

Policy No. & Title: A128: STUDENT ACADEMIC APPEALS*Effective:* 2021-09-01*Next Review:* 2026-05-26*Policy Sponsor:* Senior Vice-President, Academic*Ref Cttee:* College Council*Approvals:* 2015-10-21/CC-15-02 (effective 2015-09-01); 2016-09-28/CC-16-01;
2021-05-26/CC-20-09 (effective 2021-09-01)

1. PURPOSE

The purpose of this policy is to establish guiding principles and procedures under which a student may initiate an appeal of an academic decision concerning the perception of unfair treatment towards the student. If an informal resolution or requested remedy in collaboration with the faculty member is not achieved, students have the option to submit an Appeal.

2. POLICY

The College acknowledges and supports a student's right to appeal academic decisions.

2.1. Scope

This policy applies to all students who wish to appeal an academic decision based on grounds described in Standard 2. This policy does not apply to appeals related to A130: Student Code of Conduct, A132: Student Fees, or C207: Residence Operations.

2.2. Principles

This policy focuses on collaborative resolution, process improvement and incorporates the principles of procedural fairness, avoidance of actual or perceived bias or conflict of interest, and timely response.

This policy is interpreted and applied in accordance with guidelines and directives on accessible education published by the Ontario Human Rights Commission.

Requests for academic accommodations from students with disabilities and other protected groups will be meaningfully considered when they arise.

The College acknowledges the confidential nature of the appeals process and only shares information regarding individual appeals with those necessary to support the process.

2.3. Administration

The Senior Vice-President, Academic (the "Vice-President") establishes procedures as necessary to achieve the purpose of this policy.

Associated addenda to this policy may be amended by authority of the Policy Sponsor.

3. REFERENCES

College Policies:

A101: Accommodation of Applicants and Students with Disabilities

A112: Course Grade System

A130: Student Code of Conduct

A132: Student Fees

A136: Academic Integrity

C207: Residence Operations

Statement of Rights and Responsibilities (endorsed by Fanshawe College and the Fanshawe Student Union)

4. ADDENDA

Standard 1: PROCEDURAL FAIRNESS

Standard 2: GROUNDS FOR APPEAL AND SUPPORTING EVIDENCE

Procedure A: STUDENT APPEAL PROCESS

Procedure B: COMMITTEE OF REVIEW PROCEDURES AND HEARING PROTOCOL

Standard 3: APPEALS CHECKLIST

Policy No. & Title: A128: STUDENT APPEALS

Addendum: **Standard 1: PROCEDURAL FAIRNESS**

Issued by: Senior Vice-President, Academic

Effective: 2021-09-01

1. PURPOSE

The purpose of this document is to outline the principle of procedural fairness as applied in the student appeal process.

2. EXPLANATION

The term procedural fairness refers to the decision-making process that ensures that the student has a fair opportunity to make their case to a College decision-maker or Committee of Review.

Procedural fairness is supported by the following:

- The student knows the facts of the case including the evidence that underlies the issue in question.
- The student has a fair opportunity to correct or contradict the evidence and assertions of the College in the matter.
- Responding College officials make decisions without actual or perceived bias or conflict of interest.

The appeal process incorporates these concepts. For example, the process leading up to a hearing ensures that the student not only has notice of the hearing, but also has a good sense of the case and the matters on which they should focus when preparing their evidence and submissions.

Procedural fairness also requires the College to carry out decision-making in the following manner:

- College officials base decisions only on the evidence presented and that such evidence is provided to both parties.
- College officials do not base decisions on information that was not presented to the parties.
- College officials base decisions on reasonable inferences drawn from the evidence presented.
- In coming to a decision, College officials consider all of the evidence presented and the submissions of the parties.
- College officials provide reasons for a decision, including a summary of the evidence relied upon in reaching a decision.
- In accordance with this policy, College officials and/or the relevant academic manager rendering the decision will use their discretion to determine which information is necessary to share with other College employees.
- College officials should be free from bias when deciding Appeals. The College official that is responsible for the academic decision that is being appealed is not eligible to then hear the appeal of that decision. For example, if a College official issues a Penalty under A136: Academic Integrity or otherwise, then another academic manager without knowledge of the case will hear the appeal to maintain fairness.

