

## ADMINISTRATIVE OPERATING PROCEDURE

Academic Appeals Operating Procedure	
<b>Procedure ID:</b>	#2-219 OP
<b>Approved by:</b>	Executive Leaders Team
<b>Effective Date:</b>	September 1 <sup>st</sup> , 2015
<b>Next Review Date:</b>	June 2018
<b>Monitoring Responsibility:</b>	Chair, Academic Council
<b>Linked to a College Policy:</b>	<input checked="" type="checkbox"/> Yes #2-219 Academic Appeal

### Policy Statement

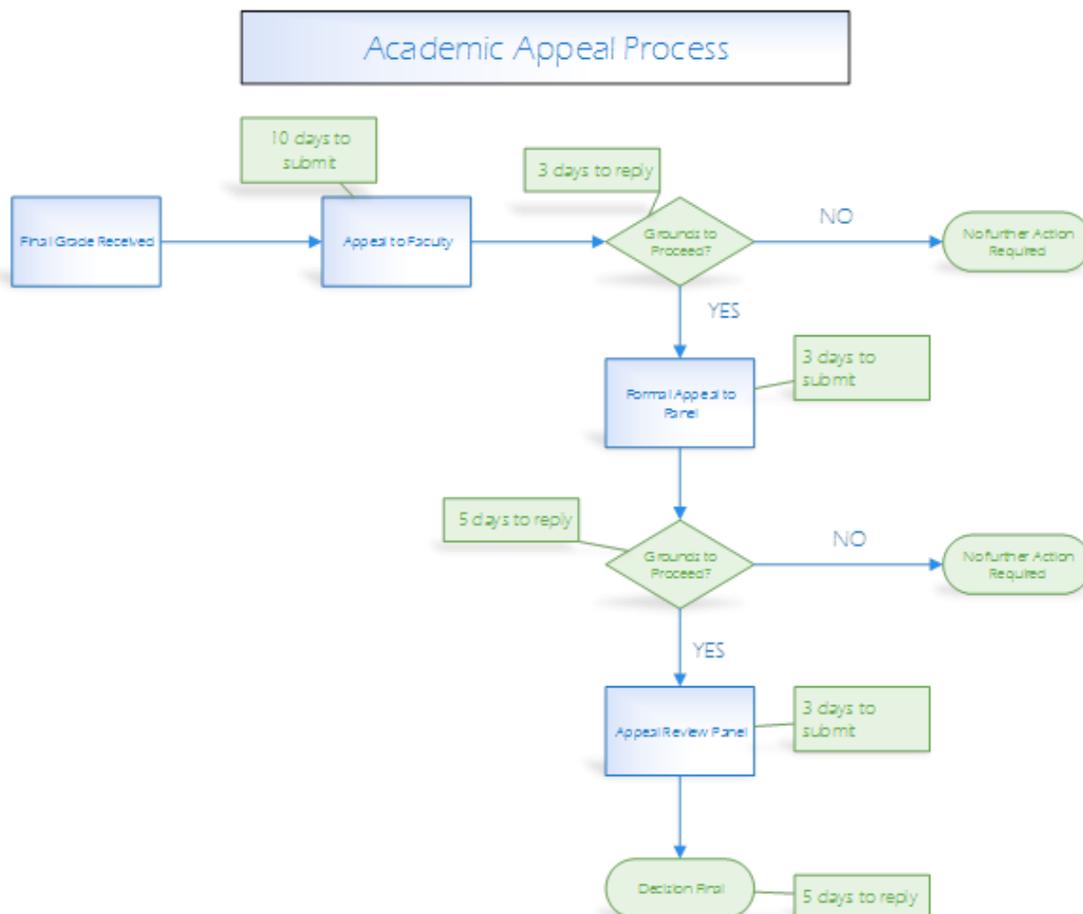
This academic procedures document is supportive to Fleming College's Academic Appeals Policy #2-219.

### Definitions/Acronyms

**College Business Day:** any day that the College is open as indicated on the Academic calendar.

### Procedure

#### 1.0 Academic Appeals Process Schematic



## 2.0 Grounds For Appeal

Grounds are reasons that can be used to challenge an academic decision which the student believes is not fair or accurate. The College will only consider the grounds for an appeal detailed in Appendix A. Students must submit relevant documents to support their request when they submit an appeal.

