form/student-appeal-application) and in accordance with this policy.
2. The Academic Appeals Committee is the final level of appeal. Decisions of the Academic Appeals Committee are final.
3. Appeals of Student Non-Academic Misconduct decisions follow the procedure outlined in the Community Standards document.
4. All appeals must be submitted to the Office of the Registrar and must include the following in writing:
 - a. a copy of the Decision;
 - b. a statement of the ground (i.e., basis) for appeal;
 - c. a statement of facts relevant to the ground of appeal;
 - d. a statement of the outcome sought; and
 - e. any supporting documentation.

5. An appeal of a Decision may, at the discretion of the Academic Appeals Committee, include an Appeal hearing. The procedure(s) for any Appeal hearing will be set by the Academic Appeal Committee and communicated to the affected parties in advance. Appeal hearings will not be open to the public. The Student may bring a support person, but not professional legal counsel. If the Student decides to bring a support person, the Student will provide written notice of the person's attendance to the Chair of the Academic Appeals Committee at least two (2) business days before the meeting. The support person will not normally be allowed to speak during the meeting.

F. Types of Appeals

There are four types of appeals:

1. Final Grade Appeal
2. Academic Misconduct matters
3. Misconduct in the Learning Environment
4. Academic Progression

The first three types each have two appeal levels. An appeal of Academic Progression has only one level of appeal which is directly to the Academic Appeals Committee.

G. Levels of Appeals

1. Appeal of Final Grade

There are two levels to a final grade appeal. The first level is adjudicated on the academic merit of a students' work. The second level of the appeal process is based solely on the process by which the academic appeal decision was reached.

Before commencing an appeal for change of final grade, the Student should contact the course instructor within 5 business days of receiving notification of the final grade. If the instructor agrees to change the final grade, the instructor must submit a Change of Grade form to the Office of the Registrar.

Level 1

A student may appeal the instructor's decision if they meet one of the grounds of appeal, by initiating Level 1 of the process through the Office of the Registrar. An application for a final grade appeal must be submitted on the appropriate form along with the appropriate documents within 15 business days of receiving notice of the final grade.

- a. The Dean of the Student's program will adjudicate the appeal. They will first determine if there is merit to the grounds for appeal. If the grounds for appeal are not met, the Dean may dismiss the appeal.
- b. The Dean (or designate) has the authority to take any action they determine is appropriate in adjudicating the grade appeal. At the Dean's discretion, the final grade may be increased, decreased, or left unchanged. The Dean's decision must be recorded on the appeal form which is to be returned to the Office of the Registrar no later than 10 business days after receiving the appeal. The Dean is responsible for providing the student and

instructor with written notification of the decision and ensuring the Registrar is copied on the communication.

Level 2

The student may appeal the Level 1 decision of the Dean. The second level of the process may be initiated by requesting that the appeal application be reviewed by the Academic Appeals Committee. An appeal form must be submitted to the Office of the Registrar no later than 7 business days after a decision at Level 1. The Chair of the Academic Appeals Committee must be satisfied there are grounds for a Level 2 appeal. If the Chair is not satisfied that the appeal has merit, they may deny it. If an Academic Appeals Committee is convened, the meeting must occur no later than 20 business days after receipt of the original notice of appeal of the Dean's decision. The appeals committee has the authority to take any action it determines is appropriate in adjudicating the appeal.

- a. The decision of the Academic Appeals committee is final. The Chair of the Academic Appeals Committee is responsible for providing the student, instructor, and Dean with written notification of the decision and ensuring the Registrar is copied on the communication.

2. Appeal of Academic Misconduct Matters

There are two levels to an academic misconduct appeal.

The matter of academic misconduct is initiated by an Instructor and will be reported to the Dean of the program regardless of whether an appeal is made. A written record of the violation will be kept in the student's permanent file.

Level 1

A Student may appeal the matter of academic misconduct or the sanctions of the decision by initiating Level 1 of the process through the Registrar's Office. An appeal related to a matter of academic misconduct must be initiated within 15 business days of receiving notification of the decision regarding academic misconduct.

- a. If the instance of misconduct is a first offence then the Dean of the Student's program will adjudicate the appeal. They will first determine if there is merit to the grounds for appeal. If the grounds for appeal are not met, the Dean may dismiss the appeal.
- b. If the instance of misconduct is not the first offence or the misconduct means the student is unable to progress in the program, then the Provost will adjudicate the appeal. They will first determine if there is merit to the grounds for appeal. If the grounds for appeal are not met, then Provost may dismiss the appeal.
- c. The Dean and Provost have the authority to take any action they determine is appropriate in adjudicating the appeal. The Dean and Provost have the authority to impose any penalty considered appropriate for the infraction. The most severe penalty imposed is a recommendation to the President for expulsion.

- d. The Dean and Provost may make a new decision or confirm the original decision. The Dean and Provost are responsible for providing the student and instructor with written notification of the decision and ensuring the Registrar is copied on the communication.

