

George Brown College – Academic Policies and Guidelines

APPEALS Policy – Page 1

TABLE OF CONTENTS

1	Introduction	2
1.1	General Policies	2
1.2	Conflicts of Interest	3
1.3	Academic Appeals	3
1.4	Accountabilities	3
1.5	Appeal Committee Members	6
1.6	Timeframes for Hearings.....	6
2	Work Reassessment	7
2.1	Requests	8
2.2	Process	8
2.3	Approved Reassessments	9
3	Academic Appeals	10
3.1	General	10
3.2	Grounds for Academic Appeals	10
3.3	Appeals Process	12
	– Step One – Faculty Member Review.....	12
	– Step Two – Program Chair/Director Review	13
	– Step Three – College Academic Appeals Committee Review	14
3.4	Procedural Review	15
4	Disciplinary Decisions and Appeals	16
4.1	Academic Dishonesty Review.....	16
4.2	College Discipline Appeals Committee Review	17
5	Discrimination and Harassment	18
5.1	General Process	18
5.2	Issues Related to Academic or Disciplinary Appeals.....	18
6	Procedures and Protocols for Academic and Disciplinary Appeal Committee Proceedings.....	19
6.1	Human Rights Appeals	19
6.2	Committee Members.....	19
6.3	Notice of Appeal Reviews	20
6.4	Attendance	20
6.5	Appeals Review Process	20
	– Introductions	21
	– Stage 1: Presenting and Clarifying The Issues	21
	– Stage 2: Clarification	21
	– Stage 3: Committee Review and Decision	22
Appendix		
	Glossary of Terms.....	24
	Forms	
	– Request for Academic Appeals Committee Review Form.....	25
	– Request For Reassessment of Work.....	32
	– Student Medical Declaration	35
	Appeals Process Flows	
	– Work Reassessment	36
	– Appeals Process	37
	– Procedural Review	38
	– Hearing Protocols & Procedures.....	39

1 INTRODUCTION

The goal of George Brown College is to promote academic success of the students and that their academic records reflect their academic abilities and accomplishments. It is expected that faculty will make academic judgments that are objective, consistent and fair. In situations where students experience personal difficulties or unforeseen events that disrupt or impact their academic performance, it is expected that faculty will provide alternate arrangements to enable the students to meet the course/program requirements.

This policy provides students who believe that they have received an unfair academic or disciplinary decision by the College with access to a thorough, respectful, and impartial review of their concerns. It is the College's intention that all resolutions occur within an environment of integrity, partnership, fairness, respect, and commitment.

These policies and procedures are predicated upon the assumption that the means for resolution exist within the value system of the College and that these matters of concern can be resolved in a climate that can provide, for everyone involved, an opportunity for growth and learning as well as for a resolution of the issues at hand. The expectation is that administrators, faculty, and students will work to resolve problems at the program level.

The following policies and procedures apply to academic assessment and disciplinary interventions. It serves as a complementary document to the:

- Code of Student Conduct: Academic;
- College Policy on Student Code of Conduct and Discipline;
- Codes of Conduct for Academic Employees, Administrative Staff, and Support Staff, and
- Prevention of Discrimination and Harassment Policy
- Accommodation for Religious Observances
- Accommodation for Students With Disabilities.

1.1 General Policies

All students (full and part-time) are entitled to:

- feedback on their academic standing during and at the end of every course they take
- a review of any grade within a course
- a review of final grades in a course, or a review of any decision by a Promotions Committee with respect to their academic standing, continuation, or status in a program, faculty, or the College
- appeal any final grade in a course, or any decision a Promotions Committee with respect to their academic standing, continuation, or status in a program, faculty, or the College.

College employees are expected to adhere to the constraints of the Freedom of Information and Protection and Privacy Act (FOI) when providing students with feedback or seeking student information of a personal nature. Marks may be posted using specially designated examination identification (ID) numbers.

Appeals that are not initiated or pursued by the student within the timeframes specified will be deemed to have lapsed.

George Brown College – Academic Policies and Guidelines

APPEALS Policy – Page 3

1.2 Conflicts of Interest

Members of the Appeals Committee should not have had any prior involvement in the appeal. A member of the hearing panel, a student or a faculty member must disclose any conflict of interest prior to the appeals hearing. That member will be replaced with a suitable alternative.

An appealing student may perceive conflicts of interest with some Committee members (e.g., prior involvement with case, perceived biases or relationships between student and faculty committee members). To provide an opportunity for the student to voice his/her concerns PRIOR to the hearing, a list of the committee members will be distributed **five days prior** to the hearing date. The appealing student is expected to note the student and faculty members, conduct his/her due diligence, and voice any concerns to the Office of the Registrar **two days prior** to the hearing date.

In addition, the appealing student will be given a final opportunity to voice his/her concerns at the beginning of the hearing. The Appeals Committee Chair will determine the validity of this concern and continue the proceedings without the challenged member, if required.

1.3 Academic Appeals

Students awaiting appeals hearings may continue to attend classes until decisions are made except in exceptional circumstances (e.g., health and safety concerns, ethical, professional, and behavioural issues). If attendance is denied, the Chair/Director will notify students in writing, with the reasons for the decision.

In the case where a student believes that a violation of the Prevention of Discrimination and Harassment Policy of George Brown College has occurred, they may continue with the academic appeal at the same time as they file a human rights complaint. Students should consult with the College's Human Rights Advisor, (contact 416-415-5000, ext 6670) who will advise them of the procedure to follow to make a human rights complaint.

1.4 Accountabilities

All students, faculty members, support staff members, and administrators are expected to be aware of these policies and to adhere to them in resolving concerns (in the order and timeframe specified) falling within their scope. Every attempt should be made to first resolve the issues with the individual who made the initial decision (e.g., faculty member). All College staff members are expected to create and maintain an equitable and respectful teaching and learning environment.

INDIVIDUALS/GROUP	RESPONSIBILITIES
OFFICE OF REGISTRAR (REGISTRAR)	<ul style="list-style-type: none">- maintain Appeals Request forms (includes logging request, updating actions and decisions and closing the files when decisions have been made)- identify Chair and participating members of the Appeals Committee- distribute requests and attachments to committee members- schedule appeal hearing dates and notify all confirmed participants- designate clerical support for Appeals Committee- prepare and send correspondence to students

George Brown College – Academic Policies and Guidelines

APPEALS Policy – Page 4

INDIVIDUALS/GROUP	RESPONSIBILITIES
	<ul style="list-style-type: none"> - retain appeal information (transcripts of Appeals Committee and copies of all pertinent documents are retained for two years and then destroyed in the normal manner).
FACULTY MEMBERS	<p>Staff members responsible for grade decisions or academic decisions must:</p> <ul style="list-style-type: none"> - discuss any student inquiries in a fair and consistent manner within the timeframes indicated - make every attempt to resolve the matter at the informal level - complete and sign the Appeals Request form if the student is proceeding with a formal review - make available any pertinent and relevant documents to the student and Committee members - attend the Appeals Committee hearing, if required.
APPEALS COMMITTEE MEMBERS	<ul style="list-style-type: none"> - be available during and at the beginning of each semester (designated timeframes) for the required appeal committee - review and resolve concerns in a respectful manner - adhere to the appeals committee protocols as outlined in this policy - maintain confidentiality regarding any disclosures that may take place during the process - all appointed committee members must be fully trained in identifying issues of discrimination and harassment pursuant to the College Prevention of Discrimination and Harassment policy
APPEALS COMMITTEE CHAIR	<ul style="list-style-type: none"> - submit final documents and decision to the Registrar within three days - ensure all participants have an opportunity to present their case in a respectful environment and that all pertinent documentation is available to the Committee - follow the Appeals Committee protocols outlined in this document (Section 6) - determine validity of stated conflicts of student interest at hearing, if applicable - be fully trained in identifying issues of discrimination and harassment pursuant to the College Prevention of Discrimination and Harassment policy - ensure any discrimination and harassment issues that emerge are referred to the college Human Rights Advisor and the program Chair/Director - approve advisors speaking on behalf of students, if required - mediate appeals committee, as required - may make recommendations to the Program Chair, where appropriate. - annually prepare a report summarizing all appeals heard during the academic year to be forwarded to the office of the Vice-

