
Policy Title:	Academic Appeals	Policy Version:	3
Policy No:	5010	Approval Date:	April 18, 2016
Original Submission Date:	2004, revised 2012	Effective Date:	April 18, 2016
Approval Body:	Academic Council	Revision Date:	April 2018

Policy Statement

Students have the right to appeal to a higher level of authority if they think they have been treated unjustly in matters related to grades, final marks, academic misconduct, or disciplinary actions that affect their academic standing at Acsenda School of Management. Appeals must be conducted in a fair and impartial manner.

Purpose

This policy outlines the procedures to be followed when a student chooses to appeal a decision about academic matters including grades, commission of academic misconduct and related disciplinary actions that they believe to be unjust.

Scope

Students, faculty, and administrators are expected to resolve disputes informally where possible. The appeal process is a mechanism to be used only where a resolution is not reached through informal review.

Academic integrity is the responsibility of every student. Students who commit academic misconduct including plagiarism, cheating, falsifying materials or any other action covered in the policy on Academic Honesty are subject to the penalties outlined in that policy.

Academic decisions that may be appealed:

A student may initiate an appeal in relation to the following types of academic decisions:

- Assignment of course grades and final marks
- A violation of the policy on Academic honesty and the sanctions imposed
- Suspension or withdrawal for failing to meet the minimum academic standards required for a program of study

Appeals on decisions regarding admissions and non-academic appeals are covered in other policies accordingly.

Types of Appeals and the Appeals Process:

When a decision is not reached through informal discussion and a student decides to initiate a formal appeal, the appropriate procedures for each type of appeal must be followed.

Students must provide in writing an explanation of what decision is being appealed, the reason(s) for the appeal, and the remedy being sought.

The appeal document must include: • The date of submission and a summary of the decision(s) made and the name(s) and role(s) of the person making the decision(s); • A clear, precise statement of the decision(s) being appealed; • The reasons the student believes the appeal should be heard; and • The remedy or relief the student is seeking.

Faculty members and/or administrators must provide complete documentation when an academic penalty is imposed or when responding to student appeals.

All correspondence and decisions regarding appeals, copies of letters of appeal and written decisions in each case of appeal will be kept in the student’s academic file.

Appeal for Dispute of Grade

It is the responsibility of faculty members to evaluate the academic performance of students and to assign grades. A student may appeal a grade for an assignment, an exam or any other required course activity; or a final overall grade for a course. Once recorded in the student’s academic record, a grade may be changed only:

- a) Upon faculty certification that an error in determining the student’s grade has occurred;
- b) As a result of a final decision on a student appeal.

A student may appeal a grade or final mark to the Dean or the appropriate Program Head (hereafter referred to as ‘Dean’). The grade determined by means of a review or appeal will be recorded as the final official grade and may be equal to, lower than, or higher than the original.

Appeal for Academic Misconduct and the Sanctions Imposed

Students who have been found in violation of the policy on Academic Honesty have the right to appeal the decision of the Dean or the President through a written appeal to the Academic Standards Committee of Academic Council.

Appeal for Academic Suspension or Withdrawal

The student who has been given an academic suspension or has been withdrawn from ASM may appeal the ruling in writing in care of the Registrar.

Appeal for Readmission after Academic Suspension or Withdrawal

A student suspended or withdrawn for unsatisfactory academic progress may apply for reinstatement after a period of non-enrollment. The registrar is responsible for submitting this appeal for readmission accompanied with all relevant documentation to the Dean who, in consultation with members of Academic Council, will provide a final decision.

Definition

These definitions apply to terms as they are used in this policy.

Word/Term	Definition
Academic Misconduct	Any type of cheating that occurs in relation to a formal academic exercise which includes, but is not limited to, plagiarism, fabrication or falsifying of data, information or citation; falsely claiming to have submitted work for any academic exercise; or falsely claiming another student’s identity.
Academic Suspension	A student will be required to discontinue studies after three terms (in succession) of academic performance below that established to be the minimum acceptable GPA. The student must sit out for at least two quarters. To gain readmission to the Acsenda School of Management degree program, a student must reapply and submit either proof of accomplishing better grades at another institution while on Academic Suspension, submit a study plan for measures to be taken to improve the level of performance, explain why previous studies were unsuccessful or provide evidence of remedial studies that have increased the probability of success.
Unofficial Withdrawal	This is issued by the Registrar’s Office to Students who fail to return from an approved break or to students who fail to meet the minimum academic requirements as a consequence of an academic offense in accordance with the provisions of the ASM Academic Calendar.