## 3.0 Procedures

Fillable versions (pdf and Word) of appeal forms, included as appendices in the operating procedure, are located here: <https://mycampus.flemingcollege.ca/group/portal/resources>

→ Log into My Campus

Go to → “Policies and Regulations”

Click on → Academic Appeal Forms link

3.1 Students and faculty are encouraged to meet with their professors throughout the semester, either individually or with a support person, to discuss different perspectives and insights on academic expectations and concerns. This restorative practice promotes opportunities to validate concerns, maximize teachable moments, ensure accountability, and allow personal growth. Documentation of these interactions is encouraged by both the student and faculty, and, should the student decide to initiate a formal appeal, the documentation of these interactions would be presented during the first level appeal to faculty.

### 3.2 Appeal to Faculty

3.2.1 Any student may appeal an academic decision by completing the required documentation and submitting it to the professor as soon as possible, but no more than ten (10) college business days after receiving the final grade in the course, as released by the Registrar’s Office, or upon receipt of a second breach of academic integrity (which results in an immediate final grade of 0). The “Appeal to Faculty” form can be found in Appendix B.

3.2.2 The Appeal to Faculty should address the specific academic decision the student is appealing and it should include a deep reflection on how they ended up in the situation. The student should also detail the learning they have gained from the experience while presenting evidence that they feel shows they have met the learning outcomes for the course. It is expected that the student has read the Academic Regulations, the Academic Appeals Policy, and this Academic Appeal Operating Procedures document.

3.2.3 The faculty member will acknowledge receipt and, after a meeting either in person or via electronic means, or a phone conversation and an investigation with the information available, provide in writing their decision within three (3) college business days of receiving the appeal documentation from the student (refer to Appendix B).

3.2.4 The faculty member may seek clarification from persons or parties listed in the Appeal to Faculty submission. Clarification is limited to confirming that the statements made are truthful and accurate and does not include obtaining further details about any such statements made within the appeal submission. All information provided will be in accordance with the Authorization for Release of Personal Information form (refer Sections 4.1.1, 4.1.3, and 4.2.3; Appendices C, D, and E).

3.2.5 In situations where a student has a concern regarding the grade assigned to a discrete assessment within a course, the student must discuss the grade with

the faculty member who assigned the grade. Distinct assessments cannot be formally appealed in isolation, but rather the discussions should be documented and can be included as part of the appeal with respect to a final grade.

- 3.2.6 In the rare event where a faculty member is not available or not replying to a student's submission of an appeal, the appeal will automatically move forward to a Formal Appeal to Panel after the faculty level timelines have passed.
- 3.2.7 Where a faculty member knows he or she will not be available after the semester to hear appeals, the faculty member will appoint a designate to represent him or her should any appeals be presented.
- 3.2.8 If resolution at the faculty-level cannot be reached, or the absence of the faculty member has resulted in the time limits lapsing, the student may pursue a Formal Appeal to a Panel by completing an "Appeal to Panel" form available in Appendix C.

### 3.3 Appeal to Panel

- 3.3.1 A student can initiate an Appeal to Panel by completing the required documentation (refer to Appendix C) and submitting it to the office of the Dean of their school of study within three (3) college business days of receiving the decision regarding the faculty-level appeal.
- 3.3.2 Appeals regarding academic progression and program initiated withdrawal should initiate at the Appeal to Panel level, bypassing the Appeal to Faculty level. However, in cases where the withdrawal from a program is a faculty decision, as in a third breach of academic integrity, the appeal should be initiated at the Appeal to Faculty level.
- 3.3.3 The Dean or Designate will investigate the situation with the stakeholders involved by calling upon a Panel who, after reviewing all relevant material, will render a decision.
- 3.3.4 The Dean or Designate will acknowledge receipt and provide notice of the Panel meeting. The Panel meeting will take place within five (5) college business days of receiving the documentation from the student. The Dean or Designate can extend the time limits in this procedure after consulting with all involved parties to ensure appropriate preparation time. In all cases, unless agreed upon by all parties, there will be a minimum of 48 hours' notice of the panel meeting. The Appeal Panel composition is outlined in Section 3.0 of this Procedures document and the panel meeting order of proceedings are outlined in Section 5.0 of this Procedures document.
- 3.3.5 The student(s), faculty member(s), Program Coordinator, and Registrar's Office will be notified in writing of the results of the Appeal Panel by the Dean or Designate normally within five (5) college business days of receiving the submission from the student (refer to Appendix C).
- 3.3.6 If resolution at the Appeal to Panel level cannot be reached, the student may pursue an Appeal Review by completing an "Appeal Panel Review" form available in Appendix D.