George Brown College – Academic Policies and Guidelines

APPEALS Policy – Page 5

INDIVIDUALS/GROUP	RESPONSIBILITIES
	President Academic.
PROGRAM CHAIR/DIRECTOR	<ul style="list-style-type: none"> - recruit student for the appeals committee from the academic program ensuring they not in the same semester or class as the student who has initiated the appeal. - recruit a faculty member from the program (excluding the member to whom the appeal pertains)
STUDENTS	<ul style="list-style-type: none"> - seek the advice of the counsellors/disability services within Student Affairs, the Student Association or other College staff members during the review or Appeals process - request an advisor from Student Affairs or the Student Association, if required - request an interpreter or note taker from Student Affairs, if required - initiate a meeting with applicable faculty member within the required timeframes - collect/document the relevant information pertaining to the complaint prior to the informal meeting - provide the appropriate forms with the required details and documentation in a timely manner to the Registrar.
STUDENT AFFAIRS	<ul style="list-style-type: none"> - provide guidance with the review process (informal and formal) - assign an interpreter or note taker, if required - assign mediator/counsellor if requested
STUDENT ASSOCIATION	<ul style="list-style-type: none"> - provide guidance with the review process (informal and formal) - support and advise students - attend appeals hearings as student advisors - appoint one student member to the appeals committee
OTHER PARTICIPANTS	<p><u>Advisor</u></p> <ul style="list-style-type: none"> - attend reviews with student or faculty, as requested - at the discretion of the Chair, speak on the student’s behalf or make submissions only when the student has difficulty expressing him/herself due to language, disability, or another significant reason <p><u>Interpreter/Note taker</u> Provide relevant services on behalf of ESL students and students or faculty with disabilities.</p> <p><u>Mediator</u> Mediate discussions between required parties; may occur at any phase of the dispute.</p> <p><u>Court Reporter/Minute Taker</u> Record the proceedings of the hearing.</p>

1.5 Appeal Committee Members

The Appeals Committee provides students with a final, neutral forum in which to present their appeals. The Committee can uphold the student appeals and assign the disputed grade or amend or reverse the disputed Promotions Committee decision.

Members include:

- two faculty members – one with experience in the subject area being appealed and one from outside the subject area (and must exclude the member to whom the appeal pertains)
 - two students – one from the same program or program area as the student making the appeal, and one assigned by the Student Association, from outside the program
- Note: The student who is from the same program must not be in the same class or semester as the student requesting the appeal.
- Chair from outside of the student's faculty.

APPOINTMENTS

Each Faculty will appoint two faculty members to the Appeals Committee for a two year term. They will be called upon as needed and will receive training prior to serving on the committee. Faculty members familiar to the subject area will be appointed by the Registrar, as required.

The Student Association will appoint and train student representatives to the committee who will be called upon as needed. The student from the subject area will be appointed by the Program Chair/Director.

TENURE OF COMMITTEE CHAIRS & FACULTY COMMITTEE MEMBERS

Committee members will be appointed for a two year term. Their terms should expire in alternative years to ensure processes and protocols are transferred to new members.

The Chair of the Appeals Committee will be a Chair/Director of the academic unit. Two Chairs will be appointed by the President for a two year period which is renewable.

1.6 Timeframes For Hearings

The Appeals Committee will be available for hearings at the beginning of each semester (e.g., January and May). A schedule of the appeal hearing dates will be published in College calendar in September.

The committee may be called upon from time to time to hear appeals that could not be heard in the former time frame.

1.7 Student Support

To clarify the grounds for appeals and the process, students are strongly recommended to discuss their concerns with Student Affairs or the Student Association who may be contacted as outlined below.

Student Affairs

Website: <http://www.georgebrown.ca/saffairs/contactus.aspx>
E-Mail: letstalk@georgebrown.ca

Counselling & Career Coaching Offices:
Casa Loma Campus

George Brown College – Academic Policies and Guidelines

APPEALS Policy – Page 7

160 Kendal Ave., Room C317
416-415-5000, ext. 4585
Fax: 416-415-4582

St. James Campus
200 King St. E., Room 582C
416-415-5000, ext. 2107
Fax: 416-415-2272

Student Association Website: <http://sa.georgebrown.ca>

Campus Locations

St. James
200 King St. E., Room 147

Casa Loma
160 Kendal Ave., Room E130

Ryerson University
SHE Building
99 Gerrard St. E., Room 614

Contact our Hotline at (416) 415-5000 x 6320 or email saappeals@georgebrown.ca

2 REASSESSMENT OF WORK

At any time during the semester, students who believe that a written assignment, test, or exam has not been appropriately graded either on the basis of merit of work or an error in calculation, may request a review by their faculty.

Students may approach the faculty members informally to attempt to resolve the issues at any time. If the issues are not resolved, students may request a formal review.

Assignments that do not lend themselves to re-evaluation (e.g., oral presentations, performances, practical evaluations, placements) must be appealed after the final course grade is received following the Academic Appeals process outlined in Section 3.

The faculty member is responsible for returning graded work in a timely manner. If a final exam or graded work has not been returned, the student will be given supervised access for a reasonable length of time to prepare the required explanation for the request.

There may be situations where there may not be an opportunity to review the grade or have work remarked prior to the issuance of a final grade for the course (i.e., work returned during the final week of classes or a final exam or paper). In these cases, students should schedule a meeting with their faculty as soon as possible.

APPEALS Policy – Page 8

2.1 Requests

All requests must be made on the Request for Reassessment of Work form, which can be obtained from the College website, Program offices, the Learning Resource Centre, Student Affairs, and the Student Association.

The reason for the review must be specific and contain a detailed explanation as to why the original grade was inappropriate, including any documentary evidence from course notes, textbooks, etc. Asserting that the work deserves more marks or disagreeing with the marks is not sufficient support for the reassessment.

2.2 Process

The process for requesting a reassessment of work follows.

WITHIN 10 DAYS OF
RECEIVING GRADED
WORK

Student will:

1. Arrange a meeting with the faculty member.
 - If unable to meet with the faculty during this timeframe, contact the Chair/Director – step 9.
2. Complete the Section A of the Request for Reassessment of Work form.
3. Ensure the reason for the review is specific and contains a detailed explanation as to why the original grade was inappropriate.
 - If graded work has not been returned (e.g., final exam), arrange for supervised access to prepare the explanation for the request.
4. Attach the original graded work, if available, and any other relevant supporting documents (e.g., documentary evidence from course notes) to the request form. Ensure the section of work that requires review is marked.

DURING MEETING

Faculty will:

5. Discuss issues with student and attempt to resolve.
6. Complete Section B of the reassessment form.
7. Have student sign and date the form in the designated area.
8. If student is pursuing a Chair/Director review, ensure the Chair/Director receives the following documents:
 - the grading scheme and other criteria used in evaluating the work
 - the original graded assignment (provided by the student if it has been returned)
 - a clean copy of the work with all grading notations deleted (provided by student if work has been returned).

WITHIN 5 DAYS OF
FACULTY REVIEW

Student will:

9. Arrange a meeting with the Chair/Director.

Chair/Director will:

10. Meet with student to discuss concerns.

George Brown College – Academic Policies and Guidelines

APPEALS Policy – Page 9

WITHIN 5 DAYS OF
MEETING

11. Obtain any outstanding documents (outlined in step 8), if required.
12. Determine whether work will be reassessed and record decision in Section C of the form.

IF WORK WILL NOT BE REASSESSED

13. Prepare a letter to the student outlining the reason for the decision and advising that he/she may appeal on the grounds of a Procedural Error.

IF WORK WILL BE REASSESSED

14. Notify both parties of the reason for your decision.
15. Give the required documents to an independent qualified assessor who has 5 days to complete the reassessment. (In exceptional cases, more days may be required to complete the assessment. In these cases, the Chair will inform the student.)

WHEN REASSESSMENT IS COMPLETE

16. Update Section C of the form and advise all parties of the outcome.
17. Provide copies of the form and documents to the student, if requested.