With respect to the notion of “bias,” it is important that the appeal process includes a Committee of Review in which the decision-makers are free from both actual bias and the reasonable apprehension of bias. A reasonable apprehension of bias could arise, for example, where a Committee member has a direct or indirect interest in the outcome of the appeal, or where a Committee member has participated at an earlier stage in the decision that is now under appeal.

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Addendum: **Standard 2: GROUNDS FOR APPEAL AND SUPPORTING EVIDENCE**

Issued by: Senior Vice-President, Academic

Effective: 2021-09-01

1. PURPOSE

The purpose of this document is to outline the concepts of the grounds for an appeal and supporting evidence, as applied in the student appeal process.

2. DEFINITIONS

Grounds: The reasons that have led to a perception of unfair treatment and form the foundation of the student's argument in support of the appeal.

3. EXPLANATION

Prior to initiating an appeal, a student is urged to seek guidance from the College Ombuds, Manager, Academic Integrity, or from the Fanshawe Student Union with inquiries relating to the Appeals process and what may constitute reasonable grounds for an Appeal.

It is recommended that Students evaluate the grounds and apply the most valid and reasonable grounds that fit their case and that would normally be supported by documentation. While there may be elements of several grounds in a given case, students are urged to concentrate on singular, primary grounds for their appeal.

The grounds identified by a student at the outset of an appeal must remain consistent during the course of the appeal process.

3.1. Grounds for Appeal

The following list defines each of the four types of permitted grounds under this policy, with examples and suggestions regarding the sort of evidence necessary to substantiate the grounds. Supporting evidence is usually in the form of documentation, electronic communication, witness testimony, media or other objects.

3.2. Merit of Work: A claim of erroneous assessment of a student's work or performance.

Examples:

- Failure to record a completed assignment.
- Inappropriate grading of oral presentations, performances, placements, clinical evaluations, or practicum.

Supporting Evidence:

- Specific and detailed reasons in writing as to why the grade or documentation was inappropriate and related documentary evidence from course notes, textbooks, etc.
- Written records of exams and assignments relating to a disputed grade, if applicable.

Procedural Error: A claim that a College policy, procedure or rule has been overlooked, misinterpreted or misapplied.

Example:

- An evaluation is inconsistent with information provided in course documentation such as program guides, course information sheets or course syllabi.

Supporting Evidence:

- Course information sheet, a copy of the policy in question, etc.
- A written statement detailing where the policy misapplication occurred and how the deviation affected academic performance.

Supporting Evidence:

- A written statement detailing the principles, procedures or timelines that were not followed and how this affected the outcome.

Medical, Legal or Compassionate Issue: A claim that an illness, medical or legal situation, or other extenuating and compelling circumstance, has affected timely completion of mandatory academic activity.

Examples:

- Death of a loved one.
- Hospitalization, infectious disease, other medical condition or treatment that prevents the student from taking action.
- A legal situation, such as a mandatory court appearance, but not incarceration.
- Supporting Evidence:
- Written evidence such as, but not limited to, a death certificate or funeral notice and travel receipt, a hospitalization record, doctor's note, summons or subpoena.

Accommodation Example:

- A student was not granted a deadline extension for mental health reasons, because they did not provide new medical documentation.

Supporting Evidence

- The student provided disability-related documentation to Accessibility Services, and the accommodation form indicates ongoing medical notes are not required.

Any Other Unfair Treatment: A claim that a College decision or action was unfair, unjust, prejudiced, unreasonable, excessive or inconsistent.

Examples:

- A student is not made aware of performance issues early enough to be able to address the issues.

Supporting Evidence:

- A written statement of the circumstances or events, and how they disadvantaged the student.

Supporting Evidence:

- A written statement detailing how the decision was unfair or unreasonable, or an example of previous sanctions for similar violations that indicate inconsistency.

Accommodation Example:

- A student was not allowed to utilize an approved accommodation within the classroom or Test Centre.

