







## 2014 Education Council Retreat

### People, Process, Powers and Priorities

Cafeteria Annex, Interurban

Monday, Sept 29, 2014, 3:00-7:00 (Arrival 2:50 – 3:00)

Remember to bring your own mug or water bottle.

Time	Item	Facilitator
2:50 – 3:00	Arrival and Check-In	
3:00 – 3:10	Welcome, Territorial Acknowledgement and Retreat Overview	Cynthia Wrate
3:10 – 3:55	<b>PEOPLE (45 min.)</b>  Activity and Curriculum Conversation <i>Tony will facilitate an interactive activity and conversation that explores viewpoints on curriculum.</i>	Tony Vernon
3:55 – 4:15	<b>PROCESS (Part 1) – (20 min.)</b>  Presentation and Conversation: <i>Karin and Carly will give a brief overview of the new Education Approvals process that was implemented in 2013-2014. Highlights will include the expedited approvals process, categories of change, approval forms, role of the school curriculum committees, and markers of quality curriculum.</i>	Karin Kaercher
4:15 – 4:35	<b>PROCESS (Part 2) – (20 min.)</b> Education Council Regular Meeting (see separate Agenda)	Cynthia Wrate
4:35 -4:45	<b>Break (10 min.)</b>	
4:45 – 5:30	<b>POWERS (45 min.)</b>  <i>Cynthia will facilitate an interactive introduction and reflection on the governance the legislative responsibilities of Education Council.</i>	Cynthia Wrate
5:30 – 6:00	<b>Light Meal (30 min.)– Appetizers, Veggies, Fruit, Dessert &amp; Sparkling Flavoured Spring Waters</b>	
6:00-6:55	<b>PRIORITIES (55 min.)</b>  <i>Nicole will facilitate a group work activity to explore Education Council's DRAFT Priorities document (created Jan/Feb 2014), with the aim to solidify and endorse the priorities at an upcoming Education Council meeting.</i>	Nicole Greengoe
6:55-7:00	<b>Conclusion and Goodbye</b>	Cynthia Wrate




# Agenda

Monday, Sept 29, 2014

4:15 – 4:35 pm – Regular Meeting

CC 321, Interurban

Please bring your own mug or water bottle.

TIME	ITEM	PRESENTER
4:15	Call to order and declaration of quorum (1 min.)	Cynthia Wrate
4:15	<b>Acknowledgement of Coast Salish Territory (1 min.)</b> <i>We acknowledge that Camosun College serves the communities of southern Vancouver Island and the south Gulf Islands that are located in the traditional territories of the Esquimalt; Lekwungen; Malahat; Pacheedaht; Pauquachin (Saanich); SC'lanew; Tsartlip (Saanich); Tsawout (Saanich); Tseycum (Saanich); and T'Sou ke Nations. Camosun College campuses are located on land that is the traditional territory of the Lekwungen, Esquimalt, and Saanich peoples. <a href="http://camosun.ca/aboriginal/territory.html">http://camosun.ca/aboriginal/territory.html</a></i>	Cynthia Wrate
4:16	Acceptance of Agenda (1 min.)	Cynthia Wrate
4:18	Minutes for approval (2 min.)	Cynthia Wrate
4:18	<b>Committee Reports (2 min.)</b>  <b>Awards (2 min.)</b> – Notification of the 4 EdCo Awards open for application or nomination	Joanne Cumberland
4:20	<b>Presentations and/or Discussions (15 min.)</b>   <b>Camosun Student Appeal Policy</b> – There is a request to narrowly open the scope of the policy to respond to the review concerns raised during the MRT accreditation process that outlines the need for timelines in the final appeal stage. Supporting documentation is currently in process and will be posted to the EdCo Sharepoint site ASAP.	Steven Rumble
4:35	Meeting Adjourned	Cynthia Wrate
<b>Next Meeting:</b>  <b>Regular Meeting</b>  Monday, Oct 20, 2014 4:00-6:00 pm CC 321, Interurban		

**Members** (Quorum = 11)

Voting Council Members

Carly Hall, Faculty  
Craig Derksen, Faculty  
Cynthia Wrate, Faculty  
Dominic Bergeron, Administration  
Hannah Thomson, Student  
Joanne Cumberland, Support Staff  
John Boraas, Administration  
Leslie Martin, Support Staff  
Lisa Robertson, Faculty