WITHIN 5 DAYS OF
FINAL DECISION

Student will:

18. You may appeal on the grounds of a procedural error (Section 3), if applicable.

2.3 Approved Reassessments

INDEPENDENT REASSESSMENT

If a reassessment is warranted, the work will be remarked by a qualified and impartial person other than the original faculty member, as determined by the Program Chair/Director. The Program Chair/Director may determine if it is more appropriate to remark the entire assignment or only the portions specified by the student. If a partial remarking was requested, the student must be notified of the decision to remark the entire assignment, with an explanation of why the structure of the work warrants such a decision.

The independent assessor has up to five working days to complete the reevaluation.

If remarking within the College is not possible, another mechanism for reassessment of the material will be arranged. This may include submission to an external assessor.

RESULTS OF REASSESSMENT

A reassessment may result in a changed grade (higher or lower) or it may remain the same. The revised grade cannot be subsequently appealed. If reassessment of the work was not done or has not been done in keeping with this policy, the ground of the appeal is Procedural Error (Section 3).

3 ACADEMIC APPEALS

3.1 General

Students who believe that a final grade or Promotions Committee decision does not accurately reflect their performance, may request a review of that grade/decision, based on the grounds outlined below.

An academic appeal may be initiated for:

- a final grade for which written records demonstrate that students completed assignments and exams worth at least 70% of the course mark
- a Promotions Committee decision.

Students must document their concerns on the Request for Academic Appeals Committee Review form (see Forms at the end of this policy) which can be obtained from any Program office, the College website, Student Affairs, Student Association, and the Learning Resource Centre (LRC).

3.2 Grounds for Academic Appeals

Students should consider the following to help determine whether a formal review should be pursued:

- Have you attended class regularly or at least met the minimum participation requirements established by the Policies and Procedures of the faculty's division? If not, why not?
- Have you completed assignments, projects, and other activities set out by the faculty member for evaluation on time and in accordance with the Code of Student Conduct: Academic? If not, why not?
- What are the circumstances that have affected your ability to fulfill the course requirements and how they have affected your performance?

Students must provide relevant documentation during the reviews to support their reasons.

One or more of the following reasons may apply.

GROUND	EXPLANATION	REQUIRED DOCUMENTS
MERIT OF WORK	Oral presentations, performances, placements, clinical evaluations, practicums that may have been inappropriately graded and do not lend themselves to independent reassessment.	<ul style="list-style-type: none"> - specific and detailed reasons, in writing, as to why the original grade was inappropriate - any documentary evidence from course notes, textbooks, etc. - written records of exams and assignments worth at least 70% of disputed grade, if applicable
MEDICAL	Illnesses or medical situations that have affected the timely completion of the semester's work	<ul style="list-style-type: none"> - completed Student Medical Declaration (see form at the end of this policy)
COMPASSIONATE	Unforeseen events or circumstances that may seriously	Some documents include: <ul style="list-style-type: none"> - Death certificate

George Brown College – Academic Policies and Guidelines

APPEALS Policy – Page 11

GROUNDS	EXPLANATION	REQUIRED DOCUMENTS
	<p>impair the student’s ability to complete course requirements (e.g., study, attend classes, prepare papers, research, complete projects or write exams).</p> <p>Generally, employment commitments will not constitute grounds for academic consideration; however, employment-related issues may be considered as one element of a more complex application for consideration.</p>	<ul style="list-style-type: none"> - Funeral notice - Travel arrangements.
<p>COURSE MANAGEMENT</p>	<p>Includes:</p> <ul style="list-style-type: none"> - a significant departure from the Academic Code of Conduct or from what was described in the course outline or plan of study - a failure to accommodate disabled students who have identified and disclosed their special needs. 	<p>Provide the course outline/course management document, detail where the deviation occurred and explain how this deviation affected your academic performance.</p>
<p>PERSONAL BIAS/ UNFAIR TREATMENT</p>	<p>Unfair treatment of the student by the faculty member in comparison to other students within the course (e.g., extends deadline for one student but not for another and not based on extenuating circumstances; student perceives his/her work is similar to another student’s but receives a different grade).</p> <p><i>For concerns regarding discrimination and/or harassment, contact the College’s Human Rights Advisor as outlined in Section 4.1</i></p>	<p>Document specifics of circumstances/events and how this has impacted your performance</p>
<p>MISAPPLICATION OF ACADEMIC REGULATION/</p>	<p>Improper use of an academic regulation or policy because a faculty member/Chair/Promotions</p>	<p>Reference both the policy and the alleged error, and explain how this procedural error has affected your</p>

George Brown College – Academic Policies and Guidelines

APPEALS Policy – Page 12

GROUND	EXPLANATION	REQUIRED DOCUMENTS
PROCEDURAL ERROR	Committee: <ul style="list-style-type: none">- fails to recalculate a grade or remark an exam;- misses a deadline;- refuses to review work; or- fails to respond within the required timeline.	academic record.

3.3 Appeal Process

Students who disagree with academic decisions made by their faculty or Promotions Committee based on the grounds in 3.2 may appeal the decision using the following process.

It is strongly recommended that students discuss their concerns with a College Counsellor or the Student Association who can help clarify the grounds and outline the appeals process. Deaf or hard of hearing students will be provided with an interpreter and/or note taker at the College's expense.

Students may not be represented by legal counsel at the appeals hearing. Any resolutions do not include the awarding of monetary compensation.

If, at any time during the process, a faculty member is unable to contact the student and the student does not contact the faculty within the required timeframes, then the request for review will be deemed abandoned and no subsequent action will be taken.

STEP 1 - FACULTY MEMBER REVIEW

Students who disagree with academic or Promotions Committee decisions should review the decision with their faculty member or Promotions Committee Chair/designate (for Promotions Committee decisions). Every attempt should be made to resolve the concern at this level.

As an option to help resolve issues in a timely and equitable manner, students and faculty members may request a mediator to attend any meetings. This may be arranged through Student Affairs or the Student Association.

Students who are uncomfortable meeting with their faculty member may request representation from Student Affairs or the Student Association to attend this meeting with them.

Within ten days of receiving final grades or Promotions Committee decisions, the student must:

1. Try to arrange a meeting with their faculty member.
 - If the Faculty member is unavailable to meet during this timeframe, students may contact the Program Chair/Director directly (see Step 2 – The Program Chair/Director Review).
2. Complete Section A of the Request for Academic Appeals Committee form (see form at the end of this policy) and gather all supporting documents that will help to support the case and expedite the process.
3. Meet with faculty member and attempt to resolve the issues.
4. Have faculty member complete Section B of the Appeals form and sign and date in the designated area.

George Brown College – Academic Policies and Guidelines

APPEALS Policy – Page 13

- If the dispute is resolved, no further action is required.
- If a resolution cannot be reached, students may pursue a review with the applicable Chair/Director. Follow the steps outlined for the Program Chair/Director review process.

STEP 2 – THE PROGRAM CHAIR/DIRECTOR REVIEW

Students may request a meeting with the Program Chair/Director if they are dissatisfied with the outcome of their discussion with their faculty member or Promotions Committee Chair/Director or if they are unable to arrange an initial meeting with them.

WITHIN 5 DAYS OF
FACULTY MEETING/10
DAYS OF RECEIVING
GRADES/COMMITTEE
DECISION

Student will:

1. Submit the completed and signed Appeals Request form and attached documents to the applicable Chair/Director.
 - If a faculty member review did not occur, complete Section A of the form.

WITHIN 5 DAYS OF
REQUEST

Program Chair/Director will:

2. Sign and date Section C of the Appeals Request form and give student a copy. (This date marks the formal beginning of any subsequent appeals process.)
3. Advise the faculty member or Promotions Committee Chair/Director of the request for formal review and provide a copy of form to him/her.
4. Determine the availability of all relevant parties. If faculty member or Promotions Committee Chair/Director is not available, attempt to resolve by:
 - assembling documentary evidence to support grade; or
 - locating faculty member to clarify his/her position; or
 - consulting with faculty member, if possible, or other qualified faculty member regarding options (i.e., independent assessment of disputed work); or
 - assigning a supplemental examination to be marked by faculty with expertise in the area.
5. If required, negotiate and adjust timeframes with student (depending on availability of the faculty member and urgency of request. Failing grade results may take priority over non-failing grades.) Note any adjusted times on the Appeals Request form.