Supporting Evidence:

- Accommodation is indicated on the student's accommodation form that the student provided to the instructor or Test Centre

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Policy No. & Title: A128: STUDENT APPEALS

Addendum: **Procedure A: STUDENT APPEALS**

Issued by: Senior Vice-President, Academic

Effective: 2021-09-01

1. PURPOSE

The purpose of this document is to guide a student through the procedure of appealing perceived unfair treatment arising from an academic decision that has resulted in direct and significant adverse outcome for the student. This procedure is designed to be a collaborative resolution process.

2. PROCEDURE OVERVIEW

The Academic Appeals procedure is dependent on actions and documentation provided to the College by the student. It is expected that students and faculty attempt to reach an informal resolution (prior to submitting an Appeal) at the start of the appeals process as these resolutions have the highest frequency of success.

When the appeals process cannot be resolved with the professor, appeals to the Associate Dean, Dean, and the Committee of Review are dependent on strong grounds for appeal being submitted by the student with detailed documentation. Where timelines in the appeal process are not kept by the student, appeals will be deemed to have been resolved unless extenuating circumstances are shown.

3. APPEALS PROCESS

The objective of this process is to achieve a fair and timely resolution of the issues raised. All parties contribute to this objective by focusing on full disclosure of the facts, agreement on the issues, active listening and attention to time limits.

Students may not proceed through the appeal procedure until each step is completed. Should students wish to appeal an assigned grade, they are encouraged to start that process during the semester as early as possible.

Standard 3: Appeal Checklist provides a “how to” guide that may be used by a student as a checklist of required actions at each Step of the appeal process.

3.1. Informal Discussion

If a student is appealing a penalty related to policy A136: Academic Integrity, students should be aware of the timelines related to when they may submit an appeal. If time allows, a student should engage in an informal discussion with their professor as described below. Only if sufficient time does not exist should a student proceed directly to a Step 1 appeal.

Prior to initiating an appeal, a student is urged to consider the following optional actions:

- Attempt to resolve the issue by discussing it with the professor or other person who made the decision.
- Seek guidance from the Academic Integrity Manager, College Ombuds, or from the Fanshawe Student Union regarding the issue itself or the appeal process. This action may clarify issues and options for the student.

If a student submits a Step 1 appeal and subsequently has an informal discussion that resolves their concerns, a Step 1 appeal must be retracted as soon as possible by contacting their Associate Dean.

3.2. Steps in the Appeal Process

The student appeal procedure has four possible Steps. A student may not proceed to the next step until the preceding step is complete.

- Pre-Step (Strongly Encouraged): **Discuss and attempt to resolve** the issue/s with the person who made the decision.

Timeline: As soon as the student is aware of the academic decision they would like to address. If time allows, a student is appealing a penalty related to Policy A136: Academic Integrity, should engage in an informal discussion. Only when sufficient time does not exist should students proceed directly to a Step 1 appeal.

- Step 1: **Appeal to the Associate Dean** responsible for the School that made the decision or took the action in question. This step involves joint problem solving, with discussion between the student and the Associate Dean focusing on issue clarification and exploration of solutions.
- Step 2: **Appeal to a Dean** (or similar official as designated by the College). This step is available only after completion of Step 1. The student presents a documented case with the objective of demonstrating that the issue of the appeal has resulted in unfair treatment. The College responds with a similar presentation. The Dean or similar official decides the merits of the case.
- Step 3: **Appeal to a Committee of Review**. This step is available only after completion of Step 2. It involves a formal hearing before a Committee of Review appointed by the Vice-President or delegate. The student and the Dean each present their case similar to Step 2. The Committee decides the merits of the case. Prior to a Committee of Review hearing, the Appeals Administrator conducts a pre-hearing conference and may attempt mediation.

3.3. Onus

In presenting an appeal, the student has the onus (i.e., the responsibility) to present a logical and compelling case, based on documented evidence that demonstrates a lack of fairness and that has resulted in direct and significant adverse outcome for the student. In preparing for an appeal, and to meet this onus, the student needs to consider the following questions that establish the four main elements of an appeal case: **issue**, **grounds**, **evidence** and **remedy** sought.

- *What is the decision or action that led to the unfair treatment?* This clearly identifies the **issue** being challenged.
- *How did the decision or action result in a direct adverse outcome for the student?* This identifies the **grounds** for the appeal. Appeal grounds accepted under this policy are limited to the four matters described in Standard 2.

