

AA19 Academic Appeal

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Responsible Authority:	Dean, Academic Development
Executive Sponsor:	Senior Vice President, Academic
Approval Authority:	Algonquin College Executive Team
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PURPOSE

To provide students with a fair and timely process to appeal decisions that impact the academic standing or progression of students when the grounds for an academic appeal on the basis of either personal bias/unfair treatment, medical, compassionate, and/or course management, are met.

SCOPE

This policy applies to all students.

DEFINITIONS

Word/Term	Definition
Academic Administrator	Program Chair, Course Chair, or Academic Manager
Chair	Chair of the Appeal Committee
Grounds	The reasons used to challenge an academic decision which the student believes is not fair or reasonable

POLICY**1. General**

1.1 Algonquin College is accountable for setting and maintaining standards of academic performance. The professors and administrative staff have the right and responsibility to exercise professional and academic judgement in making decisions about the performance and progress of students which reflect their academic abilities and accomplishments.

1.2 The College is committed to ensuring that students are treated in a fair and consistent manner regarding all matters that relate to their academic performance and progress. In keeping with this commitment, all students shall be provided with a timely process to appeal academic decisions when they believe the academic decision has not been fair or reasonable.

1.3 In keeping with the College's core values of Caring, Learning, Integrity and Respect, all parties involved in an academic appeal will be treated fairly and with respect.

1.4 Students with no outstanding debts or obligations to the College have the right to formally appeal an academic decision concerning their academic performance and progression through a program of study.

1.5 Students who believe that they have the basis for appealing an academic decision shall first attempt to resolve the matter informally through immediate contact with the professor who has made the decision, and then, if necessary, with the Academic Administrator. It is only when a dispute cannot be resolved through this informal process that students may proceed to formally appeal the academic decision to an Appeal Committee.

2. Appeal Committee

2.1 The Dean of each School shall establish a standing Appeal Committee and confirm its membership to the Senior Vice President, Academic.

2.2 Students may initiate a formal appeal for academic decisions related to:

- procedural error including review of a grade (Policy AA37 Review of Final Grade)
- academic discipline (Policy AA18 Academic Discipline)
- plagiarism (Policy AA20 Plagiarism)
- an assignment that does not allow a reassessment, such as presentations, field placement or clinical performances (Policy AA37 Review of Final Grade)

Note: Presentation, clinical or field performance grades are not subject to re-examination. Thus, the only possible remedy may be the opportunity to redo the presentation, field or clinical assignment, as opposed to a revision of the grade.

2.3 Students may also initiate an appeal for academic decisions about their academic performance and progression regarding:

- accommodation (AC01 Students with Disabilities)
- special allowance (AA21 Special Allowances for Individual Students)
- participation in Students' Association varsity teams (AA22 Student Participation Allowance in Athletics or on the Students' Association Board of Directors)
- progression (AA39 Program Progression and Graduation Requirements)

2.4 Each student appeal case will normally be heard and treated individually. The College may hear a group appeal dealing with the same circumstance as a special case for expediency or efficiency purposes, so long as consent is obtained from all parties prior to the date of the hearing.

2.5 College staff are to follow the procedures as described in this policy. Under certain circumstances, it may be necessary for these procedures to be amended. All such amendments will be available to the College without recourse by the students, provided they do not cause prejudice to the students and continue to result in a fair appeal process.

2.6 Students, who believe they have the basis for appealing an academic decision, should seek the advice of the Ombudsperson for support and direction at the earliest possible time in the process.

2.7 All college staff are to cooperate with reasonable requests to provide evidence and to appear at the appeal hearing as witnesses unless there are extenuating circumstances precluding their participation.

2.8 Pending the outcome of the appeal, students may register in the next level of their program, unless there is an issue of liability, safety and/or behaviour that interferes with the teaching/learning process. The Academic Administrator may impose compulsory conditions to be met by the students if they continue in the program while awaiting the outcome of the appeal.

2.9 The College prohibits reprisals, or threats of reprisal, against students who have raised matters of concern under this policy. Individuals who violate this provision shall be subject to disciplinary action.

2.10 If students do not initiate an appeal within the deadlines set by this policy, the College will consider the matter as being closed.

3. Onus and Standard of Proof

3.1 For academic decisions being appealed, the responsibility is on the students to show that the original decision was incorrect.

3.2 Where the students are appealing the decision related to academic discipline and/or plagiarism policies, the onus is on the professor or College staff to satisfy the Committee through witnesses and documentation that the students have committed the alleged act(s) and that the act(s) amounted to an academic offence.

3.3 Where the students are appealing a sanction imposed following an academic offence, the onus is on the students to satisfy the Committee that the penalty imposed is too harsh in the circumstances of the particular case.

3.4 The standard of proof in all decisions shall be *a balance of probabilities*. This means that the Committee must be shown that it is more likely than not that the original decision was incorrect.