DURING MEETING

Chair/Director will:

6. Meet with student and/or faculty member and attempt to resolve the issues.
7. Complete Section C of the appeals form outlining resolution, if applicable.
8. All parties sign and date the form in the designated areas.
 - If the issue is resolved, no further action is required.
 - If the issue is not resolved, give all documents to the student in the event she/he wishes to appeal the decision.

George Brown College – Academic Policies and Guidelines

APPEALS Policy – Page 14

STEP 3 – COLLEGE ACADEMIC APPEALS COMMITTEE REVIEW

Students who are dissatisfied with the Chair/Director review decision and wish to appeal the outcome may request a review by the Academic Appeals Committee, as outlined below. Students must have attended a Chair/Director review before they can request a review by the Appeals Committee.

Every attempt will be made to expedite the hearing by the Appeals Committee before the student begins class, if applicable.

WITHIN 5 DAYS OF
CHAIR/DIRECTOR
DECISION

Student will:

1. Complete Section D of the Appeals Request form and submit the form and attachments to the Registrar.

WITHIN 10 DAYS OF
REQUEST

Registrar will:

2. Indicate receipt in Section D of the Appeals Request form.
3. Notify the Program Chair/Director and Appeal Committee Chair of the request.
4. Schedule an Appeals Committee review and notify all participants.
5. Circulate the relevant documents to the Committee members.

5 DAYS PRIOR TO HEARING
DATE

6. Circulate a list of the Committee members to all the participants.

UP TO 2 DAYS PRIOR TO
HEARING DATE

Student will:

7. Notify the Registrar of any concerns over Committee members, if applicable.
 - The Registrar will take the appropriate action.

DURING THE APPEALS
HEARING

All Participants will:

8. Follow the procedures and protocols for Committee reviews (Section 6).

Committee Chair will:

9. Make decision and forward all relevant documents to the Registrar.

WITHIN 5 DAYS OF
HEARING DATE

Registrar will:

10. Send a letter to the student outlining the Committee decision and advising that the decision cannot be appealed unless the Committee review procedures were not followed.

WITHIN 5 DAYS OF
RECEIPT OF DECISION

Student will:

11. If requesting a procedural review by the Associate Director of Student Services, follow 3.4.

3.4 Procedural Review

Students may only request a procedural review if they believe the appeals hearing procedures were not followed.

The Associate Director of Student Services or designate will conduct the review. His/her decision is final and cannot be appealed.

Students who have gone through the appeals process may make a formal request to the Office of the Registrar to access the transcript of their review. Such access will take place on campus, in an area designated by the Registrar, during normal office hours of the College. The student may also request that the Registrar forward a copy of the transcript for review by the Human Rights Advisor.

WITHIN 5 DAYS OF
RECEIPT OF COMMITTEE
DECISION

Student will:

1. Prepare a written request for procedural review and include a detailed statement of the procedural concerns.
2. Submit the letter to the Registrar.

WITHIN 5 DAYS OF
STUDENT REQUEST

Registrar will:

3. Order a transcript of the appeals hearing.
4. Notify Associate Director of the request and forward relevant documents (student request and transcripts).

Associate Director will:

5. Review student's complaint with regard to the College Appeals Procedures:
 - If student's claim is not upheld (all procedures were followed and procedural fairness is evident), deny student's appeal.
 - If student's claim is upheld, request a new Appeals Committee review with new committee members.
6. Advise the Registrar of the decision and the reasons.

Registrar will:

7. Send the student a letter advising of the decision and the reasons.
8. If new hearing is required, continue with next step.

WITHIN 10 DAYS OF
ASSOCIATE DIRECTOR'S
REQUEST

9. Schedule a new committee review.
10. Advise the original Committee Chair that a procedural error was determined.

4 DISCIPLINARY DECISIONS AND APPEALS

Students may appeal disciplinary decisions when:

- there is a disagreement over the validity of a charge of academic dishonesty (see Academic Code of Conduct)

George Brown College – Academic Policies and Guidelines

APPEALS Policy – Page 16

- the Dean/Director or Registrar initiates an intervention for discipline relating to major infractions (College Student Code of Conduct and Discipline policy, Section 11)

Students wishing to appeal any disciplinary intervention by the College:

- must follow the steps in the order and timeframes specified
- should seek counsel from Student Affairs, the Student Association, or other College staff to assist in this process
- may be accompanied by an advisor at any stage in these proceedings. As per policy, advisors may not speak on the student's behalf unless the Chair approves.

4.1 Academic Dishonesty Review

Students wishing to appeal disciplinary assessment of academic dishonesty made by a faculty member and/or Chair of the program of study must attempt to resolve the matter during a formal review with the Dean of the faculty member.

Students must initiate a review within five working days from the date they receive the Academic Discipline Report (see Student Code of Conduct and Discipline policy, Section 4).

WITHIN 5 DAYS OF
RECEIPT OF DISCIPLINARY
REPORT

Student will:

1. Request the Registrar to arrange a meeting with the Dean to review the matter.

WITHIN 5 DAYS OF
STUDENT REQUEST

Dean will:

2. Arrange to meet with the student.
3. Request the student to bring all relevant information including documents or the names and addresses of other people whom can be contacted for further information regarding the disputed incident.

DURING THE MEETING

Dean will:

4. Allow the student to present his/her side of the story and to provide an understanding of the concerns that caused the appeal.
5. Discuss the total context of the concerns raised to determine whether there are human rights implications.

WITHIN 5 DAYS OF THE
MEETING

Dean will:

6. If it is believed that there are human rights concerns, recommend that the Appeals Procedures be changed to those outlined in Section 8 of the College Prevention of Harassment and Discrimination policy. The purpose of this provision is to ensure that the appeal is heard once in the most appropriate manner.
7. Continue investigating the appeal.
8. Interview other staff members involved and any other person with relevant information.
9. Share any additional information that is discovered with the student and faculty member and/or Chair to allow them to respond to the information.

Dean will:

10. Document the following information:
 - summary of the issues that gave rise to the decision
 - the decision following the review, and
 - a brief explanation of the reasons for the decision.
11. Submit all information to the Registrar.

WITHIN 5 DAYS OF
DEAN'S
DECISION

Registrar will:

12. Prepare a letter to the student advising of the Dean's decision and copy the faculty member initially involved and any other College official entitled to the information.
13. If Appeal granted remove the Academic Discipline Report from the student's file and allow the student to retake the disputed test, resubmit the disputed assignment for reassessment, or return to the class. Take the required actions to ensure that there is no academic penalty to the student as a result of this process.

Student will:

14. If appeal denied may request a review by the College Discipline Appeals Committee to appeal the Dean's decision.

4.2 College Discipline Appeals Committee Review

Students may request a review by the Appeals Committee if they:

- are not satisfied with the Dean's review of a matter of academic dishonesty as specified in the Code of Student Conduct: Academic,
- wish to appeal a Dean's suspension as a result of a major infraction pursuant to Section 11 of the College Student Code of Conduct and Discipline Policy,
- wish to appeal a letter of expulsion from the Registrar pursuant to Section 4 in the College Student Code of Conduct and Discipline Policy.

Students must submit a letter to the Registrar requesting a hearing and must include a brief explanation of the nature of the concern with the disciplinary decision. The policies and timeframes outlined in Section 1 and the hearing protocols outlined at Section 6 apply.

5 DISCRIMINATION AND HARASSMENT

Issues of discrimination or harassment and the College's response to them demonstrate the College's endorsement of and compliance with Ontario's Human Rights Code. The College Prevention of Discrimination and Harassment Policy binds all members of the College Community – students, faculty members, support staff, and administrators – to a common set of objectives, standards, and procedures. It demonstrates the College's determination to address and rectify issues relating to human rights wherever they arise.

Any student who feels that he/she has been discriminated against or harassed (according to the definitions specified in that document) by any student, faculty member, support staff member, or administrator in the College may seek redress through the procedures outlined in the College Prevention of Discrimination and Harassment Policy.

