


Policy Name:	ACADEMIC INTEGRITY & APPEALS	 coast mountain college
Approved By:	Education Council	
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ACADEMIC INTEGRITY & APPEALS

1.00 PURPOSE

Coast Mountain College is committed to providing world class education that will provide pathways to further educational opportunities and careers. To maintain this standard, the College will ensure an equitable and fair academic appeal process that accounts for academic integrity, a respectful learning environment, the educational rigor of the program, and the expectations established in the course outline.

2.00 ACADEMIC INTEGRITY AND APPEALS GENERAL

- 2.01 All students are expected to conduct themselves with integrity and honesty as part of the academic community.
- 2.02 In consideration of waitlisted students, registered students who do not attend the first day of class may be withdrawn.
- 2.03 The College reserves the right to remove non-attending students from a course and/or program as determined by the program area in the course outline.
- 2.04 The College reserves the right to remove students from practicum, clinical, and field-based programming for unsafe behavior, and/or unprofessional conduct, and/or practicing outside of scope.
- 2.05 Instructors will inform and coach students with respect to acceptable research, writing, and communication practices in academia.
- 2.06 The following Academic Appeals are available to students:

- Grade Appeals
- Attendance Appeals
- Probation Appeals
- Restricted Enrolment Appeals
- Transfer Credit Appeals
- Prior Learning Assessment Appeals

2.07 The College reserves the right to charge a fee for processing appeals

2.08 The College will ensure a fair and timely process for appeals.

2.09 The Registrar's office will maintain a copy of all decisions in the student record.

3.00 ACADEMIC APPEALS SUBCOMMITTEE

3.01 All academic appeals must be reviewed by the subcommittee.

3.02 As per Education Council bylaws, the subcommittee is comprised of the following members:

- The chair, who is the Director of Student Development
- Two faculty who are also on Education Council
- Two students appointed by the Student Union
- One Student Services representative

4.00 GRADE APPEALS

4.01 All instructors at Coast Mountain College are responsible for providing students with a course syllabus by the end of the first week of class. This shall include an evaluation profile that outlines the weighting of all assessments contributing to the final grade.

4.02 Formal appeals of grades are only possible for final grades. Students are responsible for communicating any issues with interim grades initially with their instructor.

4.03 A final grade appeal must be of sufficient substance to warrant a grade change if successful.

5.00 GROUNDS FOR GRADE APPEALS

5.01 A student may make an appeal on the following grounds:

- Failure by the instructor to follow the evaluation profile, grade assignment(s), and/or cover material, as stated in the course syllabus
- Grading practices that do not reflect actual achievement of a student
- Failure by the instructor or department/divisions to follow approved College policies and procedures

- Demonstrated calculation or recording errors in grade records
- Assessment rubric for assignment(s) not consistent for all students

6.00 ACADEMIC PROBATION

6.01 The College reserves the right to place any student on academic probation for any of the following reasons:

- Plagiarism
- Cheating
- Lack of progress or non-completion of courses in a program
- Poor attendance
- Failure to prepare for class
- Missed assignments and tests
- Lack of participation
- unsafe practice, lacking professional conduct
- practice outside of scope
- lack of professional accountability

6.02 Probationary periods are determined by the program area in consultation with Student Services.

7.00 GROUNDS FOR ACADEMIC PROBATION APPEALS

7.01 Academic probation may be appealed on the following grounds:

- Failure by the instructor or department to follow approved College policies and procedures
- Failure by the instructor to give students a written syllabus, setting out expectations and requirements, including, but not limited to, attendance and academic conduct
- Failure of the instructor to treat students equitably
- Unfair or unclear terms of probation

8.00 RESTRICTED ENROLMENT

8.01 The College reserves the right to restrict enrolment to a course or a program for the following reasons:

- Failure to complete the terms of the academic probation
- Unsafe practices in practicum
- Unsafe clinical, shop, lab, field practices
- Exceeded allowable attempts in a course
- Program specific entrance criteria not met

9.00 RESTRICTED ENROLMENT APPEALS

9.01 A student may appeal Restricted Enrolment on the following grounds:

- Failure by the instructor or department to follow approved College policies and procedures
- Inequitable treatment of student
- Unfair or unclear terms restricting enrolment
- Student can provide evidence that academic misconduct has been corrected

10.00 TRANSFER CREDIT

10.01 Guidelines for awarding transfer credit are detailed in the Transfer Credit Policy

11.00 TRANSFER CREDIT APPEALS

11.01 Denied transfer credit may be appealed on the following grounds:

- Failure by the instructor or department to follow approved College policies and procedures
- The transfer credit requested is articulated on the BC Transfer Guide
- Transfer credit has been granted to other students with the same course
- Course is outside recency requirements, yet student can demonstrate skills, work experience, and knowledge on subject matter of denied course.

12.00 PRIOR LEARNING ASSESSMENT

12.01 Guidelines for awarding prior learning credit are detailed in the Prior Learning Assessment Credit Policy

13.00 PRIOR LEARNING ASSESSMENT APPEALS

13.01 Prior learning assessment may be appealed on the following grounds:

- Failure by the instructor or department to follow approved College policies and procedures
- Unfair, unclear, or unrelated assessment
- Related experience can be demonstrated but access to Prior Learning Assessment has been denied

14.00 RELATED POLICIES & PROCEDURES

- Academic Integrity and Appeals Procedures E-2017-004P
- Student Complaint Policy EDU-015
- Transfer Credit Policy EDU-006
- Prior Learning Assessment Policy E-2016-002