Narine Grigoryan, Faculty  
Nicole Greengoe, Administration  
Richard Stride, Administration  
Shohreh Hadian, Faculty  
Stephen Bishop, Faculty  
Todd Ormiston, Faculty  
Tony Vernon, Faculty  
Vicky Qu, Student

**Non-Voting Council Members**

Kathryn Laurin, President  
Laylee Rohani, Board of Governors

Shelley Butler, Permanent Secretary  
Karin Kaercher, ICC Chair (*Regular Guest*)

**Guests**

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**For Information:****Education Council Executive:**

**Chair:** Cynthia Wrate, Business, Interurban, 370-4134, [wratec@camosun.bc.ca](mailto:wratec@camosun.bc.ca)

**Vice-Chair:** Stephen Bishop, Health & Human Services, 370-3113, [bishops@camosun.bc.ca](mailto:bishops@camosun.bc.ca)

**ICC Chair:** Karin Kaercher, CETL, 370-3365, [kaercher@camosun.bc.ca](mailto:kaercher@camosun.bc.ca)

**VP Academic:** John Boraas, Office of VP, Interurban, 370-4543, [boraas@camosun.bc.ca](mailto:boraas@camosun.bc.ca)

**Permanent Secretary:** Shelley Butler, Office of VP Academic, Interurban, 370-4690, [edapprovals@camosun.bc.ca](mailto:edapprovals@camosun.bc.ca)

**Intranet:**

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<http://sp1/sites/edco/homepage>; or

<http://sp1.camosun.bc.ca/sites/edco/homepage>



# DRAFT Minutes

Monday, June 16, 2014

4:05 – 6:00 pm

CC 321, Interurban

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## Present

Andy Chen, Student	Nicole Greengoe, Administration
Carly Hall, Faculty	Pamela Webster, Student
Corrine Michel, Faculty	Richard Stride, Administration
Cynthia Wrate, Faculty	Shelley Butler, Permanent Secretary
Joanne Cumberland, Support Staff	Stephen Bishop, Faculty
Karin Kaercher, ICC Chair (Special Guest)	Todd Ormiston, Faculty
Leslie Martin, Support Staff	Tony Vernon, Faculty
Mindy Cui Yu Jiang, Student	
Narine Grigoryan, Faculty	

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## Regrets/Absent

Craig Derksen, Faculty	Kathryn Laurin, President
Dominic Bergeron, Administration	Piotr Burek, Student
Ian Cowan, Board Representative	Shohreh Hadian, Faculty
John Boraas, Administration	

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## Guests

Nil

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ITEM	PRESENTER
<b>A. Call to order and declaration of quorum</b> The Regular Meeting was called to order at 4:06 by Carly Hall, Education Council Chair.	Carly Hall
<b>B. Acknowledgement of Coast Salish Territory</b> <i>Carly acknowledge the Coast Salish Territory. Camosun College serves the communities of southern Vancouver Island and the south Gulf Islands that are located in the traditional territories of the Esquimalt; Lekwungen; Malahat; Pacheedaht; Pauquachin (Saanich); SC'lanew; Tsartlip (Saanich); Tsawout (Saanich); Tseycum (Saanich); and T'Sou ke Nations. Camosun College campuses are located on land that is the traditional territory of the Lekwungen, Esquimalt, and Saanich peoples. <a href="http://camosun.ca/aboriginal/territory.html">http://camosun.ca/aboriginal/territory.html</a></i>	Carly Hall
<b>C. Round-Table Check-In</b> Carly welcomed everyone and requested a roundtable check-in.	Carly Hall

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**D. Acceptance of Agenda**

Carly Hall

The June 16, 2014 agenda was accepted via unanimous consent.

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**E. Minutes for approval**

Carly Hall

The May 12, 2014 minutes were approved via unanimous consent.

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**F. Reports**

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**1. Education Council Chair**

Carly Hall

**1. Regular Chair's Report**

Carly stated she did not have anything to report on at this time.

**2. Expedited Approvals/Implementation**

Nil

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**2. VP Academic**

John Boraas

John sent his regrets. There was no report for the VP Academic.

