

POLICY GROUP: NCT 100 – Student Records, Rights & Responsibilities

POLICY TITLE: Appeal of Academic Decisions

A. Background and Definitions

Students have the right to appeal decisions that significantly affect their academic career. This includes College decisions on admissions, grades and promotion.

Final Grade: A Final Grade for each course is calculated from the Marks of course evaluations.

Mark: Each evaluation is given a Mark based on its assessment. Each Mark contributes to the Final Grade.

B. Purpose

This policy addresses appeals relating to academic decisions which impact the academic standing or progression of students.

C. Scope

This policy applies to all Niagara College students registered and attending classes at the Niagara College - Toronto (NCT) campus.

D. Policy Statements

1. General principles of Appeals of Academic Decisions are:
 - a) Students have the right to appeal without fear of disadvantage or reprisal;
 - b) Appeals should ideally be resolved informally by the parties involved;
 - c) Appeals will be addressed in a timely manner adhering to time limits;
 - d) Students are encouraged to consult with the advising team for guidance and information at any stage of the process;
 - e) Students should inform faculty at the earliest opportunity of any circumstances that may affect their academic performance so that alternate arrangements can be made;
 - f) Transparency is paramount and students may request that the College provide rationale and explanations for decisions; and
 - g) Privacy and confidentiality will be respected throughout the appeal process.

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2. The informal student Appeal process will be addressed within the appropriate academic division. If resolution at the informal stage cannot be reached, the student may pursue a formal Academic Appeal.
3. Program Coordinators and Academic Advisors will be available to advise the student at any stage of the Appeal process.
4. In the case of Grade Appeals, students are reminded that all failing grades are reviewed as a matter of course. The Grade Appeal process does not question the professional judgements of the faculty member. The focus is on the fair and consistent application of the evaluation process.
5. Decisions regarding admission and promotion are made by the Academic Director. Where such a decision is being appealed, the Academic Director, or designate, will attempt a resolution at the informal stage. If the Appeal of an admissions decision is not resolved at this informal stage, it may move to the procedure for Appeal of Admission Decisions.
6. Formal Appeals regarding Grades must be launched within ten (10) business days from the time the Grade was entered for the course. Extenuating circumstances will be considered if a late submission is received.
7. Students have the right to remain in class “on condition” pending the outcome of the Appeal. The only exception is in cases where the College is obligated to restrict the student for health and safety reasons. In either case, the Academic Director or designate, will inform the student of the conditions of their participation in class.
8. The decision of the Academic Director is final and binding on all parties. The decision is NOT subject to further Appeal.

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E. Related Documents

Policies: NCT 100 Academic Honesty
 NCT 100 Grading & Transcripts
 NCT 100 Student Rights & Responsibilities
 NCT 400 Harassment & Discrimination

Procedures: NCT 100 Academic Misconduct
 NCT 100 Appeal of Academic Decisions
 NCT 100 Appeal of Admission Decisions
 NCT 100 Student Complaints & Issues

F. Document History

Date	Approval/Review/Key Change(s)
March 3, 2023	New