### 3.4 Appeal Panel Review

- 3.4.1 If the student perceives that the Formal Appeal Process was incomplete, the student can choose to initiate an Appeal Panel Review by completing the required documentation and submitting to the Office of the Vice-President Academic within three (3) college business days of receiving the decision from the formal appeal level.
- 3.4.2 The Vice-President Academic or Designate will investigate the *process* followed at the Appeal to Panel level with the stakeholders involved by calling upon a Panel who, after reviewing all relevant material, will render a decision.
- 3.4.3 The Vice-President Academic or Designate will acknowledge receipt and provide notice of the Panel meeting. The Panel meeting will take place within five (5) college business days of receiving the documentation from the student. The Vice-President Academic or Designate can extend the time limits in this procedure after consulting with all involved parties to ensure appropriate preparation time. In all cases, unless agreed upon by all parties, there will be a minimum of 48 hours' notice of the panel meeting. The Appeal Review Panel composition is outlined in Section 4.0 of this Procedures document and the panel meeting order of proceedings are outlined in Section 5.0 of this Procedures document.
- 3.4.4 The student(s), faculty member(s), Program Coordinator, Dean or Designate, and Registrar's Office will be notified in writing of the results of the Appeal Review Panel by the Vice-President Academic or Designate normally within five (5) college business days of receiving the submission from the student (refer to Appendix D).
- 3.4.5 The decision of the Appeal Panel Review is final and binding and any relevant documentation will be provided to the Registrar's Office for inclusion in the student's file.

## **4.0 Appeal Panels**

### 4.1 Purpose of The Appeal Panel

- 4.1.1 The Appeal Panel will provide the student with a neutral forum to present an appeal of an academic decision. The Appeal Panel will review the academic decision being challenged by the student, the grounds the student is using for the appeal, and hear all evidence relevant to the case. The Panel will conduct an investigation into the student's academic history and use of student services through the Chair of the Appeal Panel to determine what additional information is required.
- 4.1.2 Academic history includes admission and enrolment history, any record of communication, student account history, and final grades.
- 4.1.3 Use of Student Services includes, but is not limited to, the use of Aboriginal Student Services, Accessible Education Services, Career Services, Counselling, Health Services, Housing, Testing Centre, Tutoring/Learning Centre, and Varsity Sports.  
Where students have listed counselling or health services in their appeal they are required to complete the Authorization for Release of Personal Information form (refer Appendix E).

## 4.2 Membership

4.2.1 The College will establish Appeal Panels in sufficient number to address the needs of students at various campuses. Rosters of panel members will be provided to the Office of the Vice-President Academic on an annual basis.

The membership for each Appeal Panel will be chosen from a roster of:

1. The Dean or a designated administrator who will serve as Chair of the Appeal Panel;
2. Six (6) faculty members;
3. Four (4) student representatives from the Student Administrative Council or Student Association.

4.2.2 Each Appeal Panel hearing must have in attendance a total of three (3) members, not including the Chair, who is a non-voting member. At least one member of the appeal panel will be a student and at least one member will be a faculty member of the College.

4.2.3 The role of the Chair is to facilitate and guide the appeal hearing. The primary responsibilities of the Chair are to ensure the proceedings are followed, the tone and discussion in the room respects the rights of all persons involved, and that panel members are fully informed of the various policies. The Chair, with input from the panel members, will also be responsible for determining and obtaining any additional information that is required to render an accurate and fair decision.

## 4.3 Length of Term

4.3.1 Membership on the Appeal Panel for academic administrators and faculty will be for two (2) years, subject to renewal.

