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| Procedure Name: | ACADEMIC INTEGRITY AND APPEALS |  |
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ACADEMIC INTEGRITY AND APPEALS PROCEDURE

1.00 PURPOSE

- 1.1 This procedure details the steps to be taken to ensure an equitable and fair academic appeal process that accounts for academic integrity, a respectful learning environment, the educational rigour of the program, and the expectations established in the course outline, as outlined in EDU-004, *Academic Integrity and Appeals Policy*.

2.00 ADMISSIONS APPEALS

- 2.1 Admissions at the College is designed to ensure students have the foundational educational knowledge to be successful. For some students, life circumstances prevented the applicant from fully engaging in courses required for admission, and conversely life circumstances have provided some applicants experiences that will set a student up to succeed. The admissions appeal provides a mechanism to access education without the program requirements being met.
- 2.2 For committee timelines see Section 14.00.

3.00 SYLLABUS AND TRADES HANDBOOK

- 3.1 A syllabus (or the Trades Handbook) is provided to students at the beginning of the course. Any changes to the evaluation profile in the syllabus after the first week of classes must be provided to the students in writing and students must agree to the changes.
- 3.2 A copy of the syllabus is submitted to the Registrar's Office by the Dean of the program area within two weeks of the semester start date.

4.00 GRADE APPEALS

- 4.1 All students at The College are responsible for communicating any problems or concerns regarding their grades in assignments, tests, and other work, throughout the semester, directly to their instructor. If unresolved, the student should contact Student Services, who will work with the Program Coordinator or Academic Head. If still unresolved, the student should contact the Dean of their program and refer to the Student Complaint Policy.

- 4.2 A final grade appeal must be submitted to the Registrar's Office to be forwarded to the Dean of Learning Transformation within 10 working days from the date of issue. Students must demonstrate that they first approached the instructor/program coordinator to resolve the concern.
- 4.3 For committee timelines see Section 13.00.

5.00 ATTENDANCE

- 5.1 Students are expected to attend the first class in each course unless prior arrangements have been made with the instructor/department indicating they will be starting late.
 - a) Career and College Preparation (CCP) students who do not attend the first two days of an instructor-led course or the first five days of a continuous-intake course may be withdrawn at the discretion of the instructor.
 - b) Trades students who do not attend the first day of class will be withdrawn at the discretion of the department.
 - c) Students in all other programs may be withdrawn for not attending the first class at the discretion of the instructor.
- 5.2 Instructors are expected to take attendance the first day of class and notify the Registrar's Office of any students not on the roster.
- 5.3 Prior to withdrawal, instructors/departments must attempt to contact students who did not attend the first day of class. Documentation of efforts must be provided to the Registrar's office.
- 5.4 Any seats vacated as per Section 5.1 may be offered to students on the waitlist in consultation with the program area.
- 5.5 The syllabus will set out the expectations of attendance for the duration of the course. Students who do not meet these expectations may be placed on probation or withdrawn as per program standards.
- 5.6 Any extended absence must be approved by the individual course instructor.
- 5.7 Students are responsible for withdrawing themselves from classes to be eligible for a refund and/or to ensure no academic penalty. See refund policy.
- 5.8 Students withdrawn by the instructor after the stable enrolment date may be assigned a grade of Unofficial Withdrawal (UW) and will not be eligible for a refund.
- 5.9 Students have the right to appeal attendance withdrawals, for committee timelines see Section 14.00.

6.00 PLAGIARISM AND CHEATING

- 6.1 The course syllabus will set out the expectations of academic integrity. Students who do not meet these expectations may be placed on probation or withdrawn (Section 7.00) as per program standards.
- 6.2 For most first offences, the instructor will award a grade of zero for the affected assessment and the student may be placed on academic probation.
- 6.3 For the second recorded offence after being placed on academic probation for plagiarism and cheating whether in a single course or multiple courses, a failing grade (F) will be assigned in the affected course(s). The Academic Head/Chair/Coordinator will inform the

student of this outcome. Where applicable, this may result in a student being required to withdraw from other or all courses (i.e., co-requisites, pre-requisites, cohort programs).

