

Academic Appeals Policy			
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Policy Number	725	Operational Responsibility	Academic Appeals Committee
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Objectives

This policy provides guidelines with respect to promoting fairness and consistency in academic decisions affecting LaSalle College Vancouver (LCV) students. This policy outlines the standardized procedures for the appellant to challenge an academic decision, and to ensure reasonable and impartial treatment of student concerns related to academic decisions.

This policy provides students with a respectful and consistent process to review academic decisions as defined in the policy, where there is a perception of unfair treatment, which impacts the student's academic standing or progress.

This policy summarizes an informal collaborative approach to appeals, along with mechanisms to escalate the conversation to an impartial committee if the appeal is not resolved.

Scope

This policy applies to all academic and educational appeals, including but not limited to grade disputes, academic dismissal, and reinstatement after withdrawal due to attendance issues.

Exclusions

There are no exclusions to this policy.

Definitions

Academic Activities: All activities which fulfil requirements for courses and/or programs. These activities include both graded and ungraded exercises, including but not limited to quizzes, tests, exams, assessments, evaluations, group assignments, presentations, experiential education, practical assessments, practicums, and work-integrated learning opportunities.

Academic Appeal: A formal request to a higher academic authority for a judgment or a decision to be changed on matters such as student progress, assessment and/or academic dismissal. This may include a request for a change of grades, progress decisions, or program reinstatement.

Academic Appeals Committee: A group of designated academic administrators who listen to, analyse and decide the outcome of an academic appeal hearing.

Academic Appeals Committee Chair: The Chief Academic Officer (CAO), an administrator designated by the LCV to facilitate and oversee academic appeals. (Also referred to as 'Chair').

Academic Decision: A determination made by an LCV faculty/employee acting in accordance with academic policies and procedures, which can include; breach of academic integrity, final course grade, probationary or withdrawal decision, and/or a Prior Learning decision.

Appeal: A formal request to a higher authority for a judgment or a decision to be changed.

Business Days: the formal business hours of LCV which are Monday to Friday, excluding Saturdays, Sundays, statutory holidays or any other day LCV has publicly acknowledged that it is closed.

Chair: See definition of 'Academic Appeals Committee Chair' above.

Grounds for Academic Appeal: The reason(s) used to challenge an academic decision, which the student believes to be unfair or unreasonable.

Student: Any person or persons enrolled or in the process of enrolling in a course or program for part-time or full-time study.

Provisions

Appeal Procedure of Grades

Students who feel they have received an erroneous grade must appeal that grade to their instructor a maximum of 5 business days after the start of the following quarter. Only final grades may be appealed. If the student and instructor do not reach a resolution, the student may appeal to the Program Director of their program. The Program Director, after consultation with the instructor and student, will decide. The student, if still unhappy with the decision, may appeal to the Academic Appeals Committee (AAC), in writing, who will make a final determination, and whose decision is final. Appeals must include all relevant evidence: grade records, academic correspondence, and additional documentation provided by students. In each step, faculty and/or staff members have 10 business days to respond to the appeal.

Step 1: Appeal to Instructor

- **Timeline:** Within 5 business days of the start of the next quarter.
- **Process:** The student must submit a written appeal to the instructor to discuss the disputed grade and provide relevant evidence.
- **Decision Maker:** Instructor.
- **Next Steps:** If unresolved, the student may escalate the appeal to the Program Director.

Step 2: Appeal to Program Director

- **Timeline:** Within 5 additional business days after receiving the instructor's decision.
- **Process:** The student must submit a written appeal to the Program Director, including prior communication with the instructor and any additional evidence.
- **Decision Maker:** Program Director.
- **Next Steps:** If unresolved, the student may appeal to the AAC.

Step 3: Written Appeal to AAC

- **Timeline:** Within 10 business days of the Program Director's decision.
- **Process:** The student must submit a detailed written appeal to the AAC, including all previous documentation.
- **Decision Maker:** AAC or convened Academic Appeals Panel (if deemed necessary).
- **Decision Communication:** The AAC will issue a written decision within 10 business days.
- **Final Decision:** The AAC's decision, or that of the CAO, is final.

Appeal Procedure for Reinstatement After Withdrawal Due to Attendance

Students who are administratively withdrawn from LCV for violating the consecutive days absence attendance policy may submit an appeal to the AAC for reinstatement into their course(s) in the active quarter. Students who appeal must do so in writing. Appeals must include all relevant evidence, such as attendance records, academic correspondence, and any additional documentation provided by the student.

