



## AGENDA

Regular Meeting

Wednesday, December 16, 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. &lt;<a href="http://camosun.ca/learn/school/indigenous-education-community-connections/about/index.html">http://camosun.ca/learn/school/indigenous-education-community-connections/about/index.html</a>&gt;</i>	Bijan Ahmadi
4:02	CHECK-IN (15 MIN.)	Bijan Ahmadi
4:17	SPECIAL PRESENTATION  See <a href="#">Update for Education Council (December 2020)</a>	John Boraas
4:27	ACCEPTANCE OF AGENDA (2 MIN.)	Bijan Ahmadi
4:29	MINUTES FOR APPROVAL (1 MIN.)  For approval: <a href="#">EdCo Meeting Minutes November 18, 2020</a>	Bijan Ahmadi
4:30	REPORTS (6 MIN.)  Education Council Chair (2 min)  VP Education (2 min)  Board Member (2 min)	Bijan Ahmadi  John Boraas  Joanne Cumberland
4:36	COMMITTEE REPORTS (4 MIN.)  Education Council Policy and Standards Committee	Peter Moroney
4:40	INTEGRATED CURRICULUM COMMITTEE REPORT (8 MIN.)  Regular Curriculum for Approval  See <a href="#">ICC Monthly Report</a>	Connie Klassen

## ITEMS FOR ACTION

<b>4:48</b>	<b>Medical Compassionate Withdrawal</b>	<b>Peter Moroney/ Rashed Al-Haque</b>
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See [Medical Compassionate Withdrawal Policy](#)

**Motion:**

That Education Council approves changes to the Medical Compassionate Withdrawal Policy.

**Moved by:**  
**Seconded by:**

<b>5:08</b>	<b>Grade Review and Appeals</b>	<b>Peter Moroney/ Rashed Al-Haque</b>
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See [Grade Review and Appeals Policy](#) | [Supporting Document](#)

**Motion:**

That Education Council approves changes to the Grade Review and Appeals Policy.

**Moved by:**  
**Seconded by:**

## PRESENTATION AND DISCUSSION

<b>5:28</b>	<b>Moving “E-2.4.3 Appeal of Suspension from College Process” from one policy supporting document to another</b>	<b>Peter Moroney/ Rashed Al-Haque</b>
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See [Policy Mapping Document](#)

<b>5:48</b>	<b>MEETING ADJOURNED</b>	<b>Bijan Ahmadi</b>
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**Upcoming Meetings:**

Regular Meeting  
 Wednesday, January 20, 2020  
 4:00 – 6:00 pm  
 MS Teams

**Voting Council Members**

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1. Andrea Kucherawy, Support Staff</li> <li>2. Bijan Ahmadi, Faculty</li> <li>3. Blair Fisher, Faculty</li> <li>4. Chris Avis, Faculty</li> <li>5. Debbie Hlady, Administration</li> <li>6. Disha Khattry (Student)</li> <li>7. Isabel Grondin, Faculty</li> <li>8. Janet Danks, Support Staff</li> </ol> | <ol style="list-style-type: none"> <li>9. Jennifer LeVecque, Faculty</li> <li>10. John Boraas, Administration</li> <li>11. Mark Fournier, Faculty</li> <li>12. Puneet Kaur, Student</li> <li>13. Richard Stride, Administration</li> <li>14. Robin Fast, Faculty</li> <li>15. Ruth Lyall, Faculty</li> <li>16. Ryan Russell, Faculty</li> </ol> |
|--|---|



- 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:**

- 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](mailto:ahmadib@camosun.bc.ca)
- Vice Chair:** Andrea Kucherawy, Access, 250-370-3165, [KucherawyA@camosun.bc.ca](mailto:KucherawyA@camosun.bc.ca)
- ICC Chair:** Connie Klassen, Sport & Exercise Education, 250-370-4728, [klassenc@camosun.bc.ca](mailto:klassenc@camosun.bc.ca)
- VP Education:** John Boraas, Office of VP Education, Interurban, 250-370-4543, [boraas@camosun.bc.ca](mailto:boraas@camosun.bc.ca)
- Registrar:** Scott Harris, Registrar's Office, Interurban, 250-370-3840, [harriss@camoun.bc.ca.ca](mailto:harriss@camoun.bc.ca.ca)
- EPP Director:** Peter Moroney, Office of VP Education, 250-370-3249, [moroneyp@camosun.bc.ca](mailto:moroneyp@camosun.bc.ca)
- Permanent Secretary:** Melody Foreman, Office of VP Education, 250-370-3037, [edapprovals@camosun.bc.ca](mailto:edapprovals@camosun.bc.ca)

## **Update for Education Council (December 2020)**

As I did at the beginning of the fall semester, I'm providing an update to minor changes being put in place as a result of COVID19 and changed delivery models, primarily the continued move to on-line learning. I will ask the Deans responsible to be available during the EDCO meeting in the event there are any changes.

