

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

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