- **Timeline:** Within 5 business days of receiving the withdrawal notification.
- **Process:** The student must provide a written request for reinstatement, including evidence such as attendance records and correspondence explaining extenuating circumstances, including documentation, if applicable.
- **Decision Maker:** CAO and Program Director with Appeals Committee.

- **Conditions for Reinstatement:** If reinstated, the student must comply with conditions set forth by the CAO, such as attendance monitoring or academic probation.

Appeal Procedure for Academic Dismissal

A student who is dismissed for violating Satisfactory Academic Progress must appeal in writing to the AAC for re-entry before the start of the quarter in which they wish to return. The written appeal must state the circumstances that contributed to the dismissal and provide an adequate explanation for how the circumstances have been remedied or changed to ensure that they will be able to meet satisfactory academic progress if re-admitted.

The AAC will review the student's appeal and will determine within 14 business days of the date of the receipt of the appeal whether the circumstances and academic status warrant consideration for re-admission.

The student may be asked to appear in person during the review process when deemed necessary by the CAO or the AAC. Upon the AAC's decision, the student will be notified by the CAO or designate in writing. The Academic Appeals Committee decisions will be final.

If a student's appeal is successful, the student will be placed on Academic Probation and will be required to achieve the minimum CGPA at the next measurement point. The student must meet the standards of Satisfactory Academic Progress by the next measurement point to continue in the program. The Academic Plan, including strategies for meeting minimum performance thresholds, will be reviewed and signed by both the student and the Academic Advisor.

A student denied an appeal must sit out 6 months before being eligible to apply for re-entry. However, the passage of time alone will not impact the decision-making process for future appeals. If a second re-entry appeal is denied, the student may submit another appeal after six months. If the appeal process is reopened, students must provide new evidence or justification to demonstrate a significant change in circumstances or preparedness. Appeals must include all relevant evidence such as grade reports, academic progress records, correspondence with faculty, and additional supporting documentation provided by the student.

- **Timeline:** Before the start of the next quarter in which the student wishes to return.
- **Process:** The student must submit a written appeal outlining the reasons for failing to meet Satisfactory Academic Progress (SAP) and a plan for improvement.
- **Decision Maker:** CAO, with the option to refer to an Academic Appeals Committee.
- **Next Steps:** If the appeal is successful, an Academic Plan will be created to help the student meet SAP standards for the next quarter of attendance. If denied, the student must wait 6 months before reapplying.

Notification of Decisions

- All decisions at each stage will be communicated to the student in writing, detailing the reasons for the decision and any conditions or next steps.
- Students will receive the outcome via email within the specified timeline for each stage.

Further Information

Please also refer to:

- Appendix I: Academic Appeals Standards
- Appendix II: SAP Appeal Guide
- Appendix III: Student Academic Appeal Form
- 701 Student Conduct Policy and Discipline Procedures
- 805 Student Non-Academic Complaints Policy
- 401 Employee and Student Access and Equity Policy

Appendix I

Academic Appeals Standards

This document outlines the standards of evidence and other guidelines related to academic and attendance appeals. The goal is to strike a balance between compassion for students and academic standards, while taking steps to ensure that students readmitted to their programs are given a fair chance of success.

Students requesting an academic appeal will work in collaboration with Academic Advisors to prepare a complete appeals package, including an Appeals Form with all required information, a written explanation, and adequate documentation as described below. Once an appeal is submitted to the committee, students may not revise the appeal or provide additional documentation.

Students with active administrative or financial “holds” on their accounts may not submit Academic Appeals.

General Guidelines

Attendance Appeals

Even if there is a legitimate and documented reason for the absence:

- Student may not be reinstated in the current term if they have missed more than 4 weeks of class at the time of the appeal.
- Student may not be reinstated in the current term if they have not attended any classes in the first two weeks.
- Students may not be reinstated unless they are in Canada and ready to return to class immediately at the time of the appeal.

Academic Appeals

Even if there is a legitimate and documented reason for poor academic performance

- Students may not be reinstated if there is no chance that they can meet the GPA requirements within one term while taking a normal courseload.
- Students may not retroactively apply for an Academic Accommodation for a permanent/long-term disability, or learning exceptionality at the time of appeal.

Standards of Evidence

Acceptable documentation includes

- Medical Doctor's note recommending the student's absence from school or documenting a serious condition that would reasonably disrupt studies.
- Registered Clinical Counsellor or Psychologist's note recommending the student's absence from school or documenting a serious condition that would reasonably disrupt studies.
- A letter from an employer documenting a workplace incident that would reasonably disrupt studies.
- Death certificate of a close relation.
- Police reports documenting a serious crime.
- Evidence of service in the Canadian armed services or emergency services.