5.1 General Process

Students should either seek counsel from the Student Affairs or the Human Rights Advisor who will help clarify the process and address any issues of personal security or fear. This process can be found in The College Prevention of Discrimination and Harassment Policy.

5.2 Issues Related to Academic or Disciplinary Appeals

Any human rights issues that arise during an academic or disciplinary appeal are handled separately. In these cases, any hearings in progress will be suspended pending consultation with the Human Rights Advisor. The hearing may continue on the recommendation of the Human Rights Advisor.

Students initiating human rights appeals that have evolved from a related academic or disciplinary appeals must:

- request a hearing from the College Human Rights Advisor
- provide a detailed explanation (either in person or in writing) as to why the first appeals process did not appropriately address the concern, or any additional information that was not available to the Committee with a satisfactory explanation as to why this information was not available to the Committee.

The Human Rights Advisor will:

- review the documents and the transcript of the previous hearing
- recommend to the President that a Human Rights Appeals Committee be established to hear the case if he/she believes:
 - the procedures were not been followed, or
 - there is information that could have bearing on the issue and that this information was not considered, or
 - there are additional arguments and concerns that need to be considered and that any or all of these shortcomings has likely prejudiced the findings of the Appeals Committee.

If the review does not substantiate the student’s allegations, the Human Rights Advisor will inform the student, in writing, that the College will not undertake a further appeal. This notification will outline the reasons for the decision, and will also inform the student that they College has no further capacity to hear a human rights appeal on this matter.

6 PROCEDURES AND PROTOCOLS FOR ACADEMIC AND DISCIPLINARY APPEAL COMMITTEE PROCEEDINGS

The Appeals Committee will provide the student with a final, neutral forum to present his/her appeal. The Committee can uphold the student’s appeal and assign the disputed grade or amend or reverse the disputed Promotions Committee decision; or impose specific conditions of performance for an opportunity to change the grade or decision.

This summary will provide all participants on the academic and discipline Appeals Committees with an understanding of the processes that must be followed during the hearings of College appeals on grades and discipline. All hearing participants are responsible for reviewing these protocols prior to attending hearings. The Academic/Discipline Appeals Committee Chair can clarify any queries they have prior to the meeting.

The following process applies to academic and disciplinary appeals only.

Any disclosures made during the process should be kept confidential by all parties involved and shared only in cases where it is in the best interest of the student.

6.1 Human Rights Appeals

A different protocol applies for Human Rights Appeals Committees, which is defined in the College Prevention of Discrimination and Harassment Policy.

If, during the course of this academic disciplinary hearing, issues of discrimination or harassment emerge, the Chair will note these concerns and ensure that the issues are adequately investigated pursuant to the College Prevention of Discrimination and Harassment Policy. If necessary, the hearing will be adjourned and the Chair will consult with the College Human Rights Officer.

6.2 Committee Members

The responsibility for assembling the Committee rests with the Registrar. The same members will attend both academic and disciplinary appeal reviews.

It is the College's intention that members of Appeals Committees have no prior involvement in the matters concerning this appeal. Prior to the hearing date, any member of the Appeals Committee must disclose any conflict of interest. That member will be replaced with a suitable alternative.

CHAIR MEMBERS

The President of the College will appoint the two Chairs/Directors for the Appeals Committee for a term of 2 years, with terms expiring in alternative years. The Chairs will be fully trained in identifying issues of discrimination and harassment pursuant to the College Prevention of Discrimination and Harassment Policy.

It is the Chair's responsibility to ensure that:

- due process occurs
- all participants have an opportunity to present their case in a respectful environment, and
- all pertinent documentation is available to the Committee members.

6.3 Notice of Appeal Dates and Committee Members

Prior to the appeal hearing, the Registrar will notify all participants of the following information:

- composition of committee
- date, time and location of appeals review.

COMMITTEE COMPOSITION

Five days prior to the hearing, the Registrar will distribute a list of the committee members attending the appeals review. Within two days of the hearing date, the appealing student must notify the Registrar of any perceived conflicts of interest (Section 1.2).

HEARING DATE

Unless the student disagrees, the Registrar will notify all participants of the hearing details between **two to ten working days** of receipt of the request for the review. In either case, the Registrar will ensure that the student has received proper notice of the time and date for the review.

If the student is unable to attend the appeals review at the proposed time, he/she *must* notify the Registrar within two days of receipt of the notice of the review so that an alternative date can be arranged. The Registrar must receive the appropriate notice from the student in order for the review to proceed.

The appeals review will commence at the date and time specified by the Registrar.

6.4 Attendance

The appeals review will be attended by:

- the student who has brought the appeal, and an advisor if requested
- all members of the Appeals Committee as specified in the College Appeals Policy and Procedures
- the faculty member (e.g., course instructor, staff member, or Promotions Committee Chair/designate) responsible for the initial decision and an advisor, if requested (the appeal may continue in the absence of the faculty member)
- a recorder who will record the proceedings of the hearing – this person is normally a court reporter
- a note taker or interpreter, as required.

Advisors in attendance may not make any submissions on behalf of their participant or interfere in any way with the review meeting.

If the student has difficulty expressing him/herself due to language, disability, or another significant reason, the advisor may speak on the student's behalf, at the discretion of the Chair.

6.5 Appeals Review Process

Committee reviews will proceed in the following manner:

Introductions

- Stage 1 – opportunity for the student and faculty member to individually state their cases and for the committee members to seek clarification
- Stage 2 - the Committee members request further clarification; both student and faculty member may present additional information
- Stage 3 - the Committee members only, review the appeal information and make the final decision.

At any time during the session, the Chair may determine that the issue can be resolved outside of the appeals review. If this case, the Chair may suggest that the participants resolve the matter and suspend the hearing.

INTRODUCTIONS

When all participants have assembled, the Chair of the Appeals Committee will:

- call the hearing to order
- introduce himself/herself to the student
- ask everyone in the room to introduce themselves and to identify their particular reason for being present
- review the procedures and protocols for the appeals meeting
- provide a final opportunity for the appealing student to disclose any concerns regarding any perceived conflicts of interests with the committee members. The Chair will determine the validity of the claim and excuse any committee member from the hearing, if required.

STAGE 1: PRESENTING AND CLARIFYING THE ISSUES

The first phase of the appeals review allows the student and faculty member to present their cases so that the Committee members are aware of the issues and respective positions. Committee members may ask questions for clarification.

1. The Chair invites the student to present his/her case to the Appeals Committee. The student's case must be based on the original reason for the appeal (i.e., their grounds for appeal cannot be changed during the hearing or after they clarify their position). Since this is the final opportunity for the student to make his/her case, Committee members will permit as much time as required, within reason. The Chair will determine whether the student's advisor may speak on his/her behalf or excuse the student and advisor from the hearings for short consultations.
2. The Chair may intervene to end repetition or digression, clarify where arguments are going and/or to provide guidance (e.g., assist student in providing chronological order to events/issues).
3. The Chair invites the faculty member to present his/her side of the case. The faculty member should:
 - review the relevant documents provided to the Committee, and
 - summarize the key points of the processes of the resolution taken to-date
4. At the Committee members request, the Committee Chair may ask the Chair/Program Co-Ordinator of the student's program of study to present an overview of the program or the relevant program policies. (This may be requested to clarify the relevance of this appeal to the overall program of study and the student's completion of that program.)

STAGE 2: CLARIFICATION

During this stage, Committee members may ask additional questions for clarification and presenters may add additional information in relation to the questions. Questions must be relevant to the grounds for the appeal. Any uncertainty about the nature of the questions should be cleared with the Chair first.

1. The Chair ensures that the student has the opportunity to say everything, by asking questions such as – “Is there anything else you wish to add? or “May we be satisfied that you have stated your entire case?” At the end of the student's presentation, the members of the Committee may ask the student questions. Questions should be relevant to the topic

and clarify any statements made by the student. Any uncertainty about the suitability of their questions (e.g., digressing into human rights issues, etc.) should be cleared with the Chair first. The faculty member is not permitted to ask the student questions.