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**3. Board Member**

Carly Hall

Carly noted that Ian Cowan sent his regrets for the meeting. Carly did attend the last Board meeting and updated Education Council members. She reported the Board primarily reviewed the FTE enrolment numbers presented by Joan Yates.

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**G. Committee Reports**

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**1. Awards**

Joanne

Nil

Cumberland

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**2. Education Approvals Steering Committee**

Karin Kaercher

Karin noted the committee continues to meet on a regular basis. The committee:

- Is currently proposing revisions to revisions to the Prescribed Curriculum Standard, which will be discussed later in the meeting,
- has begun to take a look at improvements to the Educational Approvals forms, and
- Will visit Schools in the fall to share updates on the Education Approvals process.

In addition to the work of the committee Karin noted that there is work underway to update the Education Approvals website and to put on Education Approvals workshops in the fall.

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**3. Education Council Policy and Standards Committee**

Cynthia Wrate

Cynthia reported that the group continues to meet as well. Cynthia noted she will be bringing forward the committees most recent recommendation to for Education Council to begin work on a credentialing policy later in the meeting. She also noted that the committee will meet the next day for its final meeting of the academic year to work through the clarity of definitions on policy, standard and guideline.

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**H. Integrated Curriculum Committee Report**
**1. Curriculum Recommended for Approval**

Karin Kaercher

**REGULAR CURRICULUM**
**Motion**

It was moved and seconded by the Integrated Curriculum Committee that Education Council approves changes to following revised curriculum :

- Early Learning and Care (IDS78)\*, ELC 140 (IDS79), ELC 141 (IDS80), ELC 143 (IDS81) - (*requires expedited implementation for Sept 2014*), and ELC 240 (IDS88), and ELC 212 (IDS89)
- HLTH 113 (IDS66)
- SPP 163 (IDS44)

**Motion Carried**

*\*Late change to one of the proposed curriculum changes as a result of the decision by the early childhood care registry. The department will remove the proposed SOC 160 course in the program and revert back to the original CFCS 160.*

**2. Governance/Standards Issues Arising from Curriculum Review**

Karin Kaercher

Nil

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**I. Presentations and/or Discussions**
**1. Medical/Compassionate Withdrawal & Course Withdrawal Policies**

Nicole Greengoe

Nicole gave a brief background on the policy development to date, including the consultation and the concerns that have been expressed. The CCSS did make a formal request to change the pro-rated refund to a 100% refund. This request has been considered and a change was made to allow for this. As such, the most recent draft of the policy does include the 100% refund as requested by the CCSS.

Question followed.

**Motion**

It was moved by Nicole Greengoe and seconded by Richard Stride that Education Council approves revision to the Course Withdrawals Policy and the addition of the Medical/Compassionate Withdrawal Policy.

**Motion Carried**


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**2. Prescribed Curriculum Education Standard**

Karin Kaercher

Karin gave a brief overview of the standard and its purpose. The **Approval of Prescribed Curriculum Standard** was recently revised to align the practices of approving Prescribed Curriculum with our new educational approval processes. The curriculum (or specific elements of curriculum) is determined and prescribed by a third party thereby constraining the ICC in terms of its review and feedback. However, all curriculum that leads to a Camosun College credential must be approved by Educational Council and is therefore reviewed by ICC prior to being recommended for approval. The revised standard recognizes the unique nature of prescribed curriculum and sets the principles by which it will be reviewed.

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Prescribed curriculum often requires expedited approval and expedited implementation of changes or new curriculum at the request of a third party. If there is a need to expedite the review and approval of prescribed curriculum this can now be facilitated under our Expedited Approval process. The new ***Approval of Prescribed Curriculum Standard*** was reviewed and amended in light of these new processes, defines prescribed curriculum, and the principles by which the ICC will conduct its review. The standard was presented as a notice of motion to approve at the Sept/Oct Education Council meeting. Any feedback regarding the policy was requested to be sent to Karin Kaercher. Questions and discussion followed.