Note that the decision or action being challenged, and the grounds presented at the outset of an appeal, must remain consistent throughout the appeal process.

- *What is the **evidence** that supports the perception that the issue and grounds have led to unfair treatment?* Evidence is the information (physical, documentary or verbal) used to establish a relevant fact. Verbal evidence can only arise from what a witness has personally seen, heard or otherwise experienced.
- *What **remedy** is sought?* A statement of what the student would perceive as a satisfactory outcome from the appeal.

In responding to an appeal, the College has the onus to present a compelling case to substantiate the fairness of the matters at issue and will consult with relevant parties as necessary.

3.4. Right to Dismiss

A student who initiates a Step 2 or Step 3 appeal must be prepared to present a substantive, complete and documented case that is consistent with this policy. If a Step 2 or Step 3 case fails to meet these criteria, or is outside the prescribed time limits, the College reserves the right to dismiss the case.

To avoid dismissal of an appeal, a student who is unfamiliar with or uncomfortable with an appeal process is urged to consult with the Fanshawe Student Union or the College Ombuds for advice on appeal preparation and presentation.

3.5. New Relevant Information

Information that was not available earlier in the appeal process and that has a significant bearing on the issue in question, may be presented at any Step and will be considered.

Example:

- Since the issue was last discussed with the College, the student has found a more compelling relevant example that supports the student's case.

Supporting Evidence:

- Documentation of the new example or evidence from a witness.

3.6. Time Limits

An appeal may be initiated no later than seven business days from the time the student becomes aware, or should have become aware, of the issue in question. Following initiation of an appeal, the process is subject to the time limits listed in Standard 3: Appeals Checklist.

The student is responsible for ensuring that the College has accurate contact information. If at any time during the process the College is unable to contact the student and the student has not contacted the College within the required time limit, the appeal is considered abandoned.

Where the decision-maker or Appeals Administrator deems that adherence to the prescribed time limit is detrimental to a fair process, the decision-maker or Appeals Administrator may authorize a variance from the prescribed time limit. In such cases, the Appeals Administrator ensures that deadlines for pre-hearings, hearings, and submission of documents are timely and do not unfairly affect the student's progression.

3.7. Committee of Review

The Committee of Review follows meetings and procedures described in TOR34: Committee of Review – Appeals.

3.7.1. Decision Final

The decision of the Committee of Review, and any resulting remedy set by the Vice-President, are final and binding under this policy. If an appeal is granted, the student is prohibited from again appealing the same incident.

3.8. Support Persons and Interpreters

The student or the College official responding to an appeal may seek assistance or support from, or be accompanied by, another person of their choice. Examples: a trusted friend, a member of the Student Union (see the [Student Union website](#)).

The role of the support person is to act as a resource and provide support and advice to the party. Except as provided in the next two paragraphs, the support person is not permitted to speak for or advocate on behalf of the party.

The support person may, during a Step 1, Step 2 or Step 3 meeting, request brief recesses to speak privately with the student. Such recesses are not permitted to unduly delay the meeting. The support person is permitted to openly coach the student during a Committee of Review hearing.

In cases where the student's support person is a member of the Fanshawe Student Union, the support person may, at the student's request, use up to ten minutes at the start of any Step meeting to make a presentation that sets the context of the appeal (*e.g.*, clarifies the primary issue, the grounds, the evidence, the remedy sought, and the primary reasons the student disagrees with any earlier findings). In exceptional circumstances (such as but not limited to conflict of interest, or direct appeal involvement), and at the discretion of the Appeals Administrator, if the Fanshawe Student Union is not the support person for the appellant, the appellant's chosen support person may use the ten minutes at the opening of the appeal that would have otherwise been provided to the Fanshawe Student Union. Note that the one-hour time limit for presentation of the student's case remains in effect.

A support person is prohibited from acting in the capacity of a lawyer or paralegal while attending an appeal meeting.

Where appropriate, at the request of the student, an interpreter may also attend an appeal meeting.

When a support person or an interpreter will be attending an appeal Step meeting, the party must advise the decision-maker at Step 1 or 2, or the Appeals Administrator at Step 3, of the identity and contact information of such persons at least three business days in advance of any meeting.