Level 2

The student may appeal the Level 1 decision of the Dean. The second level of the process may be initiated by requesting that the appeal application be reviewed by the Academic Appeals Committee. An appeal form must be submitted to the Office of the Registrar no later than 7 business days after a decision at Level 1. The Chair of the Academic Appeals Committee must be satisfied there are grounds for a Level 2 appeal. If the Chair is not satisfied that the appeal has merit, they may deny it. If an Academic Appeals Committee is convened, the meeting must occur no later than 20 days after receipt of the original notice of appeal of the Dean's decision. The appeals committee has the authority to take any action it determines is appropriate in adjudicating the appeal.

- a. The decision of the Academic Appeals committee is final. The Chair of the Academic Appeals Committee is responsible for providing the student and Dean with written notification of the decision and ensuring the Registrar is copied on the communication.

3. Appeal of Misconduct in the Learning Environment

There are two levels of appeal to decisions about misconduct in the learning environment.

Management of behavior in the learning environment primarily rests with the Instructor. The Instructor may direct a Student to leave the class if the Student engages in any behavior that disrupts the learning environment.

All misconduct in a learning environment will be reported to the Dean. The Dean will investigate the situation and has the authority to take any action they determine is appropriate to in response to the misconduct and will determine sanctions.

Level 1

A Student may appeal the matter of misconduct in the learning environment or the sanctions of the decision by initiating Level 1 of the process through the Registrar's Office. An appeal related to a matter of academic misconduct must be initiated within 15 business days of receiving notification of the decision regarding misconduct in the learning environment.

- a. The Provost, Vice President Academic will adjudicate the appeal. The Provost will first determine if there is merit to the grounds for appeal. If the grounds for appeal are not met, the Provost may dismiss the appeal.
- b. The Provost has the authority to take any action they determine is appropriate in adjudicating the appeal. The Provost has the authority to impose any penalty considered appropriate for the infraction. The most severe penalty imposed is a recommendation to the President for expulsion.

- c. The Provost may make a new decision or confirm the original decision. The Provost is responsible for providing the student, instructor, and Dean with written notification of the decision and ensuring the Registrar is copied on the communication.

Level 2

The student may appeal the Level 1 decision of the Provost, VP Academic. The second level of the process may be initiated by requesting that the appeal application be reviewed by the Academic Appeals Committee. An appeal form must be submitted to the Office of the Registrar no later than 7 business days after a decision at Level 1. The Chair of the Academic Appeals Committee must be satisfied there are grounds for a Level 2 appeal. If the Chair is not satisfied that the appeal has merit, they may deny it. If an Academic Appeals Committee is convened, the meeting must occur no later than 20 business days after receipt of the original notice of appeal of the Provost's decision. The appeals committee has the authority to take any action it determines is appropriate in adjudicating the appeal.

- a. The decision of the Academic Appeals committee is final. The Chair of the Academic Appeals Committee is responsible for providing the student, instructor, Dean, and Provost with written notification of the decision and ensuring the Registrar is copied on the communication.

4. Appeal of Academic Progression

There is one level of appeal for matters related to Academic Progression.

Decisions made by an Academic Affairs committee related to progression in a program, specifically academic probation and suspension, may be appealed.

Level 1

The student may appeal the decision of an Academic Affairs Committee. This appeal may be initiated by requesting that the appeal application be reviewed by the Academic Appeals Committee. An appeal form must be submitted to the Office of the Registrar within 15 business days of receiving notification of the academic progression decision. The Chair of the Academic Appeals Committee must be satisfied there are grounds for an appeal. If the Chair is not satisfied that the appeal has merit, they may deny it. If an Academic Appeals Committee is convened, the meeting must occur no later than 20 business days after receipt of the original notice of appeal of the request for an appeal. The appeals committee has the authority to take any action it determines is appropriate in adjudicating the appeal.

- a. The decision of the Academic Appeals committee is final. The Chair of the Academic Appeals Committee is responsible for providing the student, instructor and Dean with written notification of the decision and ensuring the Registrar is copied on the communication.

H. Grounds of Appeals

1. A Student may appeal a decision made in response to final grades, academic misconduct, misconduct in the learning environment, academic probation or suspension on one or more of the following grounds:

- a. there is evidence available that was not considered in the decision and that may have otherwise affected the decision being appealed; or
 - b. the decision being appealed was made in a procedurally unfair way; or
 - c. the appropriate process, as outlined in the Academic Calendars, was not followed; or
 - d. the decision contained an error in the application of the relevant Academic Regulations.
2. In general, Final Grade decisions and decisions regarding Academic Misconduct, or Misconduct in the Learning Environment, or Academic Progression Matters should be made as close as possible to the level at which the academic competence resides.
 3. Dissatisfaction with a decision or with a University, Faculty or School policy, procedure, regulation, or standard is not a Ground of Appeal.
 4. In general, events or academic performance that occur after the date of the decision being appealed are not considered to be relevant new information.
 5. A Student must exhaust all decision making and appeal processes at each level before submitting an appeal to the Academic Appeals Committee.

I. Responsibilities

The Registrar's Office will:

1. provide training to members of the Academic Appeals Committee.
2. respond to inquiries and questions about the process of making an appeal under this policy;
3. receive and coordinate appeals in accordance with this policy and its procedures; and,
4. will hold all documentation until the Student graduates.