

# OLDS COLLEGE POLICIES AND PROCEDURES MANUAL

CATEGORY: **D. Student and Academic**

SUBJECT: **Academic/Behavioral Appeals Policy**

POLICY NUMBER: **D26**

CROSS REFERENCE: D25 – Student Academic/Behavioral Status Policy

APPROVALS: New/**Revision**

<b>Board of Governors</b>	<b>Academic Council</b>	<b>Academic Coordinating Committee</b>	<b>Human Resources, Finance &amp; Facilities</b>	<b>Executive Committee</b>
Date: <b>04/06/25</b>	Date: <b>04/06/10</b>	Date: <b>04/05/31</b>	Date:	Date:

## POLICY STATEMENT

Olds College is a client-centered educational institution. We are committed to processes that quickly and fairly respond to disagreements arising from decisions and rulings and other College actions affecting students.

Students have the right to appeal decisions that affect them. (See exceptions outlined in Policy D25).

## SPECIFIC GUIDELINES

1. Students and staff at Olds College are responsible for conducting themselves according to the expected standard of behavior stated in the College’s Code of Conduct.
2. Olds College expects students/staff to follow the sequence of procedures as outlined in this policy.
3. Policies and procedures, dealing with disagreements, are accessible and are published in the Calendar and/or Student Handbook.
4. It is the responsibility of each Appeals Committee member to ensure that a fair appeal process occurs by declaring any factors or prior relationships affecting their objectivity. If a conflict of interest is declared, it is the responsibility of the individual declaring the conflict to notify the Chair of the appropriate committee of such conflict, who will find an appropriate replacement.
5. Both sides in a disagreement will be heard before reaching resolution(s), and will be given the opportunity to challenge or question information being provided by the opposing party. Therefore, both parties should be prepared to provide documentation in support of their case at the appeal.
6. Students and staff involved in an appeal, may request access to information as outlined in the Freedom of Information and Protection of Privacy Act. At the same time, students can be assured that the disagreement will be handled in a confidential and timely manner.
7. A final decision/resolution will be reached.

8. The student has the right to be represented or be accompanied by one person of their choosing. This representative could be a student, instructor, parent, counselor, etc.
9. Students are entitled to the rights and privileges guaranteed in the Canadian Charter of Rights, the Alberta Individual's Rights Protection Act and any other relevant legislation which applies to Canadian citizens. The use of the appeals policy does not prevent students from exercising their right to pursue the matter in a court of law.
10. Students, who believe they, or someone else, have been discriminated against in the areas and grounds protected under the Human Rights, Citizenship and Multicultural Act, may seek confidential advice from, or file a complaint with the Alberta Human Rights and Citizenship Commission. A complaint must be filed within twelve months of the alleged incident. They may also refer the matter for review under the Olds College Harassment Policy.
11. During the appeal process, students may remain in class unless the situation is deemed to be affecting the learning and/or living environment of staff and students.
12. All Appeal Committees reserve the right to add conditions to their decisions as they deem appropriate.

## **DEFINITIONS**

Definitions of academic and/or behavioral status are clearly stated in Policy D25 – Student Academic/Behavioral Status. Definitions included are:

Academic Integrity	Procedures "I"
Category I - Academic:	
Restricted Academic Probation	Procedures "II" (A)
Academic Probation	Procedures "II" (B) (i) or (ii)
Academic Suspension	Procedures "II" (C) (i) or (ii)
Category II – Non-Academic:	
Behavioral Probation	Procedures "II" (A)
Behavioral Suspension	Procedures "II" (B)
Category III – Expulsion	Procedures "III"

## **PROCEDURES**

There are two separate appeal processes at Olds College:

1. Appeal of Academic Suspension (as at the end of the Winter Semester – April)

A phone call to the Registrar to set up an appeal and a letter describing the appeal initiates the process.

2. Appeal of all other academic/behavioral status situations such as:
  - Academic Integrity
  - Academic Probation
  - Academic Suspension (other than indicated in (A) above)
  - Behavioral Probation
  - Behavioral Suspension
  - Expulsion

A letter addressed to the Chair of the Academic Council Appeals Committee, normally the Vice President, Student and Support Services, describing the appeal initiates the process.

### **Dispute Resolution**

Parties to any dispute listed under (2) above, are encouraged to make every attempt to resolve the dispute, prior to invoking the formal appeal process. The complainant should discuss the matter with the appropriate parties, before filing a formal appeal request. If these discussions have not taken place, the Chair of the Appeal Committee has the discretion to suspend the appeal and request that the individuals involved meet to attempt a resolution before scheduling the appeal hearing. The appropriate persons to resolve complaints are as follows:

<b>Issue</b>	<b>Person</b>
Academic Appeal (Integrity, Probation, Suspension)	Instructor, Coordinator, Dean or Chair
Behavioral Probation/Suspension	Instructor, Coordinator, Dean or Chair or Supervisor, Campus and Residence Life

### **Initiating the Appeal Process**

The Appeal of Academic Suspension (April) deals with that situation, specifically, and is designed to provide a speedy resolution, which may result in the successful appellant rejoining their program of study. Contact and letter to the Registrar formally initiates the appeal.