3.9. Accommodation

The College recognizes that there may be circumstances where a student's ability to proceed with an appeal may be compromised and requires accommodation by the College. The Appeals Administrator, Dean or decision-maker grants accommodation as is appropriate.

3.10. Continuation in a Program or Course

Where a student initiates a Step 2 appeal concerning a grade or other academic decision affecting academic standing or progression, and that grade or decision would normally prevent progression to the next term of a program or enrolment in a course, a Dean may permit the student to continue in all or portions of the program, or to enrol in the subsequent course, pending a decision on the appeal. The Dean may require the student's acceptance, in writing, of binding conditions regarding such a continuation. Permission to continue is not granted in the case of an appeal against termination.

Where a Dean permits such continuation, normal program and course fees apply. In the event that the appeal is denied, and the student is not permitted to continue in the program or course, fees paid for the continuation are refunded.

3.11. Appeals Administrator

The Vice-President appoints administrators to act as Appeals Administrator and Alternate Appeals Administrator. Their roles include but are not limited to the following tasks:

- Administering the appeal process generally such as receiving and assessing appeal documentation, scheduling meetings, communicating with the parties, and guiding the Committees of Review through the appeals hearing process. The Appeals Administrator does not vote on Committee matters.
- Determining whether there are sufficient grounds for an appeal to proceed or whether another policy prevails;
- Training and support for College staff and FSU executive members involved in the process; and
- Attempting resolution, where a mediated solution appears possible.

3.12. Administrative Fee

An appeal administrative fee, refundable if the appeal is successful, is payable to the College through the Office of the Registrar when Step 3 is initiated. The Office of the Registrar reviews the amount of the administrative charge on an annual basis. Any fee change is subject to consultation with the Student Union.

3.13. Reprisal or Retaliation

Reprisal or retaliation against any person arising from their participation in an appeal is prohibited. Substantiated incidents of reprisal or retaliation are subject to sanction.

Policy No. & Title: A128: STUDENT APPEALS

Addendum: **Standard 3: APPEALS CHECKLIST**

Issued by: Senior Vice-President, Academic

Effective: 2021-09-01

1. APPEAL STEP DETAILS (Required actions are preceded by a check box:)

As described in Procedure A: Student Appeals, this section presents the appeals process as a useful checklist for students to follow. As certain steps during an appeal of an Academic Decision related to A136: Academic Integrity are slightly different, the processes are shown under the two columns of the “Action” section.

PRE-APPEAL STEPS

PARTY	ACTION		TIME LIMIT
Student	<i>Academic Decisions</i>	<i>A136: Academic Integrity</i>	As soon as they become aware of the Academic Decision.
	<input type="checkbox"/> Contact the professor or other person who made the Academic Decision and discuss a resolution.	<input type="checkbox"/> If time allows, seek clarification from the professor or other appropriate person, who made the decision about the Academic Integrity offence and Penalty in an attempt to resolve or remedy the issue. <input type="checkbox"/> Only when sufficient time does not exist should a student proceed directly to a Step 1 appeal. <input type="checkbox"/> Consult and seek guidance from the Office of the Ombuds and/or Fanshawe Student Union. <input type="checkbox"/> Bring questions to the Manager, Academic Integrity.	

PRE-APPEAL STEPS Ctd.

	<i>Academic Decisions</i>	<i>A136: Academic Integrity</i>	<i>Time Limit</i>
Professor or Academic Decision-Maker	<input type="checkbox"/> Communicate with the student and clarify the Academic Decision. Consider the circumstances of the student. Reconsider the Academic Decision if necessary.	<input type="checkbox"/> Communicate with the student and clarify the Academic Decision. Consider the representations of the student. Reconsider the Academic Decision if necessary.	As soon as possible.
Student	A Student who is not successful in resolving the issue with the professor or Academic Decision-Maker should proceed immediately to Step 1: Appeal to the Associate Dean.		As soon as possible.

