



AGENDA

Regular Meeting

Wednesday, November 18, 2020

4:00 – 6:00 pm

MS Teams

TIME	ITEM	PRESENTER
4:00	CALL TO ORDER AND DECLARATION OF QUORUM (1 MIN.)	Bijan Ahmadi
4:01	ACKNOWLEDGEMENT OF COAST SALISH TERRITORY (1 MIN.) <i>Comosun College campuses are located on the traditional territories of the Lkwungen and WSÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here. <http://camosun.ca/learn/school/indigenous-education-community-connections/about/index.html></i>	Bijan Ahmadi
4:02	CHECK-IN (15 MIN.)	Bijan Ahmadi
4:17	ACCEPTANCE OF AGENDA (2 MIN.)	Bijan Ahmadi
4:19	MINUTES FOR APPROVAL (1 MIN.) For approval: EdCo Meeting Minutes Oct 21, 2020	Bijan Ahmadi
4:20	REPORTS (6 MIN.) Education Council Chair (2 min) VP Education (2 min) Board Member (2 min)	Bijan Ahmadi John Boraas Joanne Cumberland
4:26	COMMITTEE REPORTS (4 MIN.) Education Council Policy and Standards Committee	Peter Moroney
4:30	INTEGRATED CURRICULUM COMMITTEE REPORT (8 MIN.) Regular Curriculum for Approval See ICC Monthly Report Curriculum Under Review See ICC Monthly Report	Connie Klassen



4:38 ITEMS FOR ACTION

Policy maintenance in preparation for implementation of Academic Integrity and Grade Review and Appeals policies, including rescinding Student Appeals policy.

**Peter Moroney/
Rashed Al-Haque**

See [Policy Mapping – Grade Appeals & Conduct Policy vis-à-vis other College Policies](#)

Motion:

That Education Council approves changes to related policies as submitted effective January 1, 2021 to coincide with implementation of the Academic Integrity and Grade Review and Appeals policies.

Moved by:

Seconded by:

PRESENTATION AND DISCUSSION

**4:58 Grade Review and Appeals
Process for Requesting Grade Review and Appeals**

Peter Moroney

See [Grade Review and Appeals](#) | [Supporting Document](#)

5:18 Education Council Academic Appeals Panel

Peter Moroney

See [Terms of Reference](#)

Education Council members interested in participating on the inaugural Academic Appeals Panel beginning January 2021, are invited to contact Peter Moroney at moroney@camosun.ca.

The Panel comprises five standing members, including the VP Education and, normally, two appointed faculty members and two appointed students. The Panel will meet monthly to consider appeals, with additional reading and preparation required outside of meeting times.

5:38 Education Approvals and Quality Assurance Implementation/Resourcing

**John Boraas/
Peter Moroney**

See [Discussion Document](#)

5:53 MEETING ADJOURNED

Bijan Ahmadi

Upcoming Meetings:

Holiday Social
Wednesday, December 16, 2020
3:30–4:00 pm
MS Teams

Regular Meeting
Wednesday, December 16, 2020
4:00 – 6:00 pm
MS Teams



Voting Council Members

1. Andrea Kucherawy, Support Staff
2. Bijan Ahmadi, Faculty
3. Blair Fisher, Faculty
4. Chris Avis, Faculty
5. Debbie Hlady, Administration
6. Disha Khattry (Student)
7. Isabel Grondin, Faculty
8. Janet Danks, Support Staff
9. Jennifer LeVecque, Faculty
10. John Boraas, Administration
11. Mark Fournier, Faculty
12. Puneet Kaur, Student
13. Richard Stride, Administration
14. Robin Fast, Faculty
15. Ruth Lyall, Faculty
16. Ryan Russell, Faculty
17. Scott Harris, Administration
18. Vivian Fayowski, Faculty
19. Student (Vacant)
20. Student (Vacant)

Members (*Quorum = 11*)

Non-Voting Council Members

Sherri Bell, President
Joanne Cumberland, Board of Governors
Connie Klassen, ICC Chair

Peter Moroney, Education Policy & Planning
Melody Foreman, Permanent Secretary
Todd Ormiston, Indigenization Representative

Guests:

Chris Ayles, CCFA President
Rashed Al-Haque, Education Policy Specialist
Sarah McQuillan, Co-op & Internship Coordinator

For Information:

Education Council Executive:

Chair: Bijan Ahmadi, Business, 250-370-4140, ahmadib@camosun.bc.ca

Vice Chair: Andrea Kucherawy, Access, 250-370-3165, KucherawyA@camosun.bc.ca

ICC Chair: Connie Klassen, Sport & Exercise Education, 250-370-4728, klassenc@camosun.bc.ca

VP Education: John Boraas, Office of VP Education, Interurban, 250-370-4543, boraas@camosun.bc.ca

Registrar: Scott Harris, Registrar's Office, Interurban, 250-370-3840, harriss@camoun.bc.ca.ca

EPP Director: Peter Moroney, Office of VP Education, Interurban, 250-370-3249, moroneyp@camosun.bc.ca

Permanent Secretary: Melody Foreman, Office of VP Education, Interurban, 250-370-3037, edapprovals@camosun.bc.ca



Education Council

Ensuring that our students are provided with quality educational experiences

DRAFT Minutes

REGULAR MEETING

Wednesday, October 21, 2020

4:00 – 6:00 pm

Video Conference

Present

Voting Members

- | | |
|---|------------------------------------|
| 1. Andrea Kucherawy, Support Staff (Vice-Chair) | 10. John Boraas, Administration |
| 2. Bijan Ahmadi, Faculty (Chair) | 11. Mark Fournier, Faculty |
| 3. Blair Fisher, Faculty | 12. Puneet Kaur, Student |
| 4. Chris Avis, Faculty | 13. Richard Stride, Administration |
| 5. Debbie Hlady, Administration | 14. Robin Fast, Faculty |
| 6. Disha Khattry (Student) | 15. Ruth Lyall, Faculty |
| 7. Isabel Grondin, Faculty | 16. Ryan Russell, Faculty |
| 8. Janet Danks, Support Staff | 17. Scott Harris, Administration |
| 9. Jennifer LeVecque, Faculty | 18. Vivian Fayowski, Faculty |