### **Health & Human Services**

#### **NUR 183 (CPE 3) in Practical Nursing**

Instead of face-to-face practicum, students will engage in alternate activities to meet learning outcomes and entry-level competencies –this is from January 4 – January 22, 2021. This is occurring because we have been unable to secure community placements during the COVID pandemic and also to ensure student safety. We have consulted with the BCCNM and MAEST and have their support to use a principle-based approach with our delivery to ensure we maintain a high standard of education to support students to meet outcomes, rather than get stuck on the required hours.

#### **MRAD 148 Clinical Preparation 2**

This will need to run as an independent self study module for the next two MRAD cohorts in Winter 2021 & in Fall 2021. Due to the nature of the MRAD program re-mapping for COVID-19, students meet some, but not all of the outcomes for MRAD 148 out of sequence. Using an independent self study module acknowledges student accomplishment and ensures they will still meet their program graduation outcomes, accreditation criteria, and professional certification requirements. We have verified there is no negative effect on Student Financial Aid.



# Education Council

Ensuring that our students are provided with quality educational experiences

## DRAFT Minutes

### REGULAR MEETING

Wednesday, November 18, 2020

4:00 – 6:00 pm

Video Conference

#### Present

##### *Voting Members*

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

##### *Non-Voting Members*

- |                                       |  |
|---------------------------------------|--|
| Joanne Cumberland, Board of Governors | Peter Moroney, Education Policy & Planning |
| Melody Foreman, Permanent Secretary   | Sherri Bell, President                     |

#### Guests:

Chris Ayles, CCFA President, Heather Cummings, VP Student Experience, Rashed Al-Haque, Education Policy Specialist, Sarah McQuillan, Co-op & Internship Coordinator

#### Regrets/Absent:

Connie Klassen, ICC Chair, Scott Harris, Administration, Isabel Grondin, Faculty, Todd Ormiston, Indigenization Representative

ITEM	PRESENTER
<b>A. CALL TO ORDER AND DECLARATION OF QUORUM</b> The regular meeting was called to order at 4:03 pm. Quorum was reached.	<b>Bijan Ahmadi</b>
<b>B. ACKNOWLEDGEMENT OF COAST SALISH TERRITORY</b> <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. &lt;<a href="http://camosun.ca/learn/school/indigenous-education-community-connections/about/index.html">http://camosun.ca/learn/school/indigenous-education-community-connections/about/index.html</a>&gt;</i>	<b>Bijan Ahmadi</b>

ITEM	PRESENTER
<b>C. CHECK-IN</b>	
<p>Chris Avis suggested that the College consider implementing a Fall Reading Break, particularly if classes are to continue being taught virtually next Fall as it is evident that there are a proportion of students suffering a higher degree of fatigue and burn-out than in normal times. John Boraas will take the issue to the Educational Leadership Team for consideration. Members also expressed how thrilled they are with the new logo, which celebrates Indigenous name origins, unveiled to celebrate Camosun's 50th anniversary in 2021.</p>	
<b>D. ACCEPTANCE OF AGENDA</b>	Bijan Ahmadi
<p>The agenda for <a href="#">November 18, 2020</a> was approved by unanimous consent.</p>	
<b>E. MINUTES FOR APPROVAL</b>	Bijan Ahmadi
<p>The minutes for the <a href="#">October 21, 2020</a> meeting were approved by unanimous consent.</p>	
<b>F. REPORTS</b>	
<b>1. Education Council Chair</b>	Bijan Ahmadi
<p>Bijan Ahmadi announced that we would hold the Dec 16 holiday social virtually and invited members to join him. The Academic Governance Council met on November 18. Bijan added that he is appreciative of the connections between Camosun's Education Council, faculty, and administration and how well our processes work, particularly our policy framework, which Bijan was proud to share at Academic Governance Council.</p>	
<b>2. VP Education</b>	John Boraas
<p>John Boraas acknowledged the challenges the campus community is facing and the desire to be back on campus. John also expressed the importance of recognizing the incredible challenges and the tremendous work involved in keeping the college community safe. He also acknowledged that while the pandemic has been challenging for all, it has resulted in innovative ways of doing things that will benefit the College beyond the pandemic.</p>	
<b>3. Board Member</b>	Joanne Cumberland
<p>Joanne Cumberland reported that the Board met on November 9, 2020. Sherri reported that we were hoping to have some news regarding the film studio soon given the government's comments during their election campaign. The Finance Committee reported that the projected deficit for the year end will be adjusted upwards to 5.1 million. The Audit Committee reported there were some updated risks recognized due to COVID-19. KPMG will be conducting a review of the HR payroll system to ensure that the right systems and business controls are in place.</p>	

