

Academic Appeals

Academic Appeals If a student is in disagreement on an academic/education matter and unable to resolve the issue first with their instructor and then with the Program Director, they may appeal to the Chief Academic Officer.

The Chief Academic Officer will not address the appeal unless the student has first attempted to address the issue with his instructor and if that was unsuccessful, the applicable Program Director. If, after exhausting these options the student remains dissatisfied, the student may submit his/her appeal in writing to the Chief Academic Officer. In making his/her appeal to the Chief Academic Officer, the student will follow these additional guidelines.

The student must provide a complete explanation of the basis for the appeal and must attach appropriate documentation, including witnesses which provide evidence, justification, or reason for the student's situation or actions. The Chief Academic Officer will review the matter and will make a decision based on the merits of the appeal. Unless the matter is referred to the Appeal Panel by the Chief Academic Officer or President, The Chief Academic Officer's decision is final and without appeal.

Where the matter involves the academic dismissal or suspension of a student, the Chief Academic Officer may choose, in his/her absolute discretion, to convene an Academic Appeal Panel to consider the student's appeal. The panel may request the appearance of the student, or witnesses, to clarify any statements or materials presented by the student. The panel will follow a similar composition and procedure as set out in the student conduct policy appeal procedure. The Chief Academic Officer may apply and modify these procedures as deemed appropriate to the circumstances and will provide the student a summary of the process before the appeal is heard. The Panel is responsible for reviewing all documentation presented by the student and available from LCV faculty, staff, and records and then renders a final decision regarding the student's status.

The decision reached by this panel is the final position of LaSalle College Vancouver (LCV).

Appeal of Grades Procedure

Students who feel they have received an erroneous grade must appeal that grade to their instructor a maximum of five (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. The Program Director, after consultation with the instructor and student, will make a decision. The student, if still unhappy with the decision, may appeal to the Chief Academic Officer, in writing, who will make a final determination and whose decision is final.