- 6.4 A third recorded instance of plagiarism or cheating in subsequent courses will result in the Dean restricting enrolment from the program and the student being withdrawn from all courses.
- 6.5 Any student who contributes to an act of plagiarism or cheating by another student may face disciplinary action.
- 6.6 In all instances of plagiarism and cheating, where action is taken, the instructor will submit documentation to the appropriate Academic Head/Chair/Coordinator and Dean who will then notify Student Services and Student Records to be added to the student file within 10 business days from student's notification.
- 6.7 Any further instances of plagiarism or cheating will result in the student being suspended from the College.

7.00 PROBATION AND RESTRICTED ENROLMENT

- 7.1 For probation and restricted enrolment for practicum placements, clinical sites and field schools see section 8.00.
- 7.2 Instructors will first discuss the unsatisfactory performance with the student. The student is then advised to meet with Student Services for support.
- 7.3 If the instructor believes there are grounds for probation, they should consult with the appropriate Academic Head or Coordinator and complete the required documentation for Academic Probation.
- 7.4 The instructor will arrange a meeting with the student to discuss terms of probation. Notice must be given to the student at least 24 hours in advance of the meeting. The meeting may include the following representatives:
 - a) the Program Coordinator and/or Dean as per the instructor
 - b) a Student Services representative and/or a Students' Union representative as selected by the student.
- 7.5 At the outcome of the meeting, the academic probation form will be signed by the instructor and student. It will be provided to the Program Coordinator and Dean for signatures.
- 7.6 Copies will be provided to the student, Student Services, Student Records, and where applicable to the funding agency.
- 7.7 If unable to attend the meeting, the student will be notified by any means available of the decision to be placed on probation. The student will be provided with a copy of this policy and a copy of the *Academic Probation Form*.
- 7.8 A student on probation will be advised to work with Student Services to help understand the terms of probation and the appeal process, identify barriers to successful performance, and develop strategies for success.
- 7.9 The instructor will monitor and record the student's performance during the probationary period.

- 7.10 The instructor will arrange a meeting with the student upon completion of the probationary period to discuss performance. This meeting can have similar representation as per Section 7.4.
- 7.11 Within two working days of the meeting, the instructor will provide the student, Dean, Student Services, Student Records, and Academic Head/Chair/Coordinator with a written summary of the outcome. This will be limited to one of the following:
 - a) successful completion of probation
 - b) extension of probation for a specified duration
 - c) required to withdraw from course(s)
 - d) restricted enrolment from program for a specified duration.
- 7.12 A student removed from a program or a course may be graded as a withdrawal or a failure at the discretion of the Instructor in consultation with the Academic Head/Chair/Coordinator or Dean based on the severity of the infraction(s).
- 7.13 In the case where a student is withdrawn, future course(s) or program enrolment may be restricted. Students may still apply to other programs at the College.
- 7.14 Where it is not otherwise stated, students with a current term GPA below 1.5 will be restricted to a 60% course load in the subsequent term.
- 7.15 Students have the right to appeal restricted enrolment.
- 7.16 For committee timelines see Section 14.00.
- 8.00 PRACTICUM, CLINICAL, AND FIELD SCHOOL CONDUCT
 - 8.1 Expectations for student behaviour in off-campus settings will be outlined in the course syllabus and/or the program-issued student handbook.
 - 8.2 In the event that a student violates the terms of the practicum, clinical or field placement, the Instructor/Site Supervisor is responsible for discussing and providing direction to correct conduct or ask to leave for the remainder of the day.
 - 8.3 In some programs, students will be provided a learning contract to correct behaviour or facilitate a return to the course. Breach of this contract could result in further discipline.
 - 8.4 When a student is removed for the remainder of a day, but can continue in the course, the Instructor will document the reason for removal, provide it to the Program Coordinator/Academic Head/Department Chair, and meet with the student to discuss corrective behaviour.
 - 8.5 If the student's actions are deemed to be a significant violation to the conditions of the placement by the Instructor/Site Supervisor, the student will be immediately removed from the learning environment.
 - 8.6 Students will be notified at the time of removal that they have violated the conditions of the learning environment and are not welcome back for the remainder of the course.
 - 8.7 If the student's actions have resulted in being required to withdraw from the course, a report must be provided to the Program Coordinator/Academic Head/Department Chair, Student Services, the Registrar's Office, and the Dean.
 - 8.8 The student will meet with the Program Coordinator/Academic Head/Department Chair and Dean to review the nature of the violation.