2. At the end of the faculty member's presentation, the Committee members may ask the faculty member questions. Questions should be directly relevant to the current appeal and clarify any statements made by the faculty member. Any uncertainty about the suitability of their questions should be cleared with the Chair first. The student is not permitted to ask the faculty member questions
3. The Chair invites any of its members to ask questions of clarification to any of the presenters.
4. When all clarifying questions have been asked, the Chair invites the faculty member to provide a summary statement of his/her position.
5. The Chair confirms that the student has had an opportunity to make all relevant submissions to the Committee. The student is provided with the opportunity to say more, if s/he requests it with the proviso that the student understands that the Committee will allow the faculty member an opportunity to respond to new or additional information raised by the student. The student may then respond to the additional information provided by the faculty member.
6. The Chair closes Stage 2 of the appeals review and requests all participants but the committee members to leave the meeting.

At the end of this stage, all members of the Committee should have heard all of the issues, reviewed all relevant documents with the individuals concerned, and be satisfied that everyone has stated, as completely as they can, their respective positions in relation to these issues.

STAGE 3: COMMITTEE REVIEW AND DECISION

In the final stage, the Committee conducts a comprehensive, confidential, and candid review of all submissions and evidence presented to them. No notes or minutes are taken during this review.

1. The Chair ensures that the discussion remains focused upon the relevant submissions and evidence.
2. The Committee concludes its deliberation with one of three recommendations:
 - uphold the appeal and order that the disputed grade, Promotions Committee's decision, or the disputed disciplinary sanction be modified. In this case, provide an appropriate level of additional instruction and/or remediation to ensure that there is no academic penalty to the student as a result of this process.
 - deny the appeal and uphold the disputed grade, decision, or sanction;
 - impose specified terms of performance or behaviour in order to modify a disputed grade, decision, or sanction (e.g., complete a special supplemental examination to a specified percentage of achievement in order to change a grade).
3. Once the Committee has reached a decision, the Chair prepares a memo that provides a brief explanation of the reason for the decision. It also indicates that the College has no

APPEALS Policy – Page 23

further capacity to hear the appeal. All the Committee members sign the memo to formally demonstrate the decision that they have reached.

4. The Chair submits the following to the Office of the Registrar:
 - the memo
 - request form
 - documentary evidence
 - recommendations
5. The Chair assembles all other copies of all documents gathered during the review (e.g., panel notes, etc.) and appeal process and ensures they are destroyed.

Within **5 Working Days** of the Review Date

6. The Registrar sends:
 - a letter to the student informing him/her of the Committee decision with copies to the faculty member, the Program Chair, and the divisional Dean
 - retains the transcript of Stages 1 and 2 of the review and one copy of all relevant documents for a period of two years. After this period, the documentation will be destroyed.

GLOSSARY OF TERMS

Dean

The academic head of the Faculty.

Faculty

The set of academic programs (e.g., the Faculty of Community Services and Health Sciences) in which the appealing student's program is located.

Faculty Members

Refers to the person(s) who teach the course.

Faculty/Program Chair/Director

The administrator responsible for the program in which the student is enrolled.

Registrar

Refers to the Office of the Registrar.

Working Days

The days referred to in the processes are based on working/business days and exclude days that the College is closed for holidays.

REQUEST FOR ACADEMIC APPEALS COMMITTEE REVIEW

One of the goals of the educational process is to encourage collaboration and dialogue between faculty and students. You should monitor your progress in each of your courses and ask for feedback and help. The formal request is part of a process designed to ensure that you have access to a thorough, respectful, and impartial review of your concerns.

Use this form to appeal academic decisions made by your faculty member or Promotions Committee.

Do not proceed with this request or process if:

- you believe that violations of the Ontario Human Rights Code have occurred. Instead, **consult with the College's Human Rights Advisor**, who will advise you of the procedures to follow to make human rights complaints.
- you are seeking a **reassessment** of a written assignment, exam, test, or evaluation based on merit of work or an error in calculation. Instead, complete the Request for Work Reassessment form and follow the Reassessment of Work process. You can obtain this form from the College Website, Student Association, Student Affairs, Program offices, and the Learning Resource Centre.

Student Guidelines

Prior to initiating any action, it is strongly recommended that you discuss your concerns with Student Affairs or the Student Association to help clarify your issues and to understand the process.

To help expedite the process:

- take all supporting documents with you to your review meetings
- adhere to the timelines and procedures outlined in the Academic Appeal policies.

Within 10 Days* Of The Decision

1. Arrange a meeting with your faculty member to discuss your concern. (If you are unable to arrange a meeting within this timeframe, continue with step 6.)
2. Complete Section A of this form and attach all relevant documents to support your claim.

During Faculty Member Review

3. Both parties should make every attempt to resolve the issue.
4. The faculty member completes Section B and records the resolution, if applicable.
5. Both parties date and sign in the designated area.

Within 5 Days* of the Faculty Review

6. If you dispute the faculty member's decision, arrange a meeting with the Chair/Director by submitting the forms to the Chair/Director's office. The office will confirm receipt of the request by dating and signing a copy of the form.

During Chair/Director Review

7. All parties should make every attempt to resolve the issue.
8. The Chair completes Section C and records the resolution, if applicable.
9. All parties date and sign in the designated area.

REQUEST FOR ACADEMIC APPEALS COMMITTEE REVIEW

Student Guidelines (Cont'd)

With 5 Days* of Chair/Director Review

10. If you wish to appeal the grade or promotion decision, complete Section D.
11. Submit the form with the attachments to the Office of the Registrar by one of the following means:

<u>Delivery Method</u>	<u>Address/Phone Number</u>
In Person	Casa Loma Campus - 500 MacPherson Avenue, 2 nd floor
Interoffice Mail	Casa Loma Campus
External Mail	Office of the Registrar George Brown College P.O. Box 1015, Station B, Toronto, Ontario, Canada, M5T 2T9
Fax	416-415-4994
E-Mail	saappeals@georgebrown.ca

Note: If you submit the form via e-mail, ensure you forward a signed hardcopy to the Registrar as soon as possible.

12. The Registrar will:
- provide you with a copy of the form and attachments (if submitted in person) or acknowledge receipt of your request if submitted electronically or via interoffice mail (and match your electronic submission to your hardcopy, when received)
 - schedule the committee members and arrange for a court reporter/note taker
 - schedule a location and hearing date
 - distribute a list of the Committee members prior to the hearing date
 - distribute copies of the documents to the Appeals Committee Chair for distribution.
13. Retain any correspondence you receive in reply to this appeal and/or the postmarked envelope.

George Brown College – Academic Policies and Guidelines

Appeals Policy – Page 27

REQUEST FOR ACADEMIC APPEALS COMMITTEE REVIEW

A: Student Information (COMPLETED BY STUDENT)

Provide accurate information. If you cannot be contacted, you risk missing important deadlines and information and may jeopardize your ability to further appeal.

Please note that if a faculty member or the Registrar is unable to contact you and you have not contacted the same within the required timeframes, the request will be deemed “abandoned” and no further action will be taken.

Student Name:	_____	Student I.D. #:	_____
Address:	_____	Phone #'s	_____
City:	_____	E-Mail Address:	_____
Postal Code:	_____		

College Division/School _____

Name of Program _____

Course Name (re appeal) _____

Term in which the grade was granted _____

Review Concerns (Check one)

- Promotions Committee Decision Failing Grade Non-Failing Grade

Grounds for Review/Appeal

Please place a checkmark beside all the applicable reasons for the appeal and include an explanation in the area provided. Attach all relevant documents that will support your claim and assist with the review.

