

## **C.24 Student Appeals - Academic**

Academic Matters

*Nunavut Arctic College*

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### **Nunavut Arctic College Student Appeals - Academic**

#### **POLICY**

Nunavut Arctic College will establish a process that allows students to appeal College decisions about academic performance, grades or disciplinary actions related to plagiarism or cheating.

#### **PRINCIPLES**

1. Nunavut Arctic College recognizes that a student has a right to appeal College decisions.
2. The establishment of appeals procedures protects the rights of both students and staff.

#### **PROCEDURES**

1. Students wishing to appeal a College decision under this policy should first meet with the instructor or relevant college staff member to try and resolve the appeal informally.
2. If the student is not satisfied with the results of the informal appeal she/he should document their complaint in writing to the Dean within 2 working days from the date of the meeting.
3. The Dean/Designate will establish an Appeal Committee upon receipt of the written complaint. If the complaint is in regards to a mark given, she/he will place the issuing of any transcripts on hold until the appeals process is completed.
4. Once the Committee is formed, the student and/or his/her representative, and the program manager of the program in question, or designate, will be given an opportunity to make a presentation to the Committee. The presentation may include any documentation that is relevant to the case.
4. The Committee will also allow the instructor(s) who made the decision in question, an opportunity to present information concerning the decision.
5. The Committee's response to the appeal will be communicated in writing to the concerned parties by the Committee chair.
6. The Committee's decision will be final.
7. The appeal process shall normally be completed within five (5) working days following receipt of the written complaint.
8. The Dean or designate may extend the appeal process in extenuating circumstances.

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### **THE COMMITTEE**

The Appeal Committee will consist of:

- the Dean or designate (who will chair the appeal)
- a representative selected by the student
- a staff member selected by the Dean or designate with mutual consent from the instructor whose decision is being appealed.

Where feasible, any staff member appointed to the Committee will not be from the same Program as the student making the appeal.