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### 3. Credentialing Policy

Cynthia Wrate

Cynthia gave a brief overview of the need for this proposed policy. The Education Council Policy and Standards Committee has identified the need for a college policy on credentialing as a priority due to a number of concerns identified by the ICC and Student Services that pertain to the approval and implementation of curriculum. A credentialing policy is needed to provide guidance and direction at minimum on the following:

- Curricular changes that result in program/credential versioning
- Shelf life of courses used to apply for a credential
- Shelf life of a credential if the program is cancelled
- The time a student may take to complete a credential
- The granting of multiple credentials recognizing the same course work
- Definitions of Camosun credentials including specializations, concentrations, etc.

Furthermore, the recent changes to the Education Approval processes have required revisions to the existing Educational Approvals Policy in which credentials are defined and described. The inclusion of these definitions now feels misplaced and fails to address any of the complex issues mentioned above. The Committee recognizes that a separate credential policy is needed to address the increased complexity of Camosun curriculum and the granting of credentials.

The policy committee suggests that a working committee be struck to examine this issue, with work beginning in September 2014 leading to draft policy recommendations by January 2015.

The committee seeks a recommendation from EdCo to include on this committee members from across the college who have experience and knowledge of the curriculum challenges related to versioning of credentials and programs, and experience and knowledge in understanding student, faculty and administrative interests.

It is suggested the working committee include individuals from student services, the VP Educations office, a dean, an EDCO member, individuals from each school and a student.

Questions and discussion followed. This included, but was not limited to:

- *What are the expected timelines for this policy development? (note – expectation that we will have recommendations for the policy development by December).*
- *Seeking clarity around the process for advising students on how to complete their*

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*programs.*

- *Critical that we define this issue, particularly as we issues degrees now. Given the amount of curriculum change students have multiple programs versions with which to graduate on. There are issues of institutional integrity involved.*
- *Our current practices are subject to a variety of interpretations. Need a cleaner policy for this issue.*
- *Need to ensure there is flexibility in the policy around decisions re. course substitutions.*
- *Typically look to program leaders and department chairs to get the right mix of courses that will work for course substitutions.*
- *A set of guidelines that discuss the how (i.e. process) would enable the policy to be in-acted as intended.*

Education Council endorsed via unanimous consent a recommendation for the Education Council Policy and Standards Committee to begin work on pulling together a working group to look into a Credentialing Policy.

Cynthia requested if there were any Education Council members that would be interested in sitting on the working group for this policy development. Carly, Narine, and Todd volunteered.

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#### **4. Education Council Retreat**

**Cynthia Wrate**

Cynthia noted that Education Council will be holding a welcome back and retreat on Monday, Sept 29, 3-7. It is hoped that a number of Board members will be able to join in on the retreat so that we can develop synergy between the two groups. She requested if there were any Education Council members that would be interested in joining her to plan and facilitate the event. Nicole, Stephen and Troy volunteered. Meetings will be called for early September.

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#### **J. Thank You to Outgoing Members and Other Thank You's**

**Carly Hall**

Carly thanked the outgoing members Andy Chen, Corrine Michel, Mindy Jiang, Pamela Webster and Piotr Burek for their service to Education Council.

**Cynthia Wrate**

**Karin Kaercher**

Cynthia Wrate and Karin Kaercher thanked Carly Hall and Nicole Greengoe for their service to Education Council and the Integrated Curriculum Committee (formerly the College Curriculum Committee). Nicole Greengoe served as Chair of the ICC/CCC from Oct 2008 – Jun 2014. Carly served as Vice-Chair of Education Council from Aug 2010-July 2012, and Chair of Education Council from Aug 2012-July 2014.

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#### **K. Next Meeting**

**Carly Hall**

##### **Welcome Back Retreat Meeting**

Monday, Sept 29, 3-7, Location TBA

##### **Regular Meeting**

Monday, Oct 20, 4-6, CC 321, Interurban

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#### **L. Adjournment**

**Carly Hall**

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The Meeting adjourned at 5:11 pm.

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“Never doubt that a small group of thoughtful, committed citizens can change the world; indeed, it's the only thing that ever has.”