<input type="checkbox"/>	REASON	REQUIRED DOCUMENTATION
<input type="checkbox"/>	Merit of Work - Oral evaluations and presentations, clinical evaluations, placements only For reassessment of written work or errors in calculation, use the Request for Reassessment of Work form and follow the process outlined in Section 2.	- Official certificates, class grades showing satisfactory course progress, marked assignments/evaluations or relevant documents
<input type="checkbox"/>	Medical	- Medical documents
<input type="checkbox"/>	Compassionate	- Medical documents, death certificate, notice of funeral, travel documents

George Brown College – Academic Policies and Guidelines

Appeals Policy – Page 28

REQUEST FOR ACADEMIC APPEALS COMMITTEE REVIEW

<input type="checkbox"/>	Unfair Treatment/Personal Bias	- Written details of circumstances/events
<input type="checkbox"/>	Course Management	- Course management policies and actual work received
<input type="checkbox"/>	Misapplication of Regulation (Specify Regulation)/Procedural Error	- Regulations and details of events - Procedural errors with work reassessment
Explanation of Reason(s):		

Appeals Policy – Page 29

REQUEST FOR ACADEMIC APPEALS COMMITTEE REVIEW

B: Details of Faculty Member Review (COMPLETED BY FACULTY MEMBER)

The student must request a meeting within **10 days*** of receiving the academic decision. The faculty member outlines his/her decision in this section at the conclusion of the student meeting. If the concern is resolved, no further action is required.

Course: _____ Faculty Member: _____
Date of Review: _____ Agreement Reached: Yes No

Terms of Resolution, if applicable:

This confirms that a faculty member review of the disputed grade/Promotions Committee decision has taken place and that the terms of resolution, if any, have been agreed to by both parties.

Faculty Member Signature Date

Student Signature Date

If there is no resolution, the student retains the original form and documents and refers his/her concern to the Chair/Director. The student must arrange a meeting within **5 days*** of faculty member's decision.

Proceed with Chair/Director Review

CHAIR/DIRECTOR'S OFFICE: (COMPLETED BY ADMINISTRATIVE ASSISTANT)

Date Request Received
Received: _____ By: _____
Scheduled Review
Date: _____

Appeals Policy – Page 30

REQUEST FOR ACADEMIC APPEALS COMMITTEE REVIEW

C: Details of Chair/Director Review (COMPLETED BY CHAIR/DIRECTOR)

Date of Chair/Director
Review: _____

Agreement
Reached: _____

Yes
No

Terms of Resolution, if applicable:

This confirms that a Chair/Director review regarding the disputed grade/Promotions Committee decision has taken place and that the terms of the resolution, if applicable, have been agreed to by all parties.

Chair/Director Signature

Date

Student Signature

Date

If there is not resolution, the student retains the original form and attachments to proceed with an Appeals review. The student must submit the request within **5 days*** of the Chair/Director's review.

Proceed with Appeals Committee Review

REQUEST FOR ACADEMIC APPEALS COMMITTEE REVIEW

D: Request for Appeals Committee Review (COMPLETED BY STUDENT)

A request for an Appeals Committee review of an academic decision must be initiated within **5 days*** of the Chair/Director's decision.

I have read and understood the Appeals Policy. I certify that the documents I have submitted are authentic and bona fide and the statements I have made are true. I also understand that the appeal will be deemed to have lapsed if I do not initiate it or follow through with it according to the time frames stipulated. I also understand that relevant personal information may be discussed during the Appeals Committee review.

Student Signature

Date

George Brown College will send a letter informing you of the decision made by the Appeals Committee. However, if you would like immediate notification of the results of the hearing, please indicate the preferred method below and ensure the information provided in Section A of this form is accurate.

Please notify me by: e-mail

OFFICE OF REGISTRAR:			
Date Request Received:		Received By:	
Delivery Method:	<input type="checkbox"/> Internal Mail <input type="checkbox"/> External Mail	<input type="checkbox"/> In Person	<input type="checkbox"/> E-Mail <input type="checkbox"/> Fax
Scheduled Hearing Date:	_____		

George Brown College – Academic Policies and Guidelines

**Appeals Policy – Page - 32 -
REQUEST FOR REASSESSMENT OF WORK**

Any time during the semester, students may request a review of any written assignment, test, or exam that they feel have not been appropriately graded. Students must request a review from their course faculty within **10 working days** of receiving the graded work. Grades not questioned within this period will not be reassessed at a later date.

Work that does not lend itself to reevaluation (e.g., oral presentations) must be appealed in the normal manner.

The Chair/Director determines whether a reassessment is warranted. If approved, an independent assessor will evaluate the work. The reassessment may result in a higher, lower, or the same grade, which cannot be appealed. If the reassessment was not done or has not been done in keeping with the policy, students may appeal on the grounds of a Procedural Error.

Please print clearly. Use a separate form for each grade appeal.

Date of Submission _____ Department _____

Term of Grade Being Appealed Fall Winter
 Spring Summer

Reason For Request: (All claims should be completely documented, and copies of all relevant documents must be attached to this form.)

Student Information

Provide accurate information in the event that further inquiries are required. If you cannot be contacted, you risk missing important deadlines and information, and may jeopardize your ability to further appeal.

Student Name:	_____	Student ID #:	_____
Address:	_____	Phone #'s:	_____
City:	_____	E-Mail Address:	_____
Postal Code:	_____	Fax #:	_____

**Appeals Policy – Page - 33 -
REQUEST FOR REASSESSMENT OF WORK**

PROGRAM/COURSE INFORMATION

College Division/School _____
Program: _____ Program Level: _____
Course Name: _____ Course Number: _____
Faculty: _____ Grade Received: _____
Term in which the grade was granted _____

A: DETAILS OF FACULTY REVIEW

Date of Review: _____ Grade/Mark Changed: Yes No
New Grade (if applicable): _____

Reason for Decision:

Faculty Member Signature

Student Signature

Date

Date

Chair/Director Review Required

1.1.1.1.1 DOCUMENTS REQUIRED TO PROCEED WITH CHAIR/DIRECTOR REVIEW

- Instructor's Assignment/Test/Exam
- Grading Scheme
- Other Evaluation Criteria
- Original Student assignment/test/exam
- Clean copy of Student's original assignment (all notations and student name removed)

**Appeals Policy – Page - 34 -
REQUEST FOR REASSESSMENT OF WORK**

B: DETAILS OF CHAIR/DIRECTOR REVIEW

Date of Chair/Director Review: _____

Reassessment Recommended? Yes No

Reasons For Decisions:

Chair/Director Signature

Date

Assessment To Be Performed By: (Print Name Above)

Date:

C: DETAILS OF INDEPENDENT ASSESSMENT

Date of Assessment: _____

Grade: ORIGINAL _____ REASSESSED _____

Reasons For Decision:

Reassessor's Signature

Date

When reevaluation is complete, return form and all documents to the Chair/Director.

STUDENT MEDICAL CERTIFICATION/DECLARATION

Student Name

Student #

Student Signature

Physician's Statement

I hereby certify that I provided health care services to _____,
student name

a student at George Brown College, on _____ .
date(s) of visit

I confirm that this condition and subsequent treatment has impacted and limited
_____ from meeting his or her academic obligations as described below.
student name

Explanation of limitations, if any (e.g., effects of medication):

On the basis of that episode of care, I am providing the information for use by the College in assessing what special consideration, if any, should be given to this student in respect of missed or affected classes, tutorials, practical, labs, assignments, tests or examinations.

Physician/Health Professional's Signature

Date

Name (Please Print Clearly)

Address, Telephone (business card is suitable)