Related policies

Policy Number	Policy Title
5580	Academic Standing
5600	Academic Honesty
5655	Student Code of Conduct
9068	Course Changes and Course or Program Withdrawal

Responsibility

1. Students - are responsible for familiarizing themselves with ASM policies and expectations regarding academic conduct and integrity. Students are responsible for initiating an appeal and submitting all required documentation within the time limits.
2. Faculty members - are responsible for reviewing grades upon request by students. The faculty is also responsible for automatically conducting reviews for all failing grades assigned.

The faculty is responsible for identifying and reporting violations of academic honesty to the Dean and for submitting all relevant documentation.

3. The Dean - is responsible for conducting fair and impartial reviews of student appeals and for providing written decisions to the student, the faculty member concerned and to the Registrar's Office for the record. The Dean is also responsible for providing complete and factual documentation on the review, including a considered decision with penalties or resolution specified if applicable.

The Dean is responsible for revising this policy and for presenting the policy changes to the Academic Standards Committee.

4. The Registrar - is responsible for communicating the decision of the Academic Standards Committee to the student and for retaining all records related to appeals and for destroying materials returned by the Committee.
5. The Academic Standards Committee - is responsible for considering appeals at the final level where students appeal the decision of the Dean.

The Chair of the Committee is responsible for documenting the process and outcomes, including providing clearly articulated reasons for the Academic Standards Committee's decision to uphold, modify or rescind sanctions and in advising the Registrar of the outcome.

The Academic Standards Committee is responsible for reviewing and recommending revisions of this policy to the Academic Council.

6. The Academic Council is responsible for the approval of this policy.

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Appeal for Dispute of Grade

Students are first required to discuss the disputed grade with the faculty member in charge of the course in an effort to reach a mutually satisfactory resolution. The grade grievance procedure cannot go forward without an initial review between the student and the faculty member.

If the issue is not resolved in this way, students may submit a letter of appeal no later than 7 business days following the date of the faculty member's final decision. All pertinent exhibits should be attached and the submission must then be sent to the Registrar who will forward the letter of appeal with the supporting documents to the Dean. The Dean will complete a review within 10 business days of receiving the letter. The Dean may call upon another faculty member who is a subject matter expert to grade the assignment(s)/academic work in question.

Upon completion of the review, which includes the right of rebuttal by the faculty member, the Dean will direct the Registrar to:

1. Uphold the grade as initially given;
2. Ratify an agreement whereby the faculty member agrees to change the grade; or,
3. Change the grade.

The Dean provides the student with a written decision including the rationale and facts upon which it is made, with a copy to the Registrar for the student's record.

Appeal for Academic Misconduct and the Sanctions Imposed

Students who have been found in violation of the policy on Academic Honesty have the right to appeal the decision in writing within 10 business days of being notified of the violation. The Dean will investigate and provide a written response of the decision to the student within 10 business days of receiving the letter of appeal. If a student wishes to appeal the decision of the Dean, another letter of appeal must be sent to the Registrar within 10 business days. The Registrar will present the appeal to the Chair of the Academic Standards Committee of Academic Council. The grounds for appeal will be one or all of the following:

1. there was unfairness in the previous decisions and/or sanctions;
2. the penalty imposed was inappropriate;
3. new evidence is presented that was not available previously and may have affected the decision of the Dean.

If the grounds for appeal are met, the Chair will convene a meeting of the Academic Standards Committee within 10 business days to review the appeal. The Chair of the Academic Standards Committee will inform the student of the decision in writing including the reasons for the decision within 10 business days following the meeting. The decision of Academic Standards Committee is final.

Appeal for Academic Suspension or Withdrawal

An appeal of academic suspension or withdrawal will be considered if documentation can be provided to show unusual or extenuating circumstances surrounding a student's academic performance. The student must also be confident in the ability to show significant academic improvement. A student wishing to make an appeal must do so in writing to the Registrar by completing and submitting a letter of appeal. The Registrar will present the appeal to the Dean who will evaluate the appeals based on content, academic performance, extenuating circumstances, and a plan for improvement going forward.

Appeal for Reinstatement after Academic Suspension or Withdrawal

A student suspended or withdrawn for unsatisfactory academic progress may apply for reinstatement after a period of non-enrollment. A reinstatement request must be made six weeks in advance of the term the students wish to attend. To request reinstatement, students must submit a letter of appeal. All documentation, as well as the request itself, must be submitted to the Registrar who will present the appeal to the Dean for review.