Margaret Mead



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## Education Council Awards

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awarded annually  
to deserving  
students



### Lt. Governor's Silver Medal Award

*"recognizing academic excellence and giving back to the college or community"*

#### Criteria

You must have

- Contributed positively to the college or community;
- Credentialed from a fewer than 2 year career or vocational program;
- Credentialed sometime between Jan 1 and Dec 31; and
- Achieved a min. GPA of 7.0 or higher

#### Application Deadline:

April 30

*Late applications are not accepted*



awarded @ the June  
graduation ceremony

### Dr. Gordon L. Diewert Community Service \$1,000

*"fostering and promoting the prevention of drinking and driving"*

#### Criteria

You must:

- Be a first year Camosun College student attending full-time, on the basis of good academic high school performance (minimum 'B' average in grade 12) and leadership and/or community service. The award is intended to be given to a student who has recently completed grade 12.
- Demonstrate participation in volunteer activities associated with the prevention of drinking and driving. Preference will be given to a student who took a leadership role in their high school Dry Grad activities.

#### Application Deadline:

October 20

*Late applications are not accepted*

*"stay alive,  
don't drink and  
drive"*

In memory of  
Gordon L. Diewert



**Peter and Muriel Mixon  
Animal Rights Award \$600**

**Leadership in African  
Awareness \$500**

**Donald Family Leadership  
Award \$500**

**Application Tips**

*“raising awareness of the plight of animals and encouraging a change in attitude toward animals in research and treatment in our community”*

**Criteria:**

You must:

- Be a registered full-time Camosun College student with a term minimum Grade Point Average of 5.0 (B) for the recently completed semester, and
- Demonstrate active volunteering interest in the cause of animal rights

**Application Deadline:**

October 20

*Late applications are not accepted.*

*“raising awareness about the achievements and issues pertaining to Africa”*

**Criteria**

You must:

- Be enrolled at Camosun College at the time of applying for this award.
- Demonstrate strong academic performance with a minimum GPA of 5.0
- Have a strong commitment to African issues in one or more African countries.

**Application Deadline:**

October 20

*Late applications are not accepted*

*“recognizing leadership despite the odds”*

**Criteria**

You must:

- Be a registered Camosun College student or a current Camosun College employee.
- Provide evidence that the individual has shown strong leadership and has achieved their goals despite overwhelming barriers or tragedies (health, financial, personal, or career) within that individual’s life.

**Nomination Deadline:**

October 20

*Late nominations are not accepted*

- These awards are highly competitive. The Committee only selects the recipient based on the information they receive. It is important to provide clear, concise, and compelling **examples** of achievements or circumstances in your application, nomination, and reference letters.
- For Awards that include Reference Letters allow letter writers enough time to respond to you. Tell them the criteria for the award which you are applying. Ensure the letter includes a statement that specifically recommends you for the award and gives examples of why you are most deserving of the award. If your letter writer is open to the idea, it can be helpful to pre-write as much of this letter yourself as possible.



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## Education Council Briefing Notes

**Submitted by:** Steven Rumpel – Director, Education Planning

**Date:** September 22, 2014

**Topic:** Limited revisions to Camosun's Student Appeals policy (E-2.4)

### **Background:**

In Spring 2014, Camosun's Medical Radiography Technology (MRT) program underwent accreditation review by the Canadian Medical Association (CMA). The final (July 2014) CMA program accreditation review report contained a small number of items that require follow-up and response to support the college's goal of receiving external accreditation for MRT.

One such item included in the report was Camosun's current Student Appeal policy (E-2.4). CMA noted this to be out-of-compliance with accreditation standards, with specific focus as per the following:

*While the appeals policy (policy E-2.4) includes specific timelines for resolution and communication of the decision to the student for most of its stages, it does not for the final stage of the appeal process and the student appeal panel.*

*The program must ensure it provides students in the program with clear timelines for each of the stages of the process. These timelines must be published.*

As described in the policy document, the final stage of the appeal process outlines the procedural steps that a student and must take, as well as the administrative review steps, grounds for consideration and the potential outcomes that may be pursued by the Vice-President Academic, in considering a final stage appeal. This includes the potential convening of a student appeal panel.

The timing required with respect to the steps a student must take to pursue a final stage appeal is clearly identified within the policy. However, no timing requirements are established or published with respect the actions required by the Vice-President Academic to review and respond to a request for final stage appeal. With respect to the CMA program accreditation review for MRT, as per the above, Camosun has been found to be out-of-compliance with the requirement to provide, in writing, clear timelines to students with respect to each stage of the appeal process.