4.3.2 Membership for students will be for one year, subject to renewal.

## 4.4 Conflict of Interest

4.4.1 No member of an Appeal Panel is to have had any prior involvement with the case. Any involvement will constitute a conflict of interest and must be declared to the Chair of the Appeal Panel as soon as possible but no less than five working days prior to a hearing. If, in the opinion of the Chair of the Appeal Panel, a conflict of interest is present, the member will be replaced.

## 4.5 Secretarial Support

4.5.1 The Chair of the Appeal Panel is responsible for providing secretarial support.

## 4.6 Functions

4.6.1 The Panel is to consider the application of various policies at the College, School, Department and Program levels and other factors that have an impact on the decision being appealed.

## 4.7 Expert Resources

4.7.1 The Appeal Panel, through the Chair of the panel, may call upon expert resources prior to and during the panel hearing to help render a fair and accurate decision. Expert resources include, but are not limited to: counsellors, tutors, Learning Centre staff, program coordinators, the Registrar's Office, and discipline experts.

#### 4.8 Outcomes

- 4.8.1 The Appeal Panel, upon completion of its review, is authorized to uphold, modify, or reverse the academic decision being appealed.
- 4.8.2 The Chair of the Appeal Panel hearing will communicate the decision and reasons behind the decision to the student.

### **5.0 Appeal Review Panels**

#### 5.1 Purpose of the Appeal Review Panel

- 5.1.1 The Appeal Review Panel will review the process followed at the Appeal Panel level, the academic appeal decision being challenged by the student, and the grounds the student used for the appeal, and hear all evidence relevant to the case. The Panel will conduct an investigation through the Chair of the Appeal Review Panel to determine what additional information is required.

#### 5.2 Membership

- 5.2.1 The College will establish an Appeal Review Panel roster and publish its membership on an annual basis.

The membership of the Appeal Review Panel will be chosen from a roster of:

- 1. The Vice-President Academic or designate, who will serve as Chair of the Appeal Review Panel;
  - 2. Six (6) Faculty members from different Schools within the College;
  - 3. Four (4) student representatives from the Student Administrative Council or Student Association.
- 5.2.2 Each appeal review panel hearing must have in attendance a total of three (3) members, not including the Chair, who is a non-voting member. At least one member of the Appeal Panel Review will be a student and at least one member will be a faculty member of the College.
  - 5.2.3 The role of the Chair is to facilitate and guide the appeal hearing. The primary responsibilities of the Chair are to ensure the proceedings are followed, the tone and discussion in the room respects the rights of all persons involved, and that panel members are fully informed of the various policies. The Chair, with input from the panel members, will also be responsible for determining and obtaining any additional information that is required to render an accurate and fair decision.

#### 5.3 Length of Term

- 5.3.1 Membership on the Appeal Review Panel for faculty will be for two (2) years, subject to renewal.
- 5.3.2 Membership for students will be for one year, subject to renewal.

#### 5.4 Conflict of Interest

- 5.4.1 No member of an Appeal Review Panel is to have had any prior involvement with the case. Any involvement will constitute a conflict of interest and must be declared to the Chair of the Appeal Review Panel as soon as possible, but no less than five working days prior to a hearing. If, in the opinion of the Chair of the Appeal Review Panel, a conflict of interest is present, the member will be replaced.

## 5.5 Secretarial Support

- 5.5.1 The Chair of the Appeal Review Panel is responsible for providing secretarial support.

## 5.6 Functions

- 5.6.1 The Appeal Review Panel is to consider the application of various policies at the College, School, Department and Program levels and other factors that have an impact on the Appeal to Panel process being reviewed.

## 5.7 Expert Resources

- 5.7.1 The Appeal Review Panel may call upon expert resources during their investigation and during the panel hearing to help render a fair and accurate decision. Expert resources include, but are not limited to: counsellors, tutors, Learning Centre staff, program coordinators, the Registrar's Office, and discipline experts.

## 5.8 Outcomes

- 5.8.1 The Appeal Review Panel, upon completion of its review, is authorized to uphold or modify the decision of the Appeal Panel.
- 5.8.2 The decision of the Appeal Review Panel is final and binding.
- 5.8.3 The Chair of the Appeal Review Panel hearing will communicate the decision and reasons behind the decision to the student.