ITEM	PRESENTER
<p>The Board of Governors approved the cancellation of the following programs, which were approved by EdCo on October 21:</p> <ul style="list-style-type: none"> <li>• Associate Degree of Science (Psychology)</li> <li>• Employment Training and Preparation</li> <li>• Indigenous Human Services Career Access</li> <li>• Nursing Access for Practical Nurses – Bridge Program</li> <li>• Sport Management Specialization in the Bachelor of Sport and Fitness Leadership</li> <li>• Sport Management Access</li> </ul> <p>The new college logo was unveiled and Board members were gifted a Camosun College mug that displays the new logo from Sherri Bell. Joanne encouraged members to watch the video at <a href="http://50.camosun.ca">50.camosun.ca</a>. The Board reviewed plans for the 50<sup>th</sup> anniversary event and commended Rodney Porter and his team for their impressive work given the current challenges of the pandemic.</p>	

**G. COMMITTEE REPORTS**

**Education Council Policy and Standards Committee**

**Peter Moroney**

Peter Moroney reported that the committee met on November 17, 2020. The committee reviewed the Education Approvals policy and discussed proposed changes due to the Education Approvals Renewal Project, which will come to EdCo once the changes are finalized. The committee also discussed the implementation of the Academic Integrity and Grade Review and Appeals policy and processes as well as plans to rescind the Student Appeals policy. Rashed Al-Haque presented a briefing document regarding the preliminary work around Prior Learning Assessment (PLA) policy to get initial feedback and discussed the issues around both the policy and practice. Peter noted that addressing the PLA policy work will require addressing both policy and practice and that it will involve college-wide consultation.

**H. 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:

TRADES & TECHNOLOGY: COMPUTER SCIENCE

[2021S IMD IDS3937 Revision](#)

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

HEALTH & HUMAN SERVICES: CONTINUING CARE

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

ITEM	PRESENTER
<p>BUSINESS: BBA (ACCT)(HRML)(MARK)  <a href="#">2021W BBA ACCT IDS3929 Revision</a>  <a href="#">2021W BBA HRML IDS3930 Revision</a>  <a href="#">2021W BBA MARK IDS3931 Revision</a></p>	
<p>BUSINESS: HRML  <a href="#">2021F BUS-312 IDS3923 Revision</a></p>	
<p><b>Motion:</b>  That Education Council approves changes to the curriculum as submitted:</p> <p style="text-align: right;"><b>Moved by: Peter Moroney</b>  <b>Seconded by: Jennifer LeVecque</b>  <b>Motion Carried</b></p>	
<p><b>Curriculum Under Review</b>  See <a href="#">ICC Monthly Report</a></p>	
<b>I. ITEMS FOR ACTION</b>	
<p><b>Policy maintenance in preparation for implementation of Academic Integrity and Grade Review and Appeals policies.</b></p>	<p><b>Peter Moroney/ Rashed Al-Haque</b></p>
<p>See <a href="#">Policy Mapping – Grade Appeals &amp; Conduct Policy vis-à-vis other College Policies</a></p>	
<p><b>Amended Motion:</b>  That Education Council approves rescinding the Student Appeals policy effective January 1, 2021.</p> <p style="text-align: right;"><b>Moved by: Peter Moroney</b>  <b>Seconded by: Richard Stride</b></p>	
<b>J. ITEMS FOR PRESENTATION</b>	
<p><b>1. Grade Review and Appeals</b>  <b>Process for Requesting Grade Review and Appeals</b></p>	<p><b>Peter Moroney</b></p>
<p>See <a href="#">Grade Review and Appeals   Supporting Document</a></p>	
<p>EdCo members discussed and provided feedback which Peter will take back to the Policy and Standards Committee for consideration. The Grade Review and Appeals policy will come forward to EdCo for approval on Dec 16.</p>	
<p><b>2. Education Council Academic Appeals Panel</b></p>	<p><b>Peter Moroney</b></p>
<p>See <a href="#">Terms of Reference</a>  Education Council members interested in participating on the inaugural Academic Appeals Panel beginning January 2021, are invited to contact Peter Moroney at <a href="mailto:moroney@camosun.ca">moroney@camosun.ca</a>. The Panel comprises five standing members, including the VP Education and, normally, two appointed faculty</p>	



ITEM	PRESENTER
members and two appointed students. The Panel will meet monthly to consider appeals, with additional reading and preparation required outside of meeting times.	
<b>3. Education Approvals and Quality Assurance Implementation/Resourcing</b> See <a href="#">Discussion Document</a>	<b>John Boraas/ Peter Moroney</b>
<b>K. ADJOURNMENT</b>	<b>Bijan Ahmadi</b>
The meeting adjourned at 5:43 pm.	