- 8.9 Student Records will withdraw students who have been removed from practicums, clinical or field schools with no refund.
 - 8.10 Removal from a course could result in restricted enrolment in subsequent courses or require to withdraw from the program.
 - 8.11 As these programs are short-term in nature, there may not be time for a formal appeal of the course removal; however students can appeal any restrictions to future enrolment. Timelines are outlined in Section 14.00.
- 9.00 TRANSFER CREDIT APPEALS
- 9.1 A student may appeal any decision concerning the awarding of Transfer Credit for previous education.
 - 9.2 Students are encouraged to discuss transfer credit denials with the department before appealing.
 - 9.3 For committee timelines see Section 13.00.
- 10.00 PRIOR LEARNING ASSESSMENT APPEALS
- 10.1 A student may appeal any decision concerning Prior Learning Assessment.
 - 10.2 Students are encouraged to discuss prior learning decisions with the assessor before appealing.
 - 10.3 For committee timelines see Section 13.00.
- 11.00 ACADEMIC SUSPENSION
- 11.1 A student may be suspended from the College as determined by the College President.
 - 11.2 Suspension Appeals must be submitted to the Board of Governors.
- 12.00 RESPONSIBILITY
- 12.1 The Academic Appeals Committee considers appeals for grades, transfer credit and prior learning assessment. Education Council is responsible for striking the committee at the first Education Council meeting of the academic year for a one-year term as per Education Council by-laws.
 - 12.2 The committee will be chaired by the Dean of Learning Transformation who is a non-voting member and the committee is comprised following members:
 - a) one Student Services representative
 - b) two Faculty representatives who are members of Education Council
 - c) two Student representatives assigned by the Students' Union.
 - 12.3 Alternates will be identified for each category and are to be used in the event of a conflict of interest or lack of availability for primary members.
 - 12.4 The program Dean, Chair/Coordinator/Academic Head and Registrar address attendance, admissions, probation, and restricted enrolment appeals.

13.00 ACADEMIC APPEALS COMMITTEE'S ROLE, RESPONSIBILITY, AND TIMELINES

- 13.1 Students are required to pay a \$25.00 fee upon submission of appeals that are reviewed by the Appeals Committee. Appeals that result in favourable decisions to the student will be refunded.
- 13.2 Timelines to engage the appeal process will vary depending on the type of appeal:
 - a) grade appeal: submitted within 10 business days of final grade posted
 - b) transfer credit appeal: submitted within 10 business days of decision
 - c) prior learning assessment appeal: submitted within 10 business days of decision.
- 13.3 The Respondent is expected to complete a faculty report and provide relevant documentation within five working days.
- 13.4 The Committee shall review the Academic Appeal Form submitted by the student and any applicable documentation relating to the infraction from the Department/Faculty and Student Services. The Committee reserves the right to request any additional documentation or subject matter experts.
- 13.5 Both the appellant and respondent will receive copies of all documentation and reports.
- 13.6 The appellant or the respondent may be requested to appear before the Committee. If the Committee asks either one to appear, the invitation must be extended to the other.
- 13.7 Representatives may not appear on behalf of the appellant or the respondent except in exceptional circumstances, and with the approval of the Committee. The appellant and respondent may choose to bring an advocate with them. Students are encouraged to seek representation from Student Services or the Students' Union.
- 13.8 For a grade appeal, the Committee can change final grades for the following reasons:
 - a) College policies and procedures were not followed by the instructor
 - b) the Instructor did not follow the evaluation profile or grade assignments as stated in the course syllabus (or Trades Handbook)
 - c) failure of the Instructor to treat the student with the degree of equity extended to all other students in the class
 - d) demonstrated calculation or recording errors.
- 13.9 The Committee can overturn transfer credit denial(s) for the following reasons:
 - a) approved College policies and procedures not followed
 - b) the transfer credit requested is articulated on the BC Transfer Guide
 - c) transfer credit has been granted to other students with the same course
 - d) course is outside recency requirements, yet student can demonstrate skills, work experience, and knowledge on subject matter of denied course.
- 13.10 The Committee can overturn prior learning assessment denial(s) for the following reasons:
 - a) approved College policies and procedures not followed
 - b) unfair, unclear, or unrelated assessment