## **6.0 Panel Order of Proceedings**

- 6.1 If a student pursues a formal appeal at the Dean or Vice-President Academic level they will be heard by a panel. The order of proceedings for the Formal Appeal Panel and Appeal Review Panel hearings will be as follows:

- 6.1.1 A pre-appeal meeting will be held where the Chair and Panel members will review the procedure and any documentation presented by the student and faculty member.
- 6.1.2 Introduction of attendees and opening remarks of the Chair of the Appeal Panel or Appeal Review Panel to explain the procedure. The Chair is to stress that all information presented at the appeal is to be kept confidential.
- 6.1.3 The Chair will ask the student(s) and the professor(s) to present their evidence and any statements in the following order:
  1. The student(s) will be invited to present his/her case.
  2. Panel members will be invited to ask questions of the student.
  3. The student will be asked if they have any additional questions or comments before being asked to leave the meeting room.
  4. The faculty member(s) will enter the meeting room and present his/her case if they have indicated they wish to do so in advance.
  5. Panel members will be invited to ask questions of the faculty.
  6. The faculty member will be asked if they have any additional questions or comments before being asked to leave the meeting room.
  7. Neutral, expert resource people, if any, will be called upon to present information relevant to the hearing.

8. Panel members will be invited to ask questions and seek clarification of the expert resources as needed.
9. Panel members will perform a post-presentation review and assess the appropriateness of the original grade or academic decision and determine the nature of any adjustment.

6.1.4 The order can be amended with the agreement of the parties or by the Chair if he or she determines that such amendment(s) will not prejudice the student or the faculty member, and will ensure the fair determination of the appeal hearing.

## 7.0 Communication of Decisions to Students

7.1 Reasons for decisions made by the faculty, the Appeal Panel, and the Appeal Review Panel will be included in the final report for each respective level. A copy of the report will be sent to the student and the Registrars' Office; in addition, the faculty member, program coordinator, and the Dean for the student's program area may also receive a copy of the final report, depending on the level of appeal. A copy will remain in the student's file for one year after the student leaves Fleming College.

### Related Documents

- College Policy # 2-219, Academic Appeals
- College Policy #2-201, Academic Regulations
- College Policy #5-506, Student Rights & Responsibilities
- College Policy #3-343, Sexual Assault and Sexual Violence
- College Policy #3-311, Harassment and Discrimination Prevention
- College Policy #3-341, Accessibility for Persons with Disabilities
- College Policy #2-210, Prior Learning Assessment and Recognition
- Freedom of Information and Protection of Privacy Act
- Personal Health Information Protection Act

### Appendices

- Appendix A – Grounds for Academic Appeal
- Appendix B – Appeal to Faculty (form)
- Appendix C – Appeal to Panel (form)
- Appendix D – Appeal Panel Review (form)
- Appendix E – Authorization for Release of Personal Information (form)

Fillable versions (pdf and Word) of the aforementioned appeal forms are located here:

<https://mycampus.flemingcollege.ca/group/portal/resources>

Log into → My Campus

Go to → "Policies and Regulations"