4. Appeal Committee Decision

4.1 The decision of the Appeal Committee is final. Students who believe they have not received a fair hearing may request an Appeal Review only for the following reasons:

- a. A substantial procedural error has been committed by the Appeal Committee which has denied the student a fair hearing.
- b. New evidence is available that, through no fault of the student, was not available at the time the appeal was heard by the Appeal Committee.
- c. The penalty imposed by the Appeal Committee is unduly harsh given the circumstances or the offence.

4.2 There shall be no other grounds for an Appeal Review. For the purposes of clarification, the College Appeal Review Committee does not have the authority to rehear a student's case on its own merits, as the decision of the Appeal Committee is final.

PROCEDURE

<u>Action</u>	<u>Responsibility</u>
1. Informal Appeal	
1.1 Within five (5) days of receiving a written notice of an academic decision which the student believes does not accurately reflect his/her performance, meet with the professor or Academic Administrator who rendered the decision to review the decision.	Student
1.2 If a solution is reached, notify the student in writing and the Registrar's Office, if the final grade or academic decision is changed.	Professor or Academic Administrator
1.3 If no solution is reached within these five (5) working days, meet and ask the Academic Administrator to review the decision if it was made by a professor or with the Dean if the decision was made by an Academic Administrator within the next five (5) working days.	Student
1.4 If a solution is reached, notify the student in writing and the Registrar's Office, if the final grade or academic decision is changed.	Academic Administrator or Dean
1.5 If no solution can be reached at the second step (1.3 above), launch a formal appeal of the academic decision to the Appeal Committee within the next five (5) working days.	Student
2. Appeal Application	
2.1 Within five (5) working days of the date the student met with the Academic Administrator or with the Dean to review the decision under dispute, obtain two forms from the Registrar's Office: <ul style="list-style-type: none"> • an Appeal Application form (Appendix 1) ; • an Authorization for Release of Student Information form (Appendix 2). 	Student
2.2 Complete both forms and return to the Registrar's Office, along with the appeal fee to be paid. The appeal fee will be returned to the student if the academic decision is changed in favour of the student.	Student
2.3 With the application, provide the grounds for the academic appeal (Appendix 3).	Student
2.4 If a person other than the student is to present the case to the Appeal Committee, provide the name and occupation of the person representing the student to the Appeal Committee Chair at least three (3) working days before to the appeal hearing.	Student
2.5 Forward the appeal application and any relevant documentation to the Academic Administrator or Dean.	Registrar's Office

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| 2.6 | In instances where the Academic Administrator is notified, inform the Dean of the request for an appeal. | Academic Administrator |
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| 3. Appeal Hearing | | |
| 3.1 | On receiving the application for an appeal, notify the Appeal Committee Chair (referred in Sections 3 & 4 as <i>Chair</i>) of the request. | Academic Administrator
or Dean |
| 3.2 | If more than one case comes forward dealing with the same issue and it is decided to merge the files/academic appeals into one meeting, prior approval is required from all parties. | Academic Administrator
or Dean |
| 3.3 | Call a meeting of the Appeal Committee (Appendix 4) to hear the appeal within ten (10) working days of receiving the application and notify the student and all other persons involved in the appeal of the date, time and place of the meeting. An extension can be granted by the Dean at the request of the student or the Department, as long as it is reasonable and agreeable to all concerned. | Appeal Committee Chair |
| 3.4 | Give the names of the Appeal Committee members to the student and the professor(s) involved in the appeal at least five (5) working days before the appeal is to be heard. Either the student or the professor(s) can object to a member of the Appeal Committee. | Appeal Committee Chair |
| 3.5 | To object to a member of the Appeal Committee, submit the objections to the Chair at least four (4) working days before the appeal is heard. | Student or the
professor(s) |
| 3.6 | If the Chair determines the objection is reasonable, appoint alternate members(s) to the Appeal Committee so as to maintain its composition (Appendix 4). The hearing may be delayed by as much as five (5) working days in order to find replacement member(s). In the case of a reasonable objection to a group hearing, the Chair will arrange for an individual appeal hearing for each student. | Appeal Committee Chair |
| 3.7 | At the request of the student, the professor(s) or at the discretion of the Academic Administrator or Dean, meet with the parties and/or their advisors to clarify the issues to be heard by the Appeal Committee, to answer any procedural questions, to consider limiting the number of witnesses, or to consider other matters which may help in the conduct of the appeal hearing. | Academic Administrator
or Dean |
| 3.8 | At least five (5) working days before the hearing, provide to the Chair the information listed below:
a. One copy of the documents the student and the professor plan to introduce as evidence at the hearing. Unless the | Student and the
professor |

- other party or the Appeal Committee agrees, no other documents may be introduced at the time of the hearing.
- b. A list of intended witnesses or a statement that no witnesses will be called. No witness other than those on the list may testify without the consent of the Appeal Committee. If a party is having difficulty getting cooperation from a potential witness, he or she will request assistance from the Dean.
 - c. The name and credentials of any advisor who will accompany the student or the professor. An advisor cannot attend the Appeal Hearing without having informed the Chair prior to the hearing unless it is agreed to by the Appeal Committee and the other party. If the student chooses to bring a lawyer, the College may wish to do the same. Any costs associated with the attendance of an advisor for the student at the appeal are the sole responsibility of the student.