- c) related experience can be demonstrated but access to prior learning assessment has been denied.
- 13.11 Within one week of the decision, the Committee Chair shall notify the appellant in writing of the outcome. This correspondence must include the rationale of the decision.
- 13.12 The decision of the Committee is final and the outcome will be communicated to Student Services and the Registrar's Office for updating of the student record.
- 14.00 APPEALS REVIEWED BY THE DEAN, CHAIR/COORDINATOR/ACADEMIC HEAD AND REGISTRAR
 - 14.1 Students are required to submit a completed and signed appeal form outlining the grounds for appeal and a rationale for the desired outcome.
 - 14.2 Timelines to engage the appeal process will vary depending on the type of appeal:
 - a) Admissions appeals: submitted during the application process before the start of the course or before document submission deadlines. A decision will be returned in five business days.
 - b) Attendance appeal: submitted within one business day after notice of withdrawal. A decision will be returned in two business days.
 - c) Probation appeal: submitted one business day after notice of probation. A decision will be returned in five business days.
 - d) Restricted enrolment appeal: submitted at time of course registration or reapplication to the restricted program. A decision will be returned in 10 business days.
 - 14.3 Admission appeals will be reviewed for the following reasons:
 - a) applicant does not meet the requirements, but can demonstrate they will be successful in the program of study
 - b) inability to acquire official documentation to support application
 - c) program has designed additional educational supports to supplement instruction.
 - 14.4 Attendance withdrawal appeals will be reviewed for the following reasons:
 - a) approved College policies and procedures not followed
 - b) failure by the Instructor to give students a written course syllabus (or Trades Handbook), setting out expectations and requirements, including attendance
 - c) changes made to the distributed syllabus (or Trades Handbook) without proper notice
 - d) student can demonstrate unplanned extenuating circumstances for the absence(s) and still has a reasonable chance of success.
 - 14.5 Probation decisions will be reviewed for the following reasons:
 - a) approved College policies and procedures not followed
 - b) failure by the Instructor to give students a written course syllabus, setting out expectations and requirements, including attendance
 - c) changes made to the distributed syllabus (or Trades Handbook) without proper notice

d) failure of the Instructor to treat the student with the degree of equity extended to other students in the class.

14.6 Restricted enrolment can be reviewed for the following reasons:

- a) approved College policies and procedures not followed
- b) student not placed on probation prior to restricted enrolment (where applicable)
- c) student can demonstrate appropriate measures have been taken to correct academic misconduct.

14.7 The Registrar’s Office will notify the appellant in writing of the outcome. This correspondence must include the rationale for the decision.

14.8 The decision is final and the student record will be updated with the decision.

15.00 RELATED POLICIES, PROCEDURES, AND SUPPORTING DOCUMENTS

15.1 [Academic Integrity and Appeals Policy](#)

15.2 [General Appeal Form](#)

15.3 [Grade Appeal Form](#)

15.4 *Notice of Academic Probation*

16.00 HISTORY

| Created/Revised/ Reviewed | Date | Author’s Name and Role | Approved By |
|------------------------------|------|------------------------|-------------|
| Created | | | |
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