Click on → Academic Appeal Forms link

### Summary of Amendments/Reviews:

Section(s)	Date	Comments
New Operating Procedure		

**Appendix A to Operating Procedure 2-219 OP: *Grounds for Academic Appeal***

<b>Grounds</b>	<b>Explanation</b>	<b>Required Documents</b>
Merit of Work	<ul style="list-style-type: none"> <li>▪ A breach of academic integrity</li> <li>▪ An assessment that may have been unfairly or inaccurately graded</li> <li>▪ Prior Learning Assessment &amp; Recognition (PLAR)</li> <li>▪ Academic progression</li> </ul>	<ul style="list-style-type: none"> <li>▪ Specific and detailed reasons, in writing, as to why the original grade was inaccurate</li> <li>▪ Any documentary evidence from course notes, textbooks, work experience, etc.</li> <li>▪ Samples of work from the course (tests, assignments etc.)</li> <li>▪ Breach of academic integrity documentation</li> <li>▪ Proof of proactive attempts to learn about academic integrity</li> </ul>
Personal Bias / Unfair Treatment	<ul style="list-style-type: none"> <li>▪ Perceived unfair treatment of the student by a professor in comparison to the other students within the course.</li> <li>▪ Program initiated withdrawal (i.e. due to probation suspension)</li> <li>▪ <i>Please consult the College Policy #5-506, Student Rights &amp; Responsibilities and/or the College Policy #3-311, Harassment and Discrimination Prevention if considering using this criteria</i></li> </ul>	<ul style="list-style-type: none"> <li>▪ Write a record of the events and explain how this has affected the student's ability to succeed.</li> <li>▪ Course outline or assignments if appropriate.</li> </ul>
Extenuating Circumstances	<ul style="list-style-type: none"> <li>▪ Illnesses or medical conditions that have affected the timely completion of an assignment or affected a student's academic performance or ability to meet academic obligations and faculty did not accommodate.</li> <li>▪ Unforeseen significant event or circumstance, that may affect the ability of the student to meet course requirements, for example, attend class, prepare papers, complete projects or write exams and faculty did not accommodate.</li> <li>▪ Generally, employment commitments will not constitute grounds for academic consideration.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Timely presentation of:               <ul style="list-style-type: none"> <li>○ Medical certificate</li> <li>○ Note from a medical professional</li> </ul> </li> <li>▪ If appropriate, could include:               <ul style="list-style-type: none"> <li>○ Death certificate</li> <li>○ Funeral arrangement</li> <li>○ Travel arrangements</li> <li>○ Letters from counsellors, therapists or religious leaders</li> </ul> </li> </ul>
Course Management	<ul style="list-style-type: none"> <li>▪ Concerns about how a course is delivered or managed, or a significant departure from the course outline.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Write a record of where the departure occurred and explain how this has affected the student's ability to succeed. Include relevant course outline.</li> </ul>

## Appendix B to Operating Procedure 2-219 OP: *Appeal to Faculty Form*



### APPEAL TO FACULTY

This form is used for students opening an academic Appeal to Faculty. The student is responsible for initiating a meeting either in person or via electronic means, or phone conversation with the faculty member prior to submitting this documentation. This form must be submitted to the faculty member within ten (10) business days after the release of the final grade by the Registrar's Office. The faculty member will respond within three (3) business days with their decision.

#### STUDENT INFORMATION

<b>Name</b>		<b>Student ID Number</b>
<b>Street Address</b>	<b>City</b>	<b>Postal Code</b>
<b>Phone Number</b>	<b>Email Address</b>	

#### PROGRAM AND COURSE INFORMATION

Please complete the chart below with the program and/or course information that is relevant to your academic appeal.

<b>Program</b>	
<b>Program Coordinator</b>	
<b>Course (include course code and name)</b>	<b>Section</b>
<b>Faculty Member's Name</b>	<b>Grade</b>

#### ACADEMIC DECISION AND GROUNDS FOR APPEAL

Please place a checkmark beside the type of academic decision(s) you are seeking to appeal.

- Final mark in a course
- Prior Learning Assessment and Recognition (PLAR)
- Academic progression
- Withdrawal from program

Please place a checkmark beside all applicable reasons for the academic appeal (see Academic Appeal Operating Procedures, Appendix A for details).

- Merit of Work
- Personal Bias / Unfair Treatment
- Extenuating Circumstances
- Course Management

#### APPEAL STATEMENT

Please describe how your circumstances meet the grounds for an academic appeal.

- I have included a reflection on what I have learned from the situation and how I will apply this learning to my future professional career.
- I have presented evidence that I believe demonstrates my achievement of the learning outcomes of the course.
- I have read the Academic Regulations, the Academic Appeals Policy, and the Academic Appeals Operating Procedures document.