Non-Voting Members

- | | |
|---------------------------------------|--|
| Joanne Cumberland, Board of Governors | Peter Moroney, Education Policy & Planning |
| Connie Klassen, ICC Chair | Sherri Bell, President |
| Melody Foreman, Permanent Secretary | Todd Ormiston, Indigenization Representative |

Guests: Rashed Al-Haque, Education Policy Specialist | Sarah McQuillan, Co-op & Internship Coordinator

Regrets/Absent: N/A

ITEM	PRESENTER
<p>A. CALL TO ORDER AND DECLARATION OF QUORUM</p> <p>The regular meeting was called to order at 4:02 pm. Quorum was reached.</p>	Bijan Ahmadi
<p>B. ACKNOWLEDGEMENT OF COAST SALISH TERRITORY</p> <p><i>Camosun College campuses are located on the traditional territories of the Lkwungen and WSÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here. <http://camosun.ca/learn/school/indigenous-education-community-connections/about/index.html></i></p>	Bijan Ahmadi
<p>C. ACCEPTANCE OF AGENDA</p> <p>The October 21, 2020 agenda was approved by unanimous consent.</p>	Bijan Ahmadi

ITEM	PRESENTER
D. MINUTES FOR APPROVAL	Bijan Ahmadi
The minutes for the September 16, 2020 meeting were approved by unanimous consent.	
E. REPORTS	
1. Education Council Chair	Bijan Ahmadi
Bijan Ahmadi welcomed new member Disha Khattry (Student) and guest Sarah McQuillan (Co-op & Internship Coordinator).	
Bijan reported that we have two vacant student positions on Education Council and gave notice of his intention to create an open call for nominations from the student body for the interim position. He will forward the call to the Director of the CCSS and the Registrar's Office in anticipation of attaining a more comprehensive student voice at this table.	
2. VP Education	John Boraas
Program Cancellations	
Sport Management Specialization in the Bachelor of Sport and Fitness Leadership and Certificate in Sport Management Access	
<p>Motion: That Education Council approve and recommend to the Camosun College Board of Governors cancellation of the Sport Management specialization in the Bachelor of Sport and Fitness Leadership and the Certificate in Sport Management Access, which have been restructured into the Bachelor of Sport Management degree program approved by the Ministry of Advanced Education on January 6, 2020.</p> <p style="text-align: right;">Moved by: John Boraas Seconded by: Bijan Ahmadi Motion Carried</p>	
3. Board Member	Joanne Cumberland
Joanne Cumberland reported that the Board met on September 21 and October 13, 2020. At the September 21 meeting, it was noted in the Foundation Board report that the annual revenue for program awards and bursaries was up 80%. The Board also approved the Student Misconduct policy and the College's Five-Year Capital Plan. At the October 13 meeting, Scott Harris presented an enrollment report, which indicated, as expected, lower enrollment due to reduced capacity in Trades & Technology and lower enrollment of International students; however, retention rates have gone up and are higher than the institutional average. In response to the Minister Carol James policy direction for public sector employers freezing compensation for executive level positions across the BC public sector, including executive employees at all post secondary institutions, the Board	

ITEM	PRESENTER
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approved that there will be no compensation increases for the 2020/2021 Employee Performance Year for the President. Finally, Heather Cummings, VP Student Experience, presented “Levelling Up for Student Success.”

F. COMMITTEE REPORTS

Education Council Policy and Standards Committee

Peter Moroney

Peter Moroney reported that the committee met on October 20. The committee will be undertaking a review of the Prior Learning Assessment policy in the winter term. The committee reviewed and discussed strategies for updates to policies related to Student Conduct, Academic Integrity, Grade Review and Appeals, and Education Approvals. The committee also reviewed the new Academic Calendar policy draft and the updated Credentials Standard policy draft, which have presented some challenging issues. We’re striving to achieve clarity around credential completion requirements for everyone involved while accommodating legitimate circumstances which could include student learning pathways that span many years (e.g. students who leave and return after an absence and students who attend part time). We then have to factor in the ability of College to offer courses initially required when the student enrolled in the program and programs that have maximum time limits for completion (e.g. programs tied to accreditation). The committee meets again November 17.

G. INTEGRATED CURRICULUM COMMITTEE REPORT

Connie Klassen

Regular Curriculum for Approval

Whereas: The Integrated Curriculum Committee has reviewed and had consensus to recommend full approval of the following curriculum:

BUSINESS: HOSPITALITY, TOURISM & GOLF MANAGEMENT

[2021F HMG1 IDS3911](#)

[2021F BUS-125 IDS3912 CANCEL](#)

[2021F TMGT-210 IDS3920 CANCEL](#)

[2021F BADM DIP MARK IDS3920 Revision](#)

[2021F BBA MARK IDS3921 Revision](#)

HEALTH & HUMAN SERVICES: CONTINUING CARE

[2021F PNUR IDS3933 Revision TOEFL COVID TEMP](#)

ACCESS: EYĒ? SQĀ’LEWEN

[2021F ICP IDS3922 Revision](#)

ACCESS: MATHEMATICS

[2021F MATH-072 IDS3924 Revision](#)