### **Current State:**

While September 2014 presents the first opportunity to bring this forward to Education Council, to meet accreditation requirements, Camosun is required to have a final Board of Governors-approved policy in place – and submitted to CMA – by November 17, 2014. Due to this challenging timing, some preliminary consultation has occurred with key individuals that support the administration of this policy.

***Request for Consideration:***

A motion is being requested to narrowly open the scope of the policy to respond to the accreditation review concerns, as identified above. That is, to review, specifically apply and communicate timelines to the procedural steps as they relate to the actions required by the Vice-President Academic in the final stage of the student appeal process.

Questions and discussion are welcomed at the September Education Council meeting. Following this meeting, the intent will be to present proposed policy changes (in alignment with the scope of this request), open discussion and respond to any questions from Education Council members – and ultimately seek approval – at the October Education Council meeting. This timing is proposed in order to proceed to a Board of Governors review and request for approval in early November, to comply with Camosun's externally established November 17, 2014 timeline.

***Policy Link:***

<http://camosun.ca/about/policies/education-academic/e-2-student-services-&-support/e-2.4.pdf>



Policy:

Jointly Approved By:

Approval Date:

Amendment Date:

Policy Holder:

E-2.4

Board of Governors &

Education Council

Board: Oct. 27, 2003

EdCo: Sep. 22, 2003

VP Academic

## Student Appeals

### Purpose / Rationale

The purpose of this policy is to provide an appeal process for students who have reason to believe they have been graded unfairly or treated unjustly in relation to discipline by Camosun College ("the College").

### Scope / Limits

This policy applies to all students enrolled in Camosun College courses and programs. This policy does not apply to non-final grades.

### Principles

1. The College recognizes the right and responsibility of its faculty and staff to assess student performance and impose discipline in appropriate circumstances. The College also recognizes the right of students to be assessed in a manner that is fair, just and reasonable and to have sanctions imposed in proportion to the nature and seriousness of their conduct.
2. The College is committed to the provision of a fair and timely appeal process through which student concerns regarding **final** grades and imposed discipline can be addressed.
3. Students will have access to a multi-stage process within their Schools for appealing a decision regarding a **final** grade or imposed discipline. (See Section A below.)
4. A final stage of appeal (a formal hearing beyond the School) may be provided if, in the assessment of the Vice President Academic, sufficient grounds for an appeal have been demonstrated. (See Section B below.)
5. A student can withdraw his or her appeal at any stage of the appeal process. If the student withdraws the appeal, the matter will be considered closed and no further appeal will be allowed with respect to the same matter.
6. Forfeitures of College Awards or Credentials will be decided by the Vice President Academic and may be appealed to the President within 10 working days of the forfeiture of the College award or credential.
7. Suspensions from the College, will be decided by the President and may be appealed to the Board of Governors within 10 working days of the imposed suspension.

**A. Multi-stage School Level Appeal (First Stage Appeal)**

1. The appeal process for a final grade begins with a student initiated discussion with the instructor.
2. The appeal process in the case of discipline begins with a student-initiated discussion with the decision-maker (the individual who imposed the discipline).
3. These discussions must be initiated by the student within **ten (10) working days** of the official posting of the final grade or imposition of discipline. If the student is unable to reach the instructor or decision-maker, assistance should be sought through the School office.
4. The student and the instructor or decision-maker should discuss fully the basis on which the student feels unjustly treated and ways in which his or her concerns may be addressed. These discussions must be concluded within **five (5) working days** of being initiated. The decision of the instructor or decision-maker must be made in writing and copied to the Chair.
5. Failing satisfactory resolution at the instructor or decision-maker level, the student may take his or her concerns to the next level of authority within the School by raising the matter for full discussion with the department Chair within **five (5) working days** of the instructor or decision-maker's written decision. These discussions must be concluded within **five (5) working days** of being initiated, and the decision of the Chair must be made in writing and copied to the Dean.
6. Failing satisfactory resolution at the department Chair level, the student may take his or her concerns to the final level of authority within the School by raising the matter for full discussion with the Dean or his or her designate. These discussions must commence within **five (5) working days** of the written decision of the Chair and conclude within **five (5) working days** of being initiated. The Dean's decision will be communicated to the student in writing and a copy of the decision will be provided to the Vice President Academic.