Ensuring that our students are provided with quality educational experiences

EX-250-003-001-002

### Wednesday, Nov 18, 2020

**Present:** Emah Christiansen, Heather delVillano, Ken Kosik, Lynelle Yutani, Mavis Smith, Nasr Khalifa, Peter Moroney, Steven Rumpel, Melody Foreman (Resource)

**Regrets:** Connie Klassen (Chair), Gillyan Haden, Ruth Lyall

**Guests:** Kristine Kerins, English (Chair), Nicole Kilburn, Anthropology (Instructor), Peter Ove, Social Sciences (Chair)

### Wednesday, Nov 25, 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:** Bijan Ahmadi, Economics, Statistics, & University Transfer Business (Chair), Monique Tatum, Business (Curriculum Support), Vicky Tolson, Sport & Exercise Education (Curriculum Support)

### Wednesday, Dec 9, 2020

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

**Regrets:** Lynelle Yutani

**Guests:** Andrea Kucherawy, Access (Curriculum Support), Carl Everitt, Hospitality, Tourism, & Golf Management (Chair), Monique Tatum, Business (Curriculum Support), Patrick Montgomery, Mathematics (Chair), Puja Gupta, Community Learning Partnerships (Chair)

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## CURRICULUM FOR APPROVAL

### REGULAR CURRICULUM

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

ARTS & SCIENCE: ANTHROPOLOGY

[ICC Feedback: ANTH 280](#) ([Web view](#))

[2021F ANTH-280 IDS3963 NEW](#)

ARTS & SCIENCE: ENGLISH

[ICC Feedback: ENGL 175 CANCEL](#) ([Web view](#))

[2021F ENGL-175 IDS3959 CANCEL](#)

[2021F IDS-210 IDS3960 Revision](#)

ARTS & SCIENCE AND BUSINESS: ECONOMICS

[ICC Feedback: ECON](#) ([Web view](#))

[2021F Associate of Arts Degree in Economics IDS3955 Revision](#)

[2021F ECON-103 IDS3947 Revision](#)

[2021F ECON-104 IDS3948 Revision](#)

[2021F ECON-203 IDS3949 Revision](#)

[2021F ECON-204 IDS3950 Revision](#)  
[2021F ECON-205 IDS3951 Revision](#)  
[2021F ECON-210 IDS3952 Revision](#)  
[2021F BUS-230 IDS3967 Revision](#)  
[2021F BUS-231 IDS3968 Revision](#)

SPORT & EXERCISE EDUCATION: ATHLETIC & EXERCISE THERAPY

[ICC FEEDBACK: AET 411](#) ([Web view](#))

[2021F AET-411 IDS3964 Revision](#)

HEALTH & HUMAN SERVICES: BSN

[ICC Feedback: BSN Admission Requirements](#) ([Web view](#))

[2021F BSN IDS3961 Revision Admission](#)

ACCESS: MATHEMATICS

[ICC Feedback: 0-LEVEL MATH](#) ([Web view](#))

[2021F MATH-021 IDS3972 Revision](#)  
[2021F MATH-022 IDS3973 Revision](#)  
[2021F MATH-023 IDS3974 Revision](#)  
[2021F MATH-024 IDS3975 Revision](#)  
[2021F MATH-025 IDS3976 Revision](#)  
[2021F MATH-026 IDS3977 Revision](#)

BUSINESS: HOSPITALITY MANAGEMENT

[ICC Feedback: HMGT Internship](#) ([Web view](#))

[2021F HMGT-101 IDS3965 Coop Revision](#)  
[2021F Hospitality Management, Internship IDS3966 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](#)

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	<del>N/A</del> December 16, 2020
NEXT REVIEW DATE	
HOLDER	VP <del>Education</del> Student Experience
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 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 **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~~ **Student Experience.**

#### **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. **Concerns about grades should be identified and addressed as they arise and as early as possible.**<sup>[RA1]</sup><sup>[RA2]</sup> The College is committed to the provision of a fair and timely process for requests for grade reviews or appeals.