ITEM	PRESENTER
<p>Motion: That Education Council approves changes to the curriculum as submitted:</p> <p style="text-align: right;">Moved by: Isabel Grondin Seconded by: Scott Harris Motion Carried</p> <p>Curriculum Under Review See ICC Monthly Report</p>	
H. ITEMS FOR PRESENTATION	
<p>Education Approvals</p> <p>Peter Moroney provided an update and information on proposed policy changes to Education Approvals, which will come forward to EdCo at a later date.</p> <p>See Policy Mapping – Education Approvals Policy vis-à-vis other College Policies</p>	Peter Moroney
<p>Grade Appeals & Conduct Policy</p> <p>Rashed Al-Haque walked the committee through proposed editorial changes, which will come forward to EdCo at a later date.</p> <p>See Policy Mapping – Grade Appeals Policy vis-à-vis other College Policies</p>	Rashed Al-Haque
I. ADJOURNMENT	
<p>The meeting adjourned at 4:47 pm.</p>	Bijan Ahmadi



Ensuring that our students are provided with quality educational experiences

EX-250-003-001-002

Wednesday, Oct 14, 2020

Present: Connie Klassen (Chair), Emah Christiansen, Gillyan Haden, Heather delVillano, Ken Kosik, Lynelle Yutani, Mavis Smith, Nasr Khalifa, Peter Moroney, Ruth Lyall, Steven Rumpel, Melody Foreman (Resource)

Guests: Allison Betton, Management and Human Resources Leadership (Chair), Amy Hoggard, Accounting (Chair), Andrea Kucherawy, Access (Curriculum Support), Cindy Bruckel, Trades and Technology (Curriculum Support), Patrick Montgomery, Mathematics (Chair), Richard Stride, Business (Dean), Ros Giles-Pereira, Continuing Care (Chair), Saryta Schaerer, Computer Science (Chair)

CURRICULUM FOR APPROVAL

REGULAR CURRICULUM

Whereas: The Integrated Curriculum Committee has reviewed and had [consensus](#) to recommend full approval of the following curriculum:

TRADES & TECHNOLOGY: COMPUTER SCIENCE

[ICC Feedback IMD](#) ([Web view](#))

[2021S IMD IDS3937 Revision](#)

[2021W COMP-246 IDS3935 Revision](#)

HEALTH & HUMAN SERVICES: CONTINUING CARE

[ICC Feedback HCA-ESL](#) ([Web view](#))

[2020F HCA-ESL IDS3936 Revision](#)

BUSINESS: BBA (ACCT)(HRML)(MARK)

[ICC Feedback BBAs](#) ([Web view](#))

[2021W BBA ACCT IDS3929 Revision](#)

[2021W BBA HRML IDS3930 Revision](#)

[2021W BBA MARK IDS3931 Revision](#)

BUSINESS: HRML

[ICC Feedback BUS 312](#) ([Web view](#))

[2021F BUS-312 IDS3923 Revision](#)

Motion: That Education Council approves changes to the curriculum as submitted:

Moved by:

Seconded by:

APPROVED CATEGORY 3 CURRICULUM CHANGES

Approved Category 3 (Dean Approval) and Category 3 (VP Ed Approval) ([Program Suspensions](#)) curriculum changes are accessible from the [EdCo SharePoint site](#) > [Category 3 Changes Approved](#) for members to review.

POST-EDCO ERROR CORRECTIONS

See [Corrections Post-EdCo](#)

STUDENT CONDUCT AND APPEALS POLICIES – CHANGES FOR INFORMATION AND FOR APPROVAL BY EdCo

NAME OF POLICY	CURRENT ITERATION	PROPOSED CHANGE
FOR INFORMATION		
E-1.1 Academic Progress	<ul style="list-style-type: none"> Links to student conduct and appeals policies at the end of the document On page 1/Scope & Limits section - “Appeals related to academic probation, removal and suspension fall under the Student Appeals policy.” 	<ul style="list-style-type: none"> Remove and update links at the end of the policy document Remove sentence from scope and limits section; student appeals RE: academic progress goes to VP Ed; suspensions are dealt via policy G-1.7 (Board Executive Committee Terms of Reference)
E-1.8 Prior Learning Assessment	<ul style="list-style-type: none"> Link to student appeals policy at the end of the document On page 4 - Section on student appeals talking about student appeals about final grades must refer to appeals policy 	<ul style="list-style-type: none"> Remove and update link at the end of the policy document Update: “Student who wish to appeal decisions regarding final grades must refer to the <i>Grade Review and Appeals</i> policy (see link).”
E-1.5 Grading	<ul style="list-style-type: none"> Links to student conduct and appeals policies at the end of the document On page 5 - #2 Final Grade Appeal section: “Students who wish to appeal decisions regarding final grades must refer to the Student Appeals policy (see link below)” 	<ul style="list-style-type: none"> Remove and update links at the end of the policy document Update: from “Student Appeals policy” to “<i>Grade Review and Appeals policy</i>” in the section on page 5
FOR APPROVAL		
E-2.8 Medical/Compassionate Leave	<ul style="list-style-type: none"> Link to student appeals policy at the end of the document On page 3, section 2 (Appeals): “Appeals to the decision of the Director of Student Services and Registrar may be submitted to the Office of the Vice President Education.” Aboriginal elder as designed as a support 	<ul style="list-style-type: none"> Remove and update link at the end of the policy document Update the title of the “Director Student Services & Registrar” to just “Registrar” Change section title from “Appeals” to “Special Considerations” Change aboriginal elder to “Indigenous Elder as designated by Eyē? Sqā'lewen”
E-2.4 Student Appeals	<ul style="list-style-type: none"> Policy is an interim version that addresses academic integrity and grade appeals. This was updated in the fall. 	<ul style="list-style-type: none"> Rescind this policy

POLICY TITLE	Medical/Compassionate Withdrawals
POLICY NUMBER	E-2.8
APPROVAL DATE	June 16, 2014
APPROVAL BODY	Education Council
REPLACES (IF APPLICABLE)	N/A
LAST UPDATE OR AMENDMENT OR REVIEW DATE	N/A
NEXT REVIEW DATE	
HOLDER	VP Education
RESPONSIBLE OPERATIONAL LEADER	Registrar
SUPPORTING DOCUMENTS	N/A

MEDICAL/COMPASSIONATE WITHDRAWALS

PURPOSE AND RATIONALE

The purpose of this policy is to recognize circumstances under which students are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances - such as death in the immediate family, a student's sudden illness or accident, health or mental health issues. This policy provides the option for a student to request a medical/compassionate withdrawal and fee refund under exceptional circumstances.