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| 3.9 | Review all documents submitted to ensure that they are relevant to the appeal. Documents identified as not relevant will be returned to the student or professor at least two (2) working days before the hearing stating the reasons they will not be used during the appeal. | Appeal Committee Chair |
| 3.10 | At least two (2) working days prior to the appeal hearing, distribute copies of all relevant documents listed in Article 3.8 and any other material necessary for the fair determination of the appeal to Appeal Committee members, student and professor.
<i>All information is to be kept in the strictest of confidence</i> | Appeal Committee Chair |
| 3.11 | Conduct the hearing as outlined in Appendix 5 <i>Order of Proceedings</i> . The order can be amended with the agreement of the parties or by the Chair if he or she determines that such amendment(s) will not prejudice the student or the professor and will ensure the fair determination of the appeal. | Appeal Committee Chair |
| 3.12 | Within five (5) working days of the completion of the appeal, send, on behalf of the Appeal Committee, the written decision and the reasons for that decision to the student, the professor(s), the Dean, and the Registrar. | Appeal Committee Chair |
| 3.13 | Prepare a written record of the Appeal Committee meeting and submit it to the academic department for retention. It is not necessary for the Appeal Committee to generate a transcript of the appeal, but summary notes of the evidence presented should be recorded. The record shall consist of: | Appeal Committee Chair |
| | a. The Appeal Application form | |

- b. Names and occupation of the Appeal Committee members and any other persons in attendance, including witnesses and advisors
- c. Documents introduced by the student and the professor(s)
- d. The written decision that was issued by the Appeal Committee to the student and the professors
- e. Any other material that the Appeal Review Committee considered to make its decision so that the record gives a fair and comprehensive account of the appeal, including summary notes of the evidence presented

The decision of the Appeal Committee is final. A student who believes that he or she has not received a fair hearing may request an Appeal Review as described in Section 4 below.

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| 3.14 | Retain all records for a period of at least seven (7) years or longer if the student returns to the College before the seven years have expired. | Academic Department |
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4. Request for Appeal Review

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| 4.1 | <p>Within ten (10) working days of receiving the decision of the Appeal Committee, apply in writing to the Registrar's Office for an appeal review if at least one of the following reasons is met:</p> <ul style="list-style-type: none"> a. Substantial procedural error has been committed by the Appeal Committee which has denied the student a fair hearing b. New evidence is available that, through no fault of the student, was not available at the time the appeal was heard by the Appeal Committee c. The penalty imposed by the Appeal Committee is too harsh given the circumstances or the offence | Student |
| 4.2 | <p>Include the following in the application for an appeal review:</p> <ul style="list-style-type: none"> a. The decision of the Appeal Committee that is being appealed b. The reasons for requesting an appeal review (See Article 4.1 above) c. The remedy that is being requested d. If another person is to present the case on behalf of the student, the name and occupation of the person representing the student. If the name of the person is not known at the time of the application, this is to be provided within three (3) working days of the appeal review hearing e. The appeal review fee to be paid. This fee, together with the appeal fee referred to in Article 2.2, will be refunded to the student in the event the decision of | Student |

the Appeal Review Committee is changed in favour of the student

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| 4.3 | Within two (2) working days, send the request for an appeal review to the Senior Vice President, Academic. | Registrar's Office |
| 4.4 | Within two (2) working days of receiving the request for an appeal review from the Registrar's Office, call together an Appeal Review Panel, composed of two academic administrators/Deans and chaired by the Senior Vice President, Academic, to determine if there are sufficient reasons for an appeal review, based on Article 4.1. Only to the extent necessary to determine whether any of the three reasons for an appeal review exists may the Panel hear evidence. | Senior Vice President, Academic |
| 4.5 | If the request for an appeal review is denied, inform the student in writing of the reasons. | Senior Vice President, Academic |
| 4.6 | If the request is granted, refer the appeal review to the Chair of the Appeal Review Committee (Appendix 6), with the student's application, all pertinent records, and a copy of the record of the academic appeal. | Senior Vice President, Academic |
| 5. Appeal Review Hearing | | |
| 5.1 | Call a meeting of the Appeal Review Committee to hear the appeal review within ten (10) working days of receiving the application and notify the student and all other involved persons of the date, time and place of the meeting. At the request of the student to the Senior Vice President, Academic, the time line can be extended by an additional five (5) working days. | Chair, Appeal Review Committee |
| 5.