Unacceptable documentation includes, but is not limited to

- Copies of prescription/photos of medication
- Photos of crime/incident scenes
- Services not covered by the Medical Services Plan (MSP). See list [here](#).
- Evidence of financial distress or job redundancy/unemployment
- Passports and travel documents
- Anything that can't be traced or tied to a particular individual

Appendix II

Satisfactory Academic Progress (SAP) Appeal Guide

The purpose of this document is to provide a guide to support the process of a student appeal when they are dismissed from their studies for not meeting the Academic Progress Policy of LaSalle College Vancouver.

In order to appeal SAP dismissal, you must submit an official Appeal Letter to the Academic Appeals Committee (advising@lasallecollegevancouver.com) indicating specifically why you were unable to meet your Academic Requirements and provide documentation to support your appeal BEFORE the start of the term you wish to return. The written appeal must state the circumstances that contributed to the dismissal and provide an adequate explanation for how the circumstances have been remedied or changed to ensure that you will be able to meet the satisfactory academic progress if re-admitted.

The Chief Academic Officer and the Academic Appeals Committee will review your appeal and will determine within 14 business days of the date of the receipt of the appeal whether the circumstances and academic status warrant consideration for re-admission. You may be asked to appear in person during the review process when deemed necessary by the Chief Academic Officer or the Academic Appeals Committee. Upon the Appeals Committee decision, you will be notified by the Chief Academic Officer. The Appeals Committee decisions will be final. (for more details on the attendance policy, please see [the Academic Calendar](#)).

How to Appeal:

The official appeal submission must include the following:

1. A completed Academic Appeal Form (a copy of the form is attached to the dismissal email/mio)
2. A letter addressed to the Academic Appeals Committee that includes:
 - a. Your name and student number
 - b. An explanation on why you are writing the appeal, including:
 - o Why were you dismissed from the program?
 - o Why are you asking to return to the program?
 - o Why was it difficult for you to achieve the grades required?
 - o How is your situation changed since you were dismissed from the program?
 - c. Your plan for academic success if your appeal is approved:
 - o How do you plan to be successful if approved to return?
 - o What will you do if you develop difficulties in the future?
 - o What are your goals for success for the remainder of your program?
3. Documentation to support your appeal. Your supporting documentation must be relevant and align with the deficient grades you received. See page 2 for more information.

How to submit:

You must send all required documents (Academic Appeal Form, Appeal letter and supporting documentation) to advising@lasallecollegevancouver.com. Documents must be submitted as attachments and include your full name and student number in the email.

Appeal Guidelines

Students with active administrative or financial “holds” on their accounts may not submit Academic Appeals. Please contact the Academic Advisors (advising@lasallecollegevancouver.com) if you are unsure about the holds on your account.

The reason for academic difficulties must be sufficient in duration to have negatively impacted your progress and must align in time with the deficient grades you received.

Even if there is a legitimate and documented reason for poor academic performance:

- Students may not be reinstated if there is no chance that they can meet the GPA requirements within one term while taking a normal courseload.

Appendix II

- Students may not retroactively apply for an Academic Accommodation for a permanent/long-term disability or learning exceptionality at the time of appeal.

If the appeal is successful and the student is approved for re-admission they will be allocated classes by the Academics team. Students must take the assigned classes and meet any other requirements set by the Appeals Committee.

Standards of Evidence

Acceptable documentation includes but is not limited to:

- Medical Doctor's note recommending the student's absence from school or documenting a serious condition that would reasonably disrupt studies.
- Registered Clinical Counsellor or Psychologist's note recommending the student's absence from school or documenting a serious condition that would reasonably disrupt studies.
- A letter from an employer documenting a workplace incident that would reasonably disrupt studies.
- Death certificate of a close relation.
- Police reports documenting a serious crime.
- Evidence of service in the Canadian armed services or emergency services.

Unacceptable documentation includes

- Copies of prescription/photos of medication
- Photos of crime/incident scenes
- Services not covered by the Medical Services Plan (MSP). See list [here](#).
- Evidence of financial distress or job redundancy/unemployment
- Passports and travel documents
- Anything that can't be traced or tied to a particular individual

Student Academic Appeal Form

Student and Program Information



1. _____ Name (Family, First)		_____	_____
_____		Student ID Number	Today's Date
Program		Personal Email	

Type of Appeal

- ☐ Academic Dismissal
- ☐ Attendance Dismissal
- ☐ Other (please specify):

2. _____

Attachments:

- ☐ Appeal Letter
- ☐ Supporting Documents (please see appeal guide for more information)

For Official Use Only

Appeal Approved

☐ Yes

☐ No

Conditions/Recommendations

_____	_____
Chief Academic Officer Signature (or designate)	Date