POLICY APPLICATION AND SCOPE

This policy applies to all students enrolled in graded courses and programs offered by Camosun College.

DEFINITIONS

1. Health Care Provider: For the purposes of medical or compassionate withdrawals, health care providers are normally defined as:

- a. Physician (GP or medical specialist)
- b. Nurse Practitioner
- c. Psychiatrist
- d. Psychologist
- e. Counsellor
- f. **Aboriginal-Indigenous** Elder, as designated by **Eyē? Sqâ'lewen**

PRINCIPLES

1. The College recognizes that serious medical/compassionate/mental health matters may arise for students that prevent them from successfully continuing their studies.
2. Medical or compassionate withdrawals are approved at the discretion of the **Office of the Director, Student Services and Registrar**.
3. Medical or compassionate withdrawal requests will normally only be considered prior to the last day of instructional activity of the term, semester, or quarter.
4. The College recognizes that financial hardship can sometimes arise as a result of medical/compassionate circumstances.

GUIDELINES

1. Process

- a. Students withdrawing due to exceptional medical/compassionate circumstances after the fee deadline and prior to the last day to drop classes without an academic penalty (typically 66% of the course length) must submit a completed medical/compassionate withdrawal form to the **Office of the Director, Student Services and Registrar** if they are seeking tuition refund.
- b. Between the last day to drop classes without an academic penalty (typically 66% of the course length) and prior to the last day of instructional activity of the term, semester, or quarter in which **he/she is they are** enrolled, a student must submit a completed medical/compassionate withdrawal form to the **Office of the Director, Student Services & Registrar** in order to withdraw without academic penalty.
- c. Requests will be considered within three weeks of submission.
- d. Refunds will be provided as follows:
 - i. Students withdrawing after the fee deadline and prior to the last day to drop classes without an academic penalty (typically 66% of the course length) will have 100% of their tuition fees, less registration deposit (domestic students) or tuition deposit (international students) refunded.
 - ii. Refunds will not be provided beyond the last day to withdraw without an academic penalty (typically 66% of the course length).

2. ~~Appeals~~ Special Considerations

- a. Students who have been incapacitated to the extent that they could not submit their request for a medical/compassionate withdrawal prior to the last day of the

term, semester, or quarter, ~~may appeal to Director of Student Services and Registrar for special consideration~~ **may make a request to the Office of the Registrar for consideration of the student's circumstances.** Requests for special consideration must be accompanied by confirmation from an appropriate health-care provider (as identified above) who has had a therapeutic relationship with the student of a duration sufficient to support the appeal and can confirm that the student was incapable of taking the necessary steps to submit their request for a medical/compassionate withdrawal prior to the end of the term, semester or quarter.

- b. Appeals to the decision of the ~~Director of Student Services &~~ **Office of the Registrar** may be submitted to the Office of the Vice-President Education.

LINKS TO RELATED CAMOSUN POLICIES AND DOCUMENTS

- [E-2.2 Course Withdrawals](#)
- ~~[E-2.4 Student Appeals](#)~~
- [E-1.1 Academic Progress](#)
- [Medical/Compassionate Withdrawal Form](#)

POLICY TITLE	Grade Review and Appeals
POLICY NUMBER	E-1.14
APPROVAL DATE	May 20, 2020
EFFECTIVE DATE	January 1, 2021
APPROVAL BODY	Education Council
REPLACES (IF APPLICABLE)	Student Appeals Policy
LAST AMENDMENT DATE	N/A
NEXT REVIEW DATE	2025
POLICY HOLDER	VP Education
RESPONSIBLE OPERATIONAL LEADER	Dean/Director/Registrar
SUPPORTING DOCUMENTS	E-1.14.1 Process for Requesting Grade Review and Appeals E-1.14.2 Standards for Records Management – Grade Review and Appeals E-1.14.3 Supporting Document – Final Grade Review Request to Dean/Director Form E-1.14.4 Supporting Document – Grade Appeals Form to EdCo’s Academic Appeals Panel Form

GRADE REVIEW AND APPEALS

PURPOSE

The purpose of this policy is to provide information, responsibilities, and processes for students who wish to request a review of term work, request a final grade review, or appeal a final grade. It also informs instructors, department Chairs/Program Leaders, and College administrators of their responsibilities in the process.

POLICY APPLICATION, SCOPE, AND LIMITS

This policy applies to all students (learners) enrolled in Camosun College courses and programs. This policy does not address issues of academic integrity or student behavioural conduct. This policy also does not address student complaints concerning teaching and learning. For a concern or complaint about teaching and learning, please review the [Student Complaints Process](#).

DEFINITIONS

- Dean/Director:** In the context of this policy, the principal academic and/or administrative officer at the College, who is responsible for the management of the Request for Grade Review and Appeals policy and procedures, requirements, and/or standards. A Dean/Director may designate

someone within their portfolio to oversee the procedures, requirements, and/or standards outlined in this policy. The Dean/Director may have an informal conversation with those who are impacted by this policy.

