

Academic Appeal Policy

Policy ID: 2-204

Approved by: Vice President, Academic

Executive(s) Responsible: Vice President, Academic

Administrator(s) Responsible: Academic Director, Program Lead(s)

Revision Date: August 28th, 2024

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Next Review Date: October 2025

Background and Scope

The Ontario Institute for Health and Innovation (OIHI) is committed to maintaining high academic standards and ensuring fairness and transparency in all assessments and academic decisions. OIHI recognizes students' right to contest what they deem to be unfair or inaccurate academic decisions that impacts the student's academic progress.

This policy applies to all students enrolled at OIHI and covers appeals related but not limited to:

- a) Final grades,
- b) Academic probation and administrative withdrawals for academic reasons
- c) Academic misconduct decisions,
- d) Other academic decisions that affect a student's academic standing, such as prior learning assessment and recognition.

Purpose of the Policy

This Academic Appeal Policy provides fair and structured guidelines for students at OIHI to appeal academic decisions that they believe are unjust or incorrect. This policy ensures that students have the opportunity to have their academic concerns heard and addressed in a timely and impartial manner.

Definitions

Academic Appeal: A formal request by a student to review and reconsider a decision related to academic matters, such as grades, academic standing, or progression in a program.

Academic Decision: Any decision made by faculty, administration, or academic committees that affects a student's academic record, progression, or standing within a program. This may include decisions on grades, academic probation, or dismissal from a program.

Appellant: The student who submits an academic appeal.

Respondent: The individual or committee whose decision is being appealed, typically the instructor, academic committee, or administrative body involved in the original decision.

Academic Standing: The status of a student in relation to their progress within their academic program, often determined by cumulative average grade or other academic performance criteria.

Supporting Documentation: Any evidence or documents submitted by the student to support their appeal, such as medical certificates, letters of support, or academic records.

Policy Statements

1. Students have the right to appeal any academic decision they believe has been made in error or unfairly.
2. Appeals of academic decisions must be initiated in writing within 10 business days from the date the academic decision was communicated to the student.
 - 2.1. Appeals will only be considered on the following grounds:
 - 2.2. Procedural errors or irregularities (a clerical error, for example) that affected the academic decision;
 - 2.3. Evidence of bias or unfair treatment by the decision-maker;
 - 2.4. The decision did not reflect the merit of work and/or the course requirements;
 - 2.5. New evidence that was not available at the time of the original decision;
 - 2.6. Illness and/or disability; and
 - 2.7. Compassionate grounds.
3. To initiate an appeal, the appellant must submit a written appeal to student success, including:
 - 3.1. A statement of the grounds for the appeal.
 - 3.2. Supporting documentation.
4. The respondent will be notified of the appeal and be given an opportunity to respond.
5. Should the appellant and respondent be unable to resolve the appeal informally and the appellant has submitted a written appeal including grounds and supporting documentation they may appeal to the Academic Director.
6. The Academic Director may approve or deny the appeal, notifying the student and any other parties involved in accordance with the operating procedure.
 - 6.1. In exceptional cases where appellant wishes to continue disputing the decision of the academic department, an appeal panel will review the case.

7. The appeal panel will consist of the highest academic authority available, one administrator from a program other than that to which the appellant belongs as well as one faculty member or student if the case requires it.
 - 7.1. The highest academic authority available appoints a panel chair, who is responsible for running panel proceedings, confirming minutes and issuing communications with the appellant and any respondents.
 - 7.2. Appeal panel proceedings are to follow the guidelines established under the OP 2-204 Academic Appeals Procedure.
 - 7.3. The panel issues a recommendation to the Associate Dean following their proceedings. Decisions made by the Associate Dean are final.
8. All documents related to the appeal will be kept on file for at least one year after the appellant completes their program of study.
9. All information related to the appeal will be kept confidential except as required to carry out the appeal process or by law.

Related Legislation

- Ontario Human Rights Code (OHRC)
- Freedom of Information and Protection of Privacy Act (FIPPA)
- Private Career Colleges Act, 2005
- Accessibility for Ontarians with Disabilities Act (AODA), 2005

Related Policies

Policy Name	Policy Number
Grading Policy	2-223
Academic Standing and Progression	2-203
Academic Integrity	2-201

Document History

Date	Approval/Review/Key Change(s)
August 22nd, 2024	Revised by Academic Excellence
September 25th, 2024	Approved by VP Academic