STEP 1: APPEAL TO THE ASSOCIATE DEAN

PARTY	ACTION		TIME LIMIT
Student	<i>Academic Decisions</i>	<i>A136: Academic Integrity</i>	Submit Step 1 <i>Notice of Appeal</i> within 7 business days from the time the student becomes aware, or should have become aware, of the issue in question.
	<ul style="list-style-type: none"> <input type="checkbox"/> Establishes Grounds for Appeal and gathers supporting documentation. <input type="checkbox"/> Formally requests in writing a Step 1 meeting with the Associate Dean. <input type="checkbox"/> Submits a Step 1 <i>Notice of Appeal</i>* to the Office of the Registrar with supporting evidence attached. (* form available online from the Office of the Registrar) <input type="checkbox"/> Meets with the Associate Dean and works towards a resolution. 	<ul style="list-style-type: none"> <input type="checkbox"/> Establishes Grounds for Appeal and gathers supporting documentation. <input type="checkbox"/> Submits a Step 1 <i>Notice of Appeal</i>* to the Office of the Registrar. (* form available from the Office of the Registrar) <input type="checkbox"/> Formally requests in writing a Step 1 meeting with the Associate Dean. <input type="checkbox"/> Meets with the Associate Dean or the Manager, Academic Integrity and works towards a resolution. 	

STEP 1: APPEAL TO THE ASSOCIATE DEAN Ctd.
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Associate Dean -OR- Manager, Academic Integrity	<i>Academic Decisions</i>	<i>A136: Academic Integrity</i>	Provide Step 1 written decision within 7 business days of meeting with the student.
	<input type="checkbox"/> Reviews the Appeal with the student by: <ul style="list-style-type: none"> • Meeting with the student within seven business days of the request. • Reviewing documents and other relevant information. • Deciding whether there is justification to grant the appeal. <input type="checkbox"/> Advises the student in writing of the decision, and, if applicable, implementing the decision. <input type="checkbox"/> Forwards all documentation to the Office of the Registrar.	<u>Associate Dean</u> <ul style="list-style-type: none"> <input type="checkbox"/> Reviews the Appeal with the student by: <ul style="list-style-type: none"> • Referring the student’s request to the Manager, Academic Integrity; <u>or</u> • Meeting with the student within seven business days of the request. • Reviewing documents and other relevant information. • Deciding whether there is justification to grant the appeal. <u>Manager, Academic Integrity</u> <ul style="list-style-type: none"> <input type="checkbox"/> Conducts any additional inquiries as necessary, <input type="checkbox"/> Meets with the student on behalf of the Associate Dean, if authorized to do so, <input type="checkbox"/> Provides the Associate Dean with: <ul style="list-style-type: none"> • a summary of the Academic Offence, • a summary of the Notice of Appeal Form, the student’s statement, and supporting documentation, • a recommendation with reasons to approve or deny the Step 1 Academic Offence <u>Associate Dean</u> <ul style="list-style-type: none"> <input type="checkbox"/> Advises the student in writing of the decision, and, if applicable, implementing the decision. <input type="checkbox"/> Forwards all documentation to the Office of the Registrar. 	

STEP 1: APPEAL TO THE ASSOCIATE DEAN Ctd.

Student	A Student who is not successful with the Step 1 appeal and who has new or contravening evidence, may initiate Step 2.	7 Business Days
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STEP 2: APPEAL TO A DEAN

PARTY	ACTION	TIME LIMIT
Student	<i>Academic Decisions</i>	<i>A136: Academic Integrity</i>
	<input type="checkbox"/> Submits a <i>Step 2 Notice of Appeal</i> to the Office of the Registrar along with a written submission including: <ul style="list-style-type: none"> • A statement of the issue and grounds of the appeal. • A summary of supporting evidence. • A statement of remedy sought. 	Submit <i>Step 2 Notice of Appeal</i> within 7 business days of the receipt of the Associate Dean's Step 1 response, or end of the Step 1 response time limit.
Dean	<i>Academic Decisions</i>	<i>A136: Academic Integrity</i>
	<input type="checkbox"/> Records the date of receipt on the <i>Notice of Appeal</i> . <input type="checkbox"/> Meets with the student and others as appropriate. <input type="checkbox"/> Reviews the evidence available. <input type="checkbox"/> Makes a decision. <input type="checkbox"/> Provides the decision in writing with reasons to the student, the Associate Dean and others as appropriate. <input type="checkbox"/> Completes a <i>Student Record Change Report</i> , if applicable. <input type="checkbox"/> Forwards all documentation to the Office of the Registrar.	Provide written decision within 15 business days from receipt of the <i>Step 2 Notice of Appeal</i> *.
Student	A Student who is not successful with the Step 2 appeal and who has new or contravening evidence, may initiate Step 3.	7 Business Days

* *This time limit could be extended to accommodate extenuating circumstances at the discretion of the appropriate Dean; Senior Vice-President, Academic Services; or designate.*

STEP 3: APPEAL TO A COMMITTEE OF REVIEW

Important: See TOR34: Committee of Review - Appeals.