2. **Designate:** Refers to the individual who has been formally delegated authority to act on behalf of an academic and/or administrative officer at the College, at such times when they are unavailable to attend to time-sensitive matters as it related to the College's processes.
3. **Evaluation:** A course assignment or activity for which a grade is assigned. It may include, but is not limited, to tests, quizzes, papers, presentations, practicums, skills demonstration, and exams.
4. **Extenuating Circumstance:** An extenuating circumstance is a situation or condition, including a medical condition that is beyond the student's control and that has a direct and substantial impact on the student's ability to meet essential academic requirements and/or standards.
5. **Final Grade Appeal:** A formal review of the total grade received for all course evaluations, initiated by a student within ***five (5) business days*** of the official final grade being posted. A final grade appeal begins with the student discussing the appeal with the instructor (or Chair/Program Leader if the instructor is unavailable). To appeal a final grade, a student must show how their appeal meets one of the stated grounds for appeal (please see *Supporting Document – Process for Requesting Grade Review and Appeals* for the detailed process).
6. **Grade Review:** The reconsideration of a graded evaluation.
7. **Instructor:** Any individual who is employed by the College to teach a College course or program.
8. **Ombudsperson:** an impartial, independent office which provides a safe, confidential place for students to discuss concerns, complaints and disputes, and to consider options. The Ombudsperson is an advocate for fairness and equity, rather than an advocate for a particular person or outcome.
9. **Term Work:** All constituent evaluations that are used to calculate the final grade.

PRINCIPLES

1. The College recognizes the right and responsibility of its instructors to evaluate student performance in a reasonable and fair manner in accordance with the [College's policies](#).
2. The College encourages open communication between instructors and students to resolve a concern arising from a graded evaluation, with involvement from a Chair/Program Leader where

appropriate. The College is committed to the provision of a fair and timely process for requests for grade reviews or appeals. **Concerns about grades should be addressed and resolved as they arise and as early as possible.**

3. Students are entitled to seek out available and appropriate student services, assistance, and support as they go through processes outlined under the Grade Review and Appeals policy. During meetings with instructors, Chairs, and/or Program Leaders, students are entitled to bring an appropriate [support person](#) with them. Please visit [Services for Students](#) to better understand how the College supports students.
4. Instructors have a responsibility to inform students of the Grade Review and Appeals policy.
5. Instructors are entitled to seek out support from the College to help them through the process of requests for grade reviews or appeals.
6. The College recognizes that students may experience pre-existing extenuating circumstances that may negatively impact a student's ability to perform well on an academic evaluation. In such cases, where possible, students have a responsibility to inform the instructor of their extenuating circumstance prior to undertaking the evaluation. This will enable students and instructors to explore alternatives to assess the student's academic learning. Students cannot claim to have an extenuating circumstance after receiving a grade on a completed evaluation, where that circumstance was pre-existing. Any considerations sought after a grade has been assigned must be sought after through compassionate grounds (please see *Supporting Document – Process for Requesting Grade Review and Appeals* for the detailed process).
7. **Human rights expertise will be sought to inform decisions and outcomes if a student's request for a final grade review and appeal involves concerns related to human rights.**
- ~~7.~~
8. The outcome of a review of grades and decisions made by College employees on requests for grade reviews or appeals will be documented.
9. For the purposes of credentialing, pre-requisites, and transcripts, the grade posted to CamLink will be the final grade until a final grade appeal is processed. Students will be allowed to continue with a course or practicum if a final grade appeal is being processed for a course that is a prerequisite to a subsequent course or practicum. If the student is unsuccessful with their review for review or appeal, the student may be withdrawn from the course or practicum.
10. Students may withdraw their request for review or appeal at any stage of the process. If the student withdraws the appeal, the matter will be considered closed and no further appeal will be permitted with respect to the same grade.

- 11. Final grade changes by College administration should only occur if all approaches to address the grade review process have been exhausted. The instructor or other subject matter experts will be consulted if a grade change is under consideration.** A review or appeal of evaluations and/or a final grade may result in the grade either increasing, decreasing, or remaining the same.

- 12.** All parties must conduct themselves through the process outlined in this policy with mutual respect in accordance with relevant policies at Camosun.

RELATED LEGISLATED REFERENCES

- [British Columbia College and Institute Act](#)

LINKS TO RELATED CAMOSUN POLICIES, DOCUMENTS, AND/OR WEBSITES

- [E-1.5 Grading Policy](#)
- [E-1.6 Educational Approvals Policy](#)
- [Guidelines: Camosun College Support Person](#)
- [Services for Student](#)
- Terms of Reference: Education Council Academic Appeals [Panel](#)

DOCUMENT TITLE	Process for Requesting Grade Review and Appeals
DOCUMENT NUMBER	E-1.14.1
NAME OF POLICY THE DOCUMENT SUPPORTS	Grade Review and Appeals
TYPE OF DOCUMENT	Process Document
APPROVAL DATE	May 20, 2020
REPLACES (IF APPLICABLE)	Student Appeals Policy
LAST UPDATE OR AMENDMENT OR REVIEW DATE	N/A
HOLDER	VP Education
RESPONSIBLE OPERATIONAL LEADER	Dean/Director/Registrar

PROCESS FOR REQUESTING GRADE REVIEW AND APPEALS

PURPOSE

The purpose of this document is to outline the processes of requesting a review of an evaluation, requesting a review of final course grades, and requesting a final grade appeal to Education Council’s Academic Appeals Panel. **The process for requesting a grade review and appeal must conform with the principles outlined in policy E-2.11 Grade Review and Appeals.**

PROCESS FOR REQUESTING GRADE REVIEW AND APPEALS

Students are encouraged to learn about the Grade Review and Appeals policy, its process, and their responsibility related to it from Camosun College employees, including instructors, [the Ombudsperson](#), and/or [Camosun College Student Society](#). Students are encouraged to seek support from College resources - visit [Services for Students](#) to better understand how the College supports students.

Students are encouraged to discuss their evaluations and grades with instructors as soon as they have concerns, including those of a compassionate nature, whereby a student seeking a review has experienced significant unusual or unexpected hardship immediately prior to completing the evaluation.

Students seeking a review of an evaluation with their instructor must do so soon after being assigned a grade and strive to seek a mutually agreeable resolution of the student’s concern. Instructors and/or students are welcome to consult with the Chair/Program Leader about term work grades. The Chair’s/Program Leader’s role is to ensure that educational standards are followed. Chairs/Program Leaders may report concerns to Dean/Directors.

