	Vice President, Academic and Provost	Created: 2019May
Policy Number: TBD	Approval Body: Education Council	Last Reviewed/Revised: 2024March
Category: Education		



## C. DEFINITIONS

Appeal Support Persons a member of the College community whowing to their knowledge of College policy and procedures and familiawith students interests is able to offer confidential support to a student during an appeal of an educational decision and who may, upon reques accompany the student an Educational Appeals Committee hearing. Appeal Support Person is one of the following:

- x Counsellor
- x Accessibility Specialist
- x IndigenousStudent Servicestaff
- x Douglas StudestUnion Ombudsperson

Education Council Appeal TribunaThefinal level of appeal of educational policies or practices.

Educational Appeals Committee: The committee that hears stude appeals concerning College educational decisions where a resolution was **reat** chedin Stage.

Grounds Review: Aassessment of the assons for the appeal to determine whether further action is warranted.

Natural Justice Principles or rules designed to ensure that appeal decisions are made free of bias and are procedurally fair. Such principles require, for exam**the**t all impacted parties b**g**iven adequate notice of appeal proceedings, disclosure of all materials submitted, and reasonable opportunity to present a case.

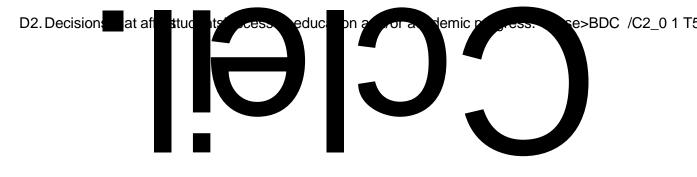
Responsible AdministratorThe administrator responsible for the Faculty involved in the appeal. Depending on the scope of the appeal, this may be the College Registrar or Associate Registrale sTc 01 (d)0.



Studentsmay appeal educational decisions that relate to policies involving:

D1. Decisions about natters involving Enrolment Service These include (but are not limited to) the following:

- x Late course withdrawals
- x Late course additions
- x Maximum number of registrations/course repeats for individual courses
- x Recognition of transfer credit
- x Time limits for completion of credentials
- x Credential residency requirements





Where a studentwishes to appeal an educational decision in addition to submitting a complaint or an appeal under another policy, the Responsible Administratid retermine which process will be completed first.

An appeal initiated by a studentho has been suspended from Douglas College must still follow the timelines of this policy but the appeal will not be heard until the student has been reinstalted ill then be the responsibility of the studentor reactivate the appeal withithirty (30) calendar days following the completion of the suspension.

## E. PROCEDURES

The deadline for appealing an educational decision is all and ardays following the end of the term in which the original educational decision was made. However, the all of the extended in certain circumstances by the Responsible Administrator or Registrar.



## PROCESS

The student will submit to the Education Council (edco@douglascolle@evoidten request for a hearing by the Education Council Appeal Tribunvaithin ten (10) businessays of receipt of the Educational Appeal committee's written decision. The request should briefly explain the nature of the original appeal and the grounds for a hearing by the Education Council Appeal Tribunal

#### **Grounds Review Meeting**

The Education Council Chail wequest copies of all Educational Appeal Committee hearing materials from the Responsible Administrator will circulate copies of all documents to the Appeal Tribunal Within ten (10) busines days of receiving the student equest for review, the Appeal Tribuna will meet to review the material, including the recording the Educational Appeal



## Administration Policis Page

- x Student NonAcademic Misconduct Policy
- x Respectful Workplace Policy
- x Violence Prevention and Response
- x Sexual Violence and Misconduct Prevention and Response
- x Respectful and Inclusive Environment

# Educational Policies Page

- x Appeal of Final Grades Policy
- x Academic Integrity Policy

## G. RELATE ACTS AND REGULATIONS



Protocols for Educationa Appeals Committee Hearings

All members of the Committeenust be present for the hearing to take place.

The Appeal **e**aring mustbe attended by the following parties:

- x Members of the Committee, as previously stipulated;
- x The studentappellant

The following parties magttend:

- x The employee(s) involved the appeal
- x TheResponsible Administrat@or designate) overseeing the department/program or other College unit in which the decision under appeal originated;
- x The Appeal Support Person chosen by the stu**de** the approved list defined in section C of this policy)

#### AppealHearingProcess

Prior to the formal hearing start time, the committee Chair will convene the members of the committee in camerato review the files and address any preliminary questions.

To open the formal hearing, the Committee Chair will introduce all parties and outline the procedures to be followed, noting that the hearing will be recorded (except for the Committee's deliberations).

The studentwill then present their appeal casefter which the Committee will ask questions and seek clarifying information. The employee(s) named in the appeal will then have the opportunity to respond mi (e)-89 ((nge)2.2 t()51(6ntc 0 Tw 38.677 pr35)ceiei