PARTY	ACTION		TIME LIMIT
Student	<i>Academic Decisions</i>	<i>A136: Academic Integrity</i>	Submit Step 3 <i>Notice of Appeal</i> within 7 business days of the receipt of the Dean's Step 2 response (or of the end of the time limit for the Dean's Step 2 response).
	<input type="checkbox"/> Submits a Step 3 Notice of Appeal to the Office of the Registrar, along with a written submission including: <ul style="list-style-type: none"> • A statement of the issue and grounds of the appeal. • A witness list and summary of supporting evidence. • A statement of remedy sought. <input type="checkbox"/> An appeal administration fee is due with this submission.		
Appeals Admin.	<i>Academic Decisions</i>	<i>A136: Academic Integrity</i>	Complete appeal hearing within 30 business days from receipt of the Step 3 <i>Notice of Appeal</i> .
	<input type="checkbox"/> Records the date of receipt on the Notice of Appeal and supporting documentation. <input type="checkbox"/> Confirms that Step 2 was properly completed. <input type="checkbox"/> Examines the student's submission. If incomplete, provides the student with a 3-day opportunity to complete. If not completed, and in consultation with the applicable Vice-President, may dismiss the appeal and so advise the parties. <input type="checkbox"/> Delivers a copy of the student's submission to the applicable Vice-President. <input type="checkbox"/> If so delegated by the applicable Vice-President, appoints three Designates to form a Committee of Review. Otherwise, Vice-President appoints Designates. <input type="checkbox"/> Arranges and conducts a pre-hearing conference. If an opportunity for mediation exists, attempts to mediate a resolution. <input type="checkbox"/> Arranges an appeal hearing. <input type="checkbox"/> Forwards notice of the pre-hearing conference, notice of the appeal hearing and a copy of this procedure to the student.		

STEP 3: APPEAL TO A COMMITTEE OF REVIEW Ctd.

Appeals Admin.	<i>Academic Decisions</i>	<i>A136: Academic Integrity</i>	No later than 5 business days prior to the scheduled appeal hearing.
	<input type="checkbox"/> Conducts a pre-hearing conference. <input type="checkbox"/> Delivers the student's submission to the Committee of Review.		
Appeals Admin.	<i>Academic Decisions</i>	<i>A136: Academic Integrity</i>	As scheduled by the Appeals Administrator.
	<input type="checkbox"/> Conducts the hearing per Procedure B and acts as a resource to the Committee		
Chair Cttee of Review (<i>Academic Decisions</i>	<i>A136: Academic Integrity</i>	As scheduled by the Appeals Administrator.
	<input type="checkbox"/> The administrative designate on the Committee of Review chairs the deliberations of the Committee leading to a binding decision and any associated recommendations. <input type="checkbox"/> Provides the binding decision and any associated recommendations to the Appeals Administrator in writing within three business days of the Appeal. <input type="checkbox"/> Informs the student, the Associate Dean, the Dean, the Appeals Administrator and the Office of the Registrar in writing following the final decision by the Vice-President.		
Appeals Admin.	<i>Academic Decisions</i>	<i>A136: Academic Integrity</i>	Within 3 business days following the hearing.
	<input type="checkbox"/> Informs the applicable Vice-President of the Committee decision and recommendations. <input type="checkbox"/> Completes a Student Record Change Report, if applicable. <input type="checkbox"/> Forwards all documentation to the Office of the Registrar.		
Vice-President	<i>Academic Decisions</i>	<i>A136: Academic Integrity</i>	Within 3 business days of receipt of the decision of the Committee of Review.
	<input type="checkbox"/> Decides the appropriate remedy based on the recommendations of the Committee.		