For term work, the final decision to revise a graded evaluation remains with the instructor. The instructor may choose to consider a range of remedies to address a student’s request to re-evaluate term work.

The outcome of a student's request to review term work must be documented by the instructor and/or Chair/Program Leader and kept on file with the instructor and the Chair/Program Leader.

For review of final course grades, the following procedure must be followed.

PROCESS: REQUESTS TO REVIEW FINAL COURSE GRADES

A student's request to review final course grades and the outcome of the request must be documented by the instructor and/or Chair/Program Leader and kept on file with the instructor and the Dean's office.

If students have questions about the process to review a final course grade, they are encouraged to seek information and clarification from the School through which the course is offered.

STAGE 1: PROCESS FOR REQUESTING A REVIEW OF FINAL COURSE GRADE WITH THE INSTRUCTOR

A formal request to review a final course grade begins with a conversation between the student and their instructor. The student must request their instructor review a final course grade within **five (5) business days** of the final grade being posted on CamLink. The review of the final course grade can only be based on the following grounds:

- a. An Education/Academic policy was contravened that negatively impacted the student's learning and final grade;
- b. Calculation error in summing up the marks for an evaluation and/or when a grade is recorded incorrectly;
- c. Error in the assigned course evaluation(s);
- d. Unfairness in applying grading criteria.

The instructor may choose to consider a range of remedies to address a student's request to review the final course grade.

Normally, term work that has already been re-evaluated ~~normally once~~ will not be re-evaluated again for the purposes of a final grade review.

STAGE 2: REVIEW OF FINAL COURSE GRADE WITH THE CHAIR/PROGRAM LEADER

If in Stage 1, the instructor is not in agreement with the student to review a final grade or is unavailable to review a final grade, then the next step for the student is to take their request for review to the Chair/Program Leader. Requests for review by a Chair/Program Leader must take place within **five (5) business days** of an instructor's decision from Stage 1 or within **five (5) business days** of receiving the grade if the instructor is unable or unavailable to review the final grade.

The Chair/Program Leader shall review the request and address the matter within **five (5) business days** of receiving the request, in an effort to arrive at an outcome that is agreeable to all parties. Involvement from the Chair/Program Leader will likely involve communicating with both the instructor and the student.

The Chair/Program Leader, in collaboration with the instructor, can recommend a remedy from a range of options to address a student's request to review the final course grade. The grade determined through the involvement of the Chair, instructor, and student shall be recorded as the final official grade.

At this stage, the option to provide the student with an alternative remedy and decision to change a final course grade remains with the instructor. The Chair's/Program Leader's role is to ensure that College policy and due process is followed. Chairs/Program Leaders may report concerns to Dean/Directors.

Only in the absence of an instructor may a Chair/Program Leader make a decision to change the final course grade.

STAGE 3: PROCESS FOR REQUESTING A REVIEW OF FINAL COURSE GRADE WITH THE DEAN/DIRECTOR

If Stage 2 does not lead to an outcome that is acceptable to the student, the student may request the Dean/Director to engage in a review of the final course grade.

Requests to review the final course grade must be made within **five (5) business days** of receiving an outcome from the instructor, after the involvement of the Chair/Program Leader from Stage 2. Requests are made to the Dean/Director of the School/department in which the course is offered. The student must express their request for review in writing and provide all of the following information (see *Supporting Document – Final Grade Review Request to Dean/Director Form*):

- a. The decision which is being asked to be reviewed by the Dean/Director;
- b. The ground(s) upon which the student is seeking a review of the final course grade;
- c. The reasons why the student believes they meet the ground(s) selected;
- d. The outcome which the student is seeking;
- e. Any and all documentation that is relevant to the student's appeal case, including completed and marked term work.

Upon receipt of the student's request for review, the Dean/Director will connect with the instructor and Chair/Program Leader to request all related information.

The Dean/Director will review whether the student has grounds for a review of a final course grade.

The Dean/Director may decide not to proceed with the request for review if it is clear that there are no grounds for review, as prescribed by this policy.

The Dean/Director will review the process followed and either uphold the instructor's outcome or issue a new outcome. The Dean/Director may consult with the student, instructor, and/or Chair/Program Leader to inform their decision.

The Dean/Director may choose from a range of remedies to address a student's request to review the final course grade and issue a new outcome. If the student chooses to not accept the Dean/Director's remedy, then the student's final course grade will not be changed.

A final grade change by the Dean/Director will only occur if all approaches from the previous Stages have been exhausted. If decision to change a student's final course grade includes consideration of course subject matter, the Dean/Director will consult with the instructor or, if necessary, other subject matter experts to inform the Dean/Director's decision.

The Dean/Director has **five (5) business days** from receiving the request to review the final course grade from the student to issue a response. Upon issuing a response, the Dean/Director has **ten (10) business days** to issue a final decision. The Dean/Director will communicate the final decision to the student, faculty instructor, and Chair/Program Leader with the final decision and a rationale for the grounds of the decision.

PROCESS: FINAL GRADE APPEALS TO EDUCATION COUNCIL'S ACADEMIC APPEALS PANEL

A student may appeal the Dean's/Director's outcome to Education Council's Academic Appeals Panel within **five (5) business days** of receiving the final decision from the Dean/Director. The student must request an appeal in writing and provide all the following information (see *Supporting Document – Grade Appeals Form to EdCo's Academic Appeals Panel*) in support of the appeal:

- a. The decision which is being appealed;
- b. The ground(s) for appeal;
- c. The reasons why the student believes the appeal should be allowed;
- d. The outcome which the student is seeking and why; and
- e. Any and all documentation that is relevant to the student's appeal case, including completed and marked term work.

The grounds on which a student may appeal a Dean's/Director's decision are:

- a. College policy was contravened that negatively impacted the student's learning and final grade;
- b. The process outlined in the Grade Review and Appeals policy was not followed.