### **Appeal of All Other Academic/Behavioral Status Situations**

A letter to the chair of the appropriate appeals committee formally initiates appeals. The letter should outline, in detail, the nature of the appeal, the evidence or extenuating circumstances that the student wishes to bring forward for consideration and the remedy or outcome desired by the appellant.

## PROCESS

### I. APPEAL OF ACADEMIC SUSPENSION (APRIL)

At the end of the Winter Semester (April), students will be notified of their academic suspension status by letter which will include the length of the academic suspension period; conditions for an appeal, and the process and deadline for an appeal. In addition, a transcript of grades will accompany this letter.

- Step 1.** Students wishing to appeal their suspension are required to:
- a) contact the Registrar by phone to discuss the date of the appeal, and
  - b) write a formal letter to the Registrar outlining any extenuating circumstances that contributed to their suspension status if they wish to appeal the decision.
- Step 2.** The Registrar will form the Academic Suspension Appeal Committee, comprising of:
- |                           |  |
|---------------------------|--|
| a) Registrar              | Chair and Secretary (voting member)        |
| b) Dean/Chair             | Of student's program area or alternate     |
| c) Student Representative | OCSA Executive Representative or alternate |
- Step 3.** The decision of the Academic Suspension Appeals Committee will be based on a two thirds (2/3) majority vote with no abstentions. The student may be asked to leave the room during the Appeal Committee deliberations.
- Step 4.** The Academic Suspension Appeal Committee will inform the student of their decision and recommendations at the end of the suspension appeal.

### II. APPEAL OF ALL OTHER ACADEMIC/BEHAVIORAL STATUS SITUATIONS

- Step 1.** See "Dispute Resolution" (previous page).
- Step 2.** If satisfactory resolution of the issue is not reached through dispute resolution, then either party may request a formal Appeal, in writing, to the Chair, Academic Council Appeal Committee.

Upon receipt of the written appeal, the Chair will determine if conflict of interest exists for himself and other committee members. If conflict of interest exists for the Chair or any committee member then alternates will be assigned to adjudicate the appeal. While the student is pursuing the formal appeal process, he (she) will be allowed to remain in their program and respective courses, except where, as determined by the student's program, Dean/Chair or Supervisor, Campus and Residence Life, the student's presence is deemed to compromise the learning and/or living environment for other students and/or constitutes a safety concern for students and/or staff.

The Academic Council Appeals Committee is comprised of:

- a) Chair (or alternate)
  - selected annually at the at the first Fall meeting of Academic Council
  - responsible to choose committee members, on a case by case basis, from any Academic Council member
  - is a non voting member of the committee
- b) Faculty representative (or alternate)
  - member of Academic Council, not in a conflict of interest position
- c) Student representative (or alternate)
  - member of Academic Council, not in a conflict of interest position
- d) Board Appointee (or alternate)
  - member of Academic Council, not in a conflict of interest position

Students have the right to challenge the make-up of the committee if they feel that a member may have a conflict of interest. The Chair of the Academic Council Appeal Committee will hear the reasons for the challenge and has the discretion, if it appears warranted, change the membership.

### **Appeal Deadlines and Timelines**

#### **1. Academic Integrity**

The student must present his/her case in writing, within two working days of initial notification to the Chair, Academic Council Appeal Committee. The Chair, Academic Council Appeal Committee, will schedule the appeal within three working days of receiving appeal notification.

#### **2. Academic Probation or Grade Appeal**

The student must present his/her case in writing to the Chair of the Academic Council Appeal Committee, within two working days of commencement of the next term or ensuing course during the Academic year or, within 22 working days from the end date of the final semester at the end of each academic year end. The Chair, Academic Council Appeal Committee, will schedule the appeal within three working days of receipt of appeal during the Academic year and within ten days of receipt of appeal after the end date of the Academic year of the program.

#### **3. Academic Suspension (April)**

The student must contact the Registrar by phone within three weeks of the date of the academic suspension letter mailed to the student. The Registrar will make arrangements for the appeal within the following ten days provided the date and time is agreeable to all parties. A letter outlining the results and conditions of the appeal will

be sent to the student within five working days of the appeal. The decisions of the Academic Suspension Appeals Committee shall be final.

**4. Behavioral Probation/Suspension Appeal**

The student must present his/her case in writing to the Chair, Academic Council Appeals Committee, within one working day of receiving the probation/suspension notification. The Chair, Academic Council Appeal Committee, will schedule the appeal within one working day of receiving appeal notification.

Notice of the Appeal Committee's decision will be forwarded to the appellant, in writing, by the Chair, Academic Council Appeal Committee, within five working days of the final hearing. The decisions of the Appeals Committee shall be final.

**IMPLEMENTATION AND ADMINISTRATIVE RESPONSIBILITY**

Vice President, Student and Support Services and Registrar/Director, Student Services.  
This policy will be reviewed every three years.