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~~ **request** 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 a Dean/Director/Associate Dean/VP Education [RA3][RA4] 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](#)
- [E-2.11 Academic Accommodations for Students with Disabilities](#)
- [Guidelines: Camosun College Support Person](#)
- [Services for Student](#)
- Terms of Reference: Education Council Academic Appeals Panel [RA5][RA6]

<b>DOCUMENT TITLE</b>	Process for Requesting Grade Review and Appeals
<b>DOCUMENT NUMBER</b>	E-1.14.1
<b>NAME OF POLICY THE DOCUMENT SUPPORTS</b>	Grade Review and Appeals
<b>TYPE OF DOCUMENT</b>	Process Document
<b>APPROVAL DATE</b>	May 20, 2020
<b>REPLACES (IF APPLICABLE)</b>	Student Appeals Policy
<b>LAST UPDATE OR AMENDMENT OR REVIEW DATE</b>	N/A
<b>HOLDER</b>	VP Education
<b>RESPONSIBLE OPERATIONAL LEADER</b>	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 comply 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 a 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](#)
- [E-2.11 Academic Accommodations for Students with Disabilities](#)
- [Guidelines: Camosun College Support Person](#)
- [Services for Student](#)
- Terms of Reference: Education Council Academic Appeals Panel
- Camosun College Glossary of Terms

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

NAME OF POLICY	CURRENT ITERATION	PROPOSED CHANGE
<b>FOR INFORMATION</b>		
E-1.1 <a href="#">Academic Progress</a>	<ul style="list-style-type: none"> <li>Links to student conduct and appeals policies at the end of the document</li> <li>On page 1/Scope &amp; Limits section - “Appeals related to academic probation, removal and suspension fall under the Student Appeals policy.”</li> </ul>	<ul style="list-style-type: none"> <li>Remove and update links at the end of the policy document</li> <li>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)</li> </ul>
E-1.8 <a href="#">Prior Learning Assessment</a>	<ul style="list-style-type: none"> <li>Link to student appeals policy at the end of the document</li> <li>On page 4 - Section on student appeals talking about student appeals about final grades must refer to appeals policy</li> </ul>	<ul style="list-style-type: none"> <li>Remove and update link at the end of the policy document</li> <li>Update: “Student who wish to appeal decisions regarding final grades must refer to the <i>Grade Review and Appeals</i> policy (see link).”</li> </ul>
E-1.5 <a href="#">Grading</a>	<ul style="list-style-type: none"> <li>Links to student conduct and appeals policies at the end of the document</li> <li>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)”</li> </ul>	<ul style="list-style-type: none"> <li>Remove and update links at the end of the policy document</li> <li>Update: from “Student Appeals policy” to “<i>Grade Review and Appeals policy</i>” in the section on page 5</li> </ul>
<b>FOR APPROVAL</b>		
E-2.8 <a href="#">Medical/Compassionate Leave</a>	<ul style="list-style-type: none"> <li>Link to student appeals policy at the end of the document</li> <li>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.”</li> <li>Aboriginal elder as designed as a support</li> </ul>	<ul style="list-style-type: none"> <li>Remove and update link at the end of the policy document</li> <li>Update the title of the “Director Student Services &amp; Registrar” to just “Registrar”; <b>appeals of Registrar’s decision to go to VP Student Experience, (not VP Education)</b></li> <li>Change section title from “Appeals” to “Special Considerations”</li> <li>Change aboriginal elder to “Indigenous Elder as designated by Eyē? Sqâ'lewen”</li> <li><b>Change holder from VP Education to VP Student Experience</b></li> </ul>
E-2.4 <a href="#">Student Appeals</a>	<ul style="list-style-type: none"> <li>Policy is an interim version that addresses academic integrity and grade appeals. This was updated in the fall.</li> </ul>	<ul style="list-style-type: none"> <li>Rescind this policy (Policy rescindment approved by EdCo on November 18<sup>th</sup>, 2020)</li> </ul>
<b>FOR CHANGE – NO APPROVAL REQUIRED</b>		



<p>E-2.4.3 <a href="#">Appeal of Suspension from College Process</a></p>	<ul style="list-style-type: none"><li>• Currently sits under <a href="#">Student Appeals policy (E-2.4)</a>, which will soon be rescinded.</li></ul>	<ul style="list-style-type: none"><li>• Move from Student Appeals to <a href="#">Board Executive Committee Terms of Reference (G-1.7)</a> Supporting document</li></ul>
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