The Academic Appeals Panel has discretion over whether or not an appeal is considered and/or granted.

If the nature of the final grade appeal contains concerns related to human rights, then the Panel will seek human rights expertise.

The Panel's findings may uphold the Dean's/Director's decision or the findings may result in the Vice-President Education issuing a new and final outcome.

No further appeals are allowed.

The Vice-President Education Office will, in a reasonable timeframe, communicate the final decision to the student, faculty instructor, Chair, and Dean/Director, along with a rationale for the grounds of the decision.

RELATED LEGISLATED REFERENCES

- [British Columbia College and Institute Act](#)

LINKS TO RELATED CAMOSUN POLICIES, DOCUMENTS, AND/OR WEBSITES

- [E-1.5 Grading Policy](#)
- [E-1.6 Educational Approvals Policy](#)
- [Guidelines: Camosun College Support Person](#)
- [Services for Student](#)
- Terms of Reference: Education Council Academic Appeals Panel
- Camosun College Glossary of Terms

DOCUMENT TITLE	Terms of Reference: Education Council Academic Appeals Panel
DOCUMENT NUMBER	
NAME OF POLICY THE DOCUMENT SUPPORTS	Academic Integrity and Grade Review and Appeals
TYPE OF DOCUMENT	Terms of Reference
APPROVAL DATE	June 24, 2020
REPLACES (IF APPLICABLE)	N/A
LAST UPDATE OR AMENDMENT OR REVIEW DATE	N/A
POLICY HOLDER	VP Education
RESPONSIBLE OPERATIONAL LEADER	VP Education

TERMS OF REFERENCE: EDUCATION COUNCIL ACADEMIC APPEALS PANEL

TERMS OF REFERENCE

Education Council’s Academic Appeals Panel (known also as “the Panel”) deliberates on appeals cases regarding academic integrity and final grade appeals, as per the Academic Integrity and Grade Review and Appeals policies, respectively.

ROLE

The Academic Appeals Panel is the final body to which a student may appeal the decision of a Dean/Director/designate in matters related to academic integrity and final grade appeals.

If the Academic Appeals Panel determines that the student’s grounds for appeal have merit, the Academic Appeals Panel investigates the appeal and presents findings, which may result in upholding the Dean’s/Director’s decision or may result in the Vice-President Education issuing a new and final outcome. Once a final outcome has been established, the issue will be deemed resolved.

APPOINTMENT AND MEMBERSHIP

Appointment to the Academic Appeals Panel will be made upon the nomination of Education Council Executive. Education Council will approve the nomination of the panelists.

Education Council will establish a list of volunteers who wish to be Panel members. The list of volunteers may include potential panelists from both within and outside of Education Council.

The Panel shall be comprised of **five (5)** standing members. Panel membership will take into consideration representation of diverse perspectives when making appointments.

The Panel will be comprised of:

- The Vice-President Education (or their designate) will act as the Chair;
- **Two (2)** appointed College faculty members;
- **Two (2)** appointed students, in good academic standing. In the event that two students cannot be available, the Panel may continue its function by substituting one student with an additional College faculty member.

TERM

Appointed panel members shall normally serve terms of two years. Each initial term is renewable for a maximum of two additional terms. Membership terms will overlap to ensure continuity. The Vice-President Education will be a permanent continuing member of the Panel.

PANEL OPERATION

The Academic Appeals Panel will generally meet once a month to review appeal cases. Depending on the volume of appeals, the Panel may meet more or less frequently.

Panel members will be expected to attend all meetings, including carry-over meetings intended to process a higher-than-normal volume of appeals.

A Panel member may recuse themselves, on a case-by-case basis, for special circumstances. In such instances, the Chair of Education Council may appoint another volunteer panelist as a replacement.

Administrative support will be provided to the Academic Appeals Panel.

Prior to the meeting, an agenda will be circulated to all Panel members.

The Panel members will have access to all documentation and information presented by the student, instructor, Dean/Director/Designate and/or the Vice-President Education that is relevant to the appeal.

The Panel deliberations are confidential. The written record of decisions from the Panel is the official record.

Documentation and information will be distributed in accordance with respect to privacy and confidentiality, to ensure compliance with the College Protection of Privacy Policy (O-6.1), Records Management Policy (O-6.2), and Records Management Procedures Manual (O-6.2.1).

The Panel's findings may lead to a suspension for breach of the Academic Integrity policy. Vice-President Education recommendations of suspension are referred to the College President. If the President approves a suspension from the College, the student has a right to appeal to the Board of Governors as per the [British Columbia College and Institute Act](#) and [Policy G-1.7](#).

The Panel's findings may lead to a loss of College credit/award for breach of the Academic Integrity policy. Findings that lead to a loss of College credit/award are appealable to the College President.

Once a decision has been made, the Vice-President Education's Office will confirm and communicate the decision via a letter sent to the student, the Dean(s) of the school(s), and the instructor(s). Notice will be sent to the Office of the Registrar, where documentation from the panel's proceedings will be kept. A copy of the decision will also be kept with the Vice-President Education's Office.