**B. Final Appeal Stage**

1. If the student is not satisfied with the decision of the Dean, the student may apply- appeal to the Vice President Academic or designate to have a panel convened to hear a final appeal ("Panel").
  2. The student shall submit a completed *Request for Final Stage Appeal* form (see link below) and all supporting documentation to the Office of the Vice President Academic within **ten (10) working days** of receiving the Dean's written decision.
  - ~~3-~~ The student *Request for Final Stage Appeal* form is available through the Student Services Department, from all School administration offices, and online.
  - ~~43.~~ The Vice President Academic will acknowledge receipt of the Request for Final Stage Appeal form within five (5) working days.
  - ~~4.~~ The Vice President Academic will evaluate the *Request for Final Stage Appeal* and supporting documentation and will determine if there are sufficient grounds for an appeal within ten (10) working days of the receipt of the appeal. The Vice President Academic may seek further information and/or clarification from any person involved in the appeal.
- 54.1. The grounds for a final stage appeal related to Final Grades are:
- a) the course outline has not been followed by the instructor;
  - b) the evaluation criteria have not been applied according to the College Grading Policy (see link below); or
  - c) the evaluation criteria have not been applied in a reasonable, fair and just manner.
- 4.2. The grounds for an appeal related to inappropriate conduct are:
- a) the student is denying the conduct;
  - b) the student is appealing the severity of the discipline; or
  - c) new information has come to light that would have an impact on the imposed discipline.

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~~7. Prior to directing that a Panel be convened, the Vice President Academic must be satisfied that there is sufficient credible evidence on which the panel might reasonably conclude that one or more of the grounds for considering an appeal listed above have been met.~~

~~8.5. If it is determined that there are sufficient grounds for appeal, the Vice President Academic will review and decide on whether grounds to appeal have been met. The Vice President Academic may then:~~

a) direct that a Panel be convened; ~~and specify whether some or all of the issues raised in the Appeal be presented to a Panel;~~

~~a.1. Prior to directing that a Panel be convened, the Vice President Academic must be satisfied that there is sufficient credible evidence on which the panel might reasonably conclude that one or more of the grounds for considering an appeal listed above have been met.~~

b) direct that a Panel not be convened;

~~c) direct that some but not all of the issues raised in the Appeal be presented to a Panel;~~

d) remit the matter back to the Dean for reconsideration with recommendations and/or directions; or

e) direct that the matter be remitted for an independent academic reassessment.

f) If a reassessment is deemed appropriate, the Vice President Academic shall select a qualified new assessor or assessors who may be external to the College. Steps will be taken to ensure the impartiality of the assessor(s) and, where possible, to ensure the anonymity of the student. The assessor(s) may raise, maintain or lower the students' grade as appropriate. The decision of the assessor(s) is final and binding.

~~9.6.~~ If appealing a suspension from the College by the President, the student shall submit a completed *Request for Final Stage Appeal* form (see link below) and all supporting documentation to the Board of Governors within ten (10) working days of receiving the President's written decision.

### C. The Student Appeal Panel

~~1. 4.~~ If the Vice President Academic determines that sufficient grounds for an appeal have been demonstrated, he/she may convene a panel within five (5) working days and communicate to the student the details related to process, timing and location of the Panel Hearing.

2. The Panel will be comprised of a Chair, two students, and two College personnel. The Chair will have a vote and will be responsible for ensuring that the members of the Panel are free of conflict of interest related to the case being heard. Every attempt will be made to hear the appeal within five (5) working days in a timely manner.

3. The decision of the Panel will be final and binding and will be communicated to the student in writing within five (5) working days.

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**D. LEGISLATED REFERENCES**

*College and Institute Act Sections: 23 (1) (j); 24 (2) (e); and 37 (2), (3), (4)*

**E. LINKS**

**Supporting Forms**

[E-2.4.1 Summary of Decisions for the First Stage of a Student Appeal Form](#)

[E-2.4.2 Request for Final Stage Appeal Form](#)

**Related Policies**

[E-1.5 Grading](#)

[E-1.6 Educational Approvals](#)

[E-2.5 Student Conduct](#)

[O-5.10 Respectful Workplace](#)