Please place a checkmark next to all that apply:

- I certify that the statements I have made in this Academic Appeal Application are true and complete.
- I have attached copies of relevant documentation to support my academic appeal.
- I acknowledge that the submission of false documents or statements is a violation of Fleming College's Academic Regulations and Student Rights and Responsibilities Policy.
- I have read Fleming College's Academic Appeals Policy and Procedures.
- I have reviewed the course outline.
- I am aware of my right to request and receive assistance concerning the academic appeals process.
- I understand that my academic appeal will be deemed to be abandoned if I do not follow the timeframes stipulated in the Academic Appeals Policy and Procedures.
- I understand that my request for an appeal hearing could be denied if I do not provide evidence to support my grounds for appeal.
- To the best of my knowledge, I have included everything in this appeal submission to help the Faculty make a fair and accurate decision.

**DECLARATION AND AUTHORIZATION FOR RELEASE OF INFORMATION**

By signing below, I acknowledge the statements made herein to be accurate, complete and truthful, and that the faculty member may seek clarification from any persons or parties listed in this appeal.

<b>Student Signature</b>	<b>Date</b>
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Personal information contained on this form is collected under *the Freedom of Information and Protection of Privacy Act*, and *the Personal Health Information Protection Act* and will be used to answer your request.

**FACULTY DECISION  
(Faculty Use Only)**

<b>Faculty Member's Name</b>	
<b>Date Appeal Received</b>	<b>Date, Time, and Method met with Student</b>
<b>Decision</b> <input type="checkbox"/> <b>Appeal is incomplete, resubmission required within level 1 timeframe</b> <input type="checkbox"/> <b>Denied</b> <input type="checkbox"/> <b>Granted</b> <input type="checkbox"/> <b>Granted, pending successful completion of listed requirements</b>	

**FACULTY DECISION RATIONALE**

Please describe in detail the reasons for the above decision.

Please place a checkmark next to all that apply:

- I have reviewed all related supporting documentation from the student.
- I have sought clarification from persons or parties listed in the appeal.  
Please list who was contacted:
  
- I have attached relevant supporting documentation for my decision rationale (e.g. timeline of events leading to the academic appeal; chronological summary of attempts to resolve the issue; relevant emails; course outline; graded assessments; assignment rubrics; other documents).
- I have had the student's work reassessed.
- I have made every effort to resolve the student's academic issue(s).

<b>Faculty Signature</b>	<b>Date</b>
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Personal information contained on this form is collected under *the Freedom of Information and Protection of Privacy Act*, and *the Personal Health Information Protection Act* and will be used to answer your request.

## Appendix C to Operating Procedure 2-219 OP: *Appeal to Panel Form*



### APPEAL TO PANEL

This form is used for students pursuing an academic Appeal to Panel. This form must be submitted to the Office of the Dean within three (3) business days after receiving the Appeal to Faculty decision. Once the submission is received, the Dean or Designate will communicate the panel meeting date and time to the student. The Dean or Designate has five (5) business days to hold the panel meeting and render the panel's decision.

#### APPEAL TO PANEL STATEMENT

Please describe how your circumstances meet the criteria for an academic Appeal to Panel.

- I have included reasons why I disagree with the Faculty level decision.
- I have presented new information and supporting documentation that was unavailable prior to this level of appeal.
- I have presented evidence that I believe demonstrates my achievement of the learning outcomes of the course.
- I have read the Academic Regulations, the Academic Appeals Policy, and the Academic Appeal Operating Procedures document.

Please place a checkmark next to all that apply:

- I certify that the statements I have made in this academic Appeal to Panel are true and complete.
- I have attached copies of the additional documentation to support my academic Appeal to Panel.
- I acknowledge that the submission of false documents or statements is a violation of Fleming College's Academic Regulations and Student Rights and Responsibilities Policy.
- I have included my original Appeal to Faculty submission including all supporting documentation.
- I have included the Faculty's response to my original appeal.
- I understand that the Panel may conduct an investigation into my appeal, which may involve, but is not limited to, obtaining information from program faculty, counsellors, tutors, Learning Centre staff, and the Registrar's Office.

#### DECLARATION AND AUTHORIZATION FOR RELEASE OF INFORMATION

By signing below, I acknowledge the statements made herein to be accurate, complete and truthful, and that the Panel may conduct an in depth investigation into my academic history, my use of student services, and seek further clarification from any persons or parties listed in both levels of this appeal.

<b>Student Signature</b>	<b>Date</b>
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Personal information contained on this form is collected under *the Freedom of Information and Protection of Privacy Act*, and *the Personal Health Information Protection Act* and will be used to answer your request.