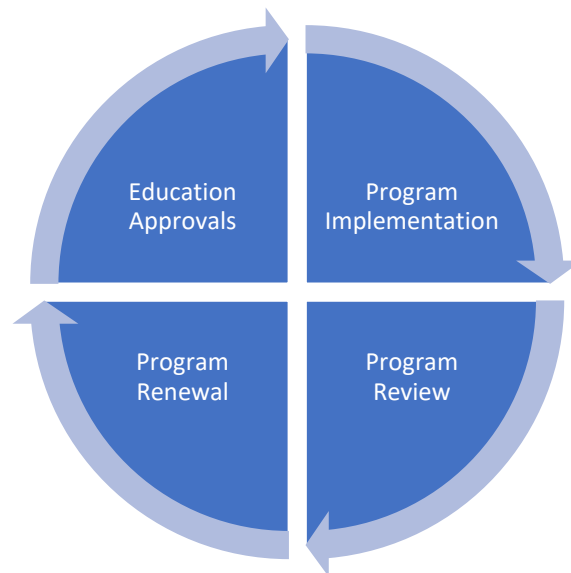
LINK TO SUPPORTING DOCUMENTS, FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

- Academic Integrity Policy
- Grade Review and Appeals Policy
- Supporting Document – Process for Documenting and Addressing Academic Dishonesty
- Supporting Document – Process for Grade Review and Appeals Processes
- [Camosun College Protection of Privacy Policy \(O-6.1\)](#)
- [Records Management Policy \(O-6.2\)](#)
- [Records Management Procedures Manual \(O-6.2.1\)](#)

Quality Assurance and Education Approvals at Camosun College

Over the past two years, extensive consultation regarding the College’s Education Approvals process has occurred. The intention has been to create a process which invests in a supportive front-end focused experience for those developing new courses or programs, and to ensure the College’s strategic directions and resources are considered appropriately.

Over the same period, Camosun participated in the provincial Quality Assurance Process Audit. This process led to Camosun’s commitment to a framework of program reviews that far exceeds our previous frequency and depth of program review. This quality assurance framework brings us into step with peer institutions and Ministry expectations, and creates the environment for continuous quality improvement.



To implement these two initiatives, we are beginning the process of sharing the response being planned to accomplish these goals and identify the resources intended.

Expanded Program Review Model

Camosun’s new Program Quality Assurance Framework calls for an annual review of all programs. This will occur with a suite of data sets (quantitative and qualitative) that will be reviewed by the program and Dean with sign-off at the Dean’s level. If appropriate, the sign-off will include the identification of the need for further review at a more robust level. These determinations will be made by the Dean in consultation with the Program Chair and Vice President Education as appropriate.

Where issues or opportunities are identified, CETL will be engaged for further investigation, data gathering, research, or other methodologies. This program review and renewal process is intended to lead to tangible outcomes through the program renewal process, ultimately resulting in program and course revisions through the education approvals process.

Based on a five to seven year schedule, all programs must complete an in-depth review, which is a fulsome and complete review centred around a Self-Study Report. The Dean and Vice President Education will sign off on the self-study. This will be followed by a new process whereby programs will participate in an external peer and academic review process. An External Review Committee, generally consisting of two to three external “experts” will be brought together with the advice of Program Faculty and the Dean. This will be coordinated by the Education Policy and Planning department and will be intended to provide an external perspective on our program quality and to identify if there are elements we should consider in upcoming reviews. Endorsement by the External Review Committee will lead to the development of an action plan and reporting out.

The results of the in-depth review will be considered by the School’s leadership group, and recommendations for change will go to the Education Leadership team and be signed off by the Vice-President, Education. Each recommendation will be identified as endorsed or declined for implementation, along with supporting rationale. CETL would be engaged in supporting the School through implementation via program renewal.

An annual review may result in a recommendation by the Dean to proceed to an off-cycle in-depth review in conjunction with the curriculum development and program renewal process.

Education Approvals

Programs moving through Education Approvals either as new, or for significant revision, will prepare a concept proposal and receive initial support from the School Curriculum Committee to enter the approval process. The concept proposal is then reviewed by the Education Leadership Team. To ensure transparency and a supportive model, the Chair of Education Council and the Chair of the ICC would join ELT to take part in the concept review. This review will include a review of the potential sustainability of the program and a preliminary identification of anticipated costs (space, staffing, equipment, etc.) This will result in support being provided to navigate the approvals process, and to pursue further consultations as appropriate. During the development phase, the program submission would be developed further with the support and guidance of the College’s teaching and learning services, administrative units, and the School’s own Curriculum Committee. Education Council will receive a report from each School Curriculum Committee confirming any new or significantly changed programs and identifying the nature of changes and/or the nature of the new programming.

When sufficiently prepared, proposals will be reviewed by the Integrated Curriculum Committee for endorsement before moving to Education Council. One critique of our previous model is that advice could vary from SCC to ICC to Education Council. To provide “wrap around” support of the curriculum and the developer, each SCC will have one representative on ICC and the ICC will have a non-voting representative on Education Council. The intention is to be sure advice is consistent and that members of SCC, ICC, and Education Council understand the responsibility to provide transparency and consistency to the developer.

Once ICC makes a recommendation to Education Council for approval, the Council reviews the recommendation and votes to endorse the submission or have it returned for further work. If our work

has been consistent, the latter result should be extremely rare. Communication regarding Education Council approvals would be communicated through an Education Council communications plan.

The Education Approvals process will be supported by the new Curriculog software system. Participants in the development, review, or approval of proposals will be expected to use Curriculog, though it will not necessarily replace “offline” activities that occur as part of the Education Approvals process (e.g., regular meetings, informal consultations)

Resourcing (subject to budgets returning to normal state)

As is obvious, these plans represent a significant amount of work, and the following resource allocations will be made to facilitate planning for our new process to be in place for September 2021.

Role: Lead, Quality Assurance Process

Assigned to: Education Policy and Planning

Key responsibilities: providing management-level direction, coordination and oversight, reporting to government for the College’s educational quality assurance processes related to program review and education approvals.

Start date: March/April 2021

Role: Lead, Program Review and Renewal

Assigned to: CETL

Key responsibilities: providing management-level direction, coordination and oversight to review and renewal, ensuring effective timing, scheduling and implementation of review in response to identified priorities.

Start date: March/April 2021

Role: 0.25 release time in each School (Access, Arts and Science, Business, CSEE, HHS, Trades and Technology) to act as faculty curriculum lead.

Key responsibilities: providing peer expertise and support to faculty/School in preparation of submissions, navigation of consultation and approvals processes, and to participate on SCC and ICC.

Start date: September 2021