Please include official stamp

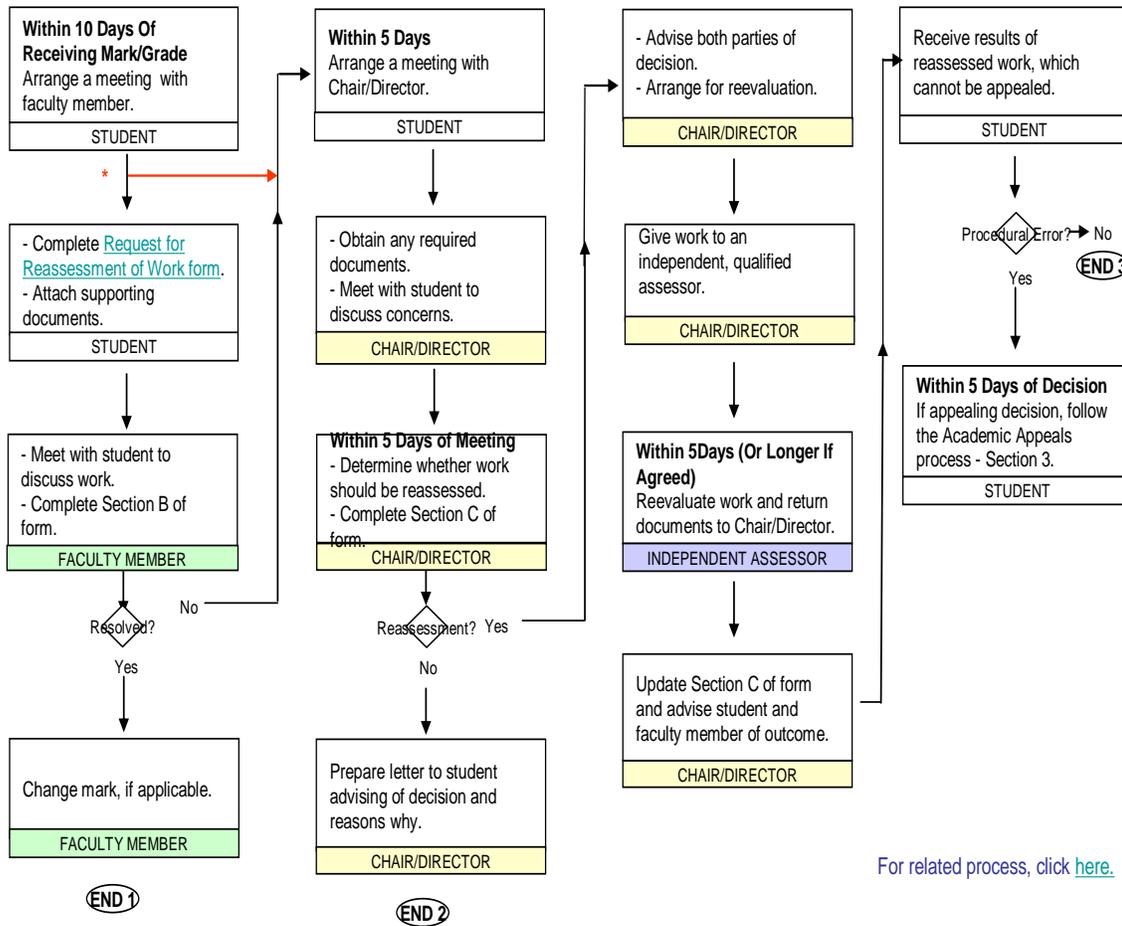
APPEALS – REASSESSMENT OF WORK

Reassessment of Work

1 - Faculty Member Review

2 - Chair/Director Review

3 - Independent Evaluation



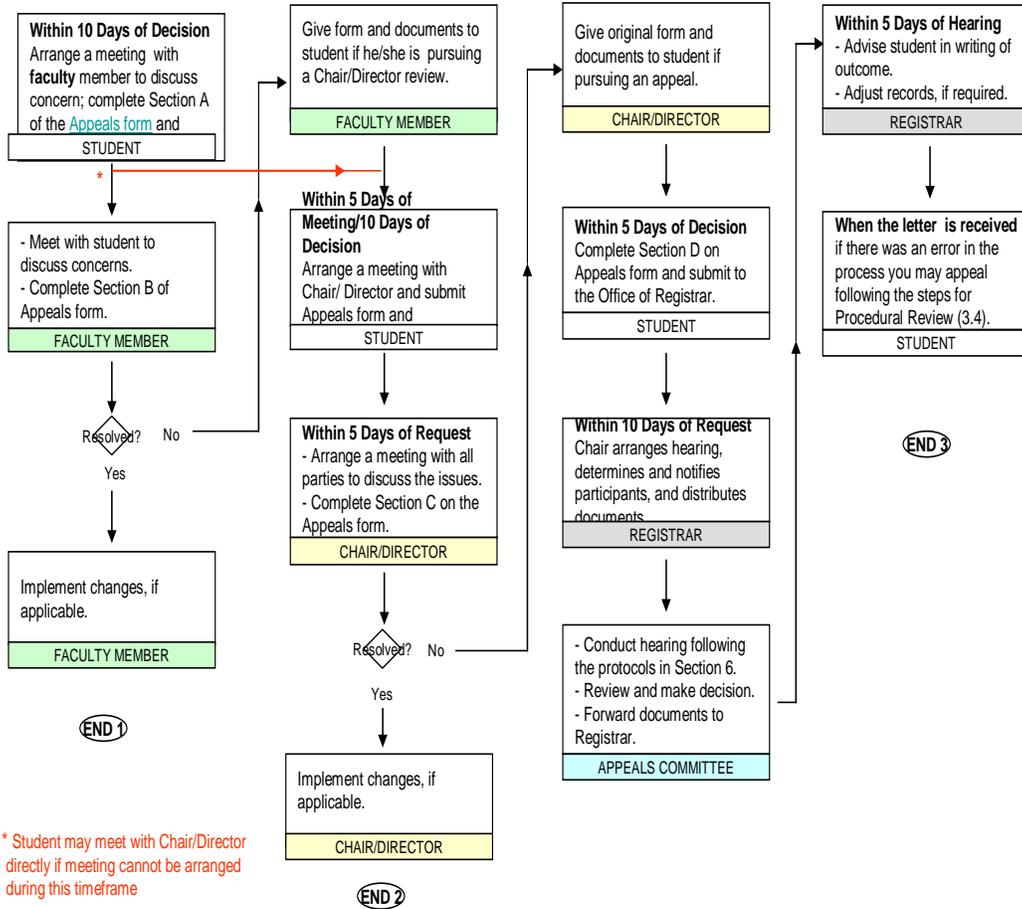
For related process, click [here](#).

* Student may meet with Chair/Director directly if meeting cannot be arranged within this period.

APPEALS – ACADEMIC APPEALS PROCESS

Academic Appeals Process

1 - Faculty Member Review 2 - Chair/Director Review 3 - Appeals Committee Review

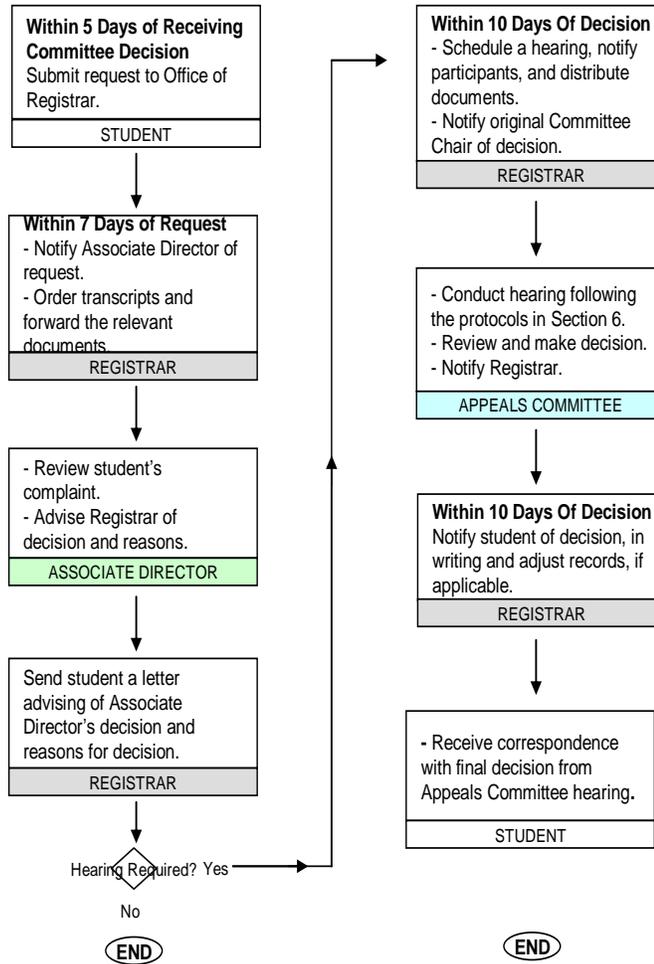


For related process, click [here](#).

APPEALS – ACADEMIC APPEALS PROCESS

Academic Appeals Process

4 - Procedural Review



For related process, click [here](#).

APPEALS – HEARING PROTOCOLS AND PROCEDURES

Hearing Protocols and Procedures