### Appendix D to Operating Procedure 2-219 OP: *Appeal Panel Review Form*



## APPEAL PANEL REVIEW

This form is used for students pursuing an Appeal Panel Review. This form must be submitted to the Office of the Vice-President Academic within three (3) business days after receiving the Appeal to Panel decision. Once the submission is received, the Vice-President Academic or Designate will communicate the panel review meeting date and time to the student. The Vice-President Academic or Designate has five (5) business days to hold the panel meeting and render the review panel's decision.

### APPEAL PANEL REVIEW STATEMENT

Please describe how your circumstances meet the criteria for an academic Appeal Panel Review.

- I have included reasons why I disagree with the Appeal to Panel level decision.
- I have presented information and supporting documentation that the process followed at the Appeal to Panel level was inaccurate or incomplete.
- I have presented evidence that I believe demonstrates my achievement of the learning outcomes of the course.
- I have read the Academic Regulations, the Academic Appeals Policy, and the Academic Appeal Operating Procedures document.

Please place a checkmark next to all that apply:

- I certify that the statements I have made in this academic Appeal Panel Review are true and complete.
- I have attached copies of the additional documentation to support my academic Appeal Panel Review.
- I acknowledge that the submission of false documents or statements is a violation of Fleming College's Academic Regulations and Student Rights and Responsibilities Policy.
- I have included my original Appeal to Faculty submission including all supporting documentation.
- I have included the Faculty's response to my original appeal.
- I have included my Appeal to Panel submission including all supporting documentation.
- I have included the Appeal to Panel's response.
- I understand that the Appeal Review Panel may conduct an investigation into my appeal, which may involve, but is not limited to, obtaining information from program faculty, counsellors, tutors, Learning Centre staff, and the Registrar's Office.

### DECLARATION AND AUTHORIZATION/VICE FOR RELEASE OF INFORMATION

By signing below, I acknowledge the statements made herein to be accurate, complete and truthful, and that the Review Panel may conduct an in-depth investigation into my academic history, my use of student services, and seek further clarification from any persons or parties listed in all levels of this appeal.

<b>Student Signature</b>	<b>Date</b>
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Personal information contained on this form is collected under *the Freedom of Information and Protection of Privacy Act*, and *the Personal Health Information Protection Act* and will be used to answer your request.

**Appendix E to Operating Procedure 2-219 OP: Authorization for Release of Personal Health Information**



**AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION**

Pursuant to the Personal Health Information Protection Act, 2004 (PHIPA), I hereby authorize the release of the personal information listed below to the individual and/or organization also listed below. The personal information authorized for release/collection on this form may not be further used/disclosed to anyone else without my explicit and written consent.

This authorization for release of personal information will remain in effect for the following period only:

<b>From (Date):</b>	<b>To (Date):</b>
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**IDENTIFICATION OF PERSONAL INFORMATION TO BE RELEASED**

<b>Release Information To:</b> Name: Phone: Email:	<b>Release Information From:</b> Name: Phone: Email:
<input type="checkbox"/> Release is for two-way communication between both parties listed above.	
<b>Description of Personal Information to be Released and Purpose for Release:</b>	

**AUTHORIZATION**

By my signature, I hereby consent to the release of my personal information in accordance with the specifications detailed on this consent form. I understand the purpose for disclosing this personal information to the person noted above. I understand that I can refuse to sign this consent form.

<b>Student Name:</b>	<b>Date of Birth:</b>
<b>Student Signature:</b>	<b>Date:</b>
<b>Witness Signature:</b>	<b>Date:</b>

Personal information contained on this form is collected under *the Freedom of Information and Protection of Privacy Act*, and *the Personal Health Information Protection Act* and will be used to answer your request.

Questions about the collection, use, retention, or disclosure of the personal information listed above should be directed to Kristi Kerford, Associate Vice-President Student Services, Fleming College, 599 Brealey Drive, Peterborough, Ontario K9J 7B1. Tel: 705-749-5530 ext. 1032. [kristi.kerford@flemingcollege.ca](mailto:kristi.kerford@flemingcollege.ca)