



Academic Appeal Policy

Policy Type: Academic

Policy Owner: Vice President, Academic

Approval Date: July 14, 2026

Effective Date: September 1, 2026

Replaces: Version 2021

Corresponding Procedure: [Academic Appeal Operating Procedure](#)

Purpose

The purpose of this policy is to provide the processes and grounds by which students at Cambrian College ("the College") may appeal academic decisions when they feel they have not been treated fairly with respect to academic policy.

Scope

All full-time and part-time Cambrian College students.

Definitions

Academic decision: any decision made that affects a student's academic record and/or academic standing at the College (e.g. grading, academic integrity, promotion, academic standing, etc.).

Academic appeal (the 'review'): the process by which a student may challenge an academic decision they received.

Academic Appeal Committee: the group of designated individuals (students, faculty members and administrators) who listen to, analyze and decide the outcome of an academic appeal.

Business day: Monday through Friday from 8:30 a.m. to 4:30 p.m. local time, excluding public holidays.

Policy Statements

1. Academic Decisions

- 1.1. Students have the right to appeal academic decisions without fear of retaliation or reprisal.
- 1.2. Students may initiate an appeal in relation to the following types of academic decisions:
 - a. A final grade in a course.
 - b. A grade within a course, whether something that was denied reassessment or something that could not be reassessed (e.g. oral presentation, performance, practical exam, placement, etc.).
 - c. A decision resulting in an academic integrity violation (e.g. plagiarism, cheating, etc.).
 - d. A decision that results in dismissal from the program or college.
 - e. A decision made in a course that has a negative impact on a student's academic standing or progress.

2. Grounds for Academic Appeal

- 2.1. The grounds for an appeal involve one or more of the following:
 - a. Compassion – health or extenuating circumstances have occurred that are beyond the control of the student.
 - b. Policy violation – an academic decision that has been made without due regard to proper policy.
 - c. New evidence – situations where relevant evidence emerges that was not available at the time of the original decision during a student assessment, informal appeal, etc.
 - d. Bias – decisions that the student believes were biased.
 - e. Severity of sanction – situations where the student believes the severity of the sanction imposed was not reasonable.
- 2.2. Students with academic issues involving allegations of discrimination or harassment should consult the [Harassment and Discrimination Policy](#).
- 2.3. Students with concerns about the quality of the educational experience, who are not

looking to challenge an academic decision, but who are seeking a formal review and response to their concerns, should refer to the [Student Complaints Policy](#).

3. Timelines

- 3.1. Students are to initiate the appeal process within 10 business days of receiving an academic decision.
- 3.2. Timelines may be extended, at the discretion of the College, in cases of illness, injury, or personal extenuating circumstances. In all such cases, the student seeking the extension will provide supporting documentation for the cause and duration of the delay.

4. Student Rights

- 4.1. Students who initiate an appeal under this policy have the right to a fair, transparent, and equitable process.
- 4.2. At any stage in the appeal process, students may bring a support person (e.g. a student association advisor) to meetings relating to their case.
 - a. The role of the support person is not to speak on behalf of the student.
 - b. The expectation is that the student will prepare and present their own case and the support person's role is to observe the proceedings, and to advise and support the student.
 - c. Students who require accommodation in the appeal process should consult with Glenn Crombie Center.
- 4.3. Students awaiting appeal decisions may enroll in the next semester of their program and register in all regular courses while awaiting the outcome of their appeals.
 - a. Exception – where a review involves academic performance in a clinical or placement, the student **may not** register in the subsequent clinical or placement course while awaiting the results of their appeal.
- 4.4. In the case where a student enrolls in the next semester of their program and the Committee denies the stage 2 review, they will be required to withdraw from the course or program if they are no longer qualified to attend.

5. Process and Decision Making

- 5.1. The College maintains a multi-stage appeal process involving the following –stage 1, stage 2, and stage 3 reviews. The full process, scope, and decision-making authority is outlined in the College’s [Academic Appeal Operating Procedure](#).
- 5.2. Decisions regarding academic appeals will be made using the balance of probabilities standard. This means that based on the available evidence, the College must be satisfied that it is more likely than not that the original decision was incorrect. The burden of providing evidence rests with the student who submitted the appeal.

Responsibilities and Accountability

Vice President, Academic is responsible for:

- Ensuring that this policy and the corresponding [Academic Appeal Operating Procedure](#) are communicated and made available to students.
- Ensuring the overall integrity of the appeal process.

Deans and Chairs are responsible for:

- Being familiar with the requirements of this policy.
- Ensuring their staff are familiar with the requirements of this policy.
- Ensuring full compliance with the requirements of this policy.
- Participating fully in the appeal process and documenting details
- Undertaking their obligations under this policy in a fair, transparent and consistent manner.
- Communicating the results of an academic appeal decision to the student, the faculty member, and the Registrar.

The Registrar is responsible for:

- Overseeing the administration of this policy and related procedure
- Coordinating and facilitating stage 3 academic appeal processes.
- Ensuring documentation and reporting of all stage 2 academic appeals.
- Overseeing the administration of this policy.
- Maintaining a record of all academic appeals.

Faculty Members are responsible for:

- Being familiar and complying with the requirements of this policy and corresponding

procedure

- Explaining their academic decisions to students and, in cases of disagreement, for informing students of their right to launch an appeal.
- Participating in the appeal process, which may include providing further information and documentation, in-person and in writing, to their Dean or Chair and the Academic Appeal Committee.
- Undertaking their obligations under this policy in a fair, transparent and consistent manner.

Students are responsible for:

- Being proactive – i.e. notifying and consulting with the faculty member or program coordinator as soon as situations arise that are likely to affect their academic performance.
- Knowing their rights and responsibilities under this policy.
- Initiating, following and cooperating with the [Academic Appeal Operating Procedure](#).

Procedures/Forms

- [Academic Appeal Operating Procedure](#)
- [Academic Appeal Form](#)

Related Policies

- [Academic Evaluation Policy](#)
- [Academic Integrity Policy](#)
- [Academic Standing and Promotion Policy](#)
- [Accommodations for Students with Disabilities Policy](#)
- [Code of Conduct Policy](#)
- [Student Complaints Policy](#)
- [Student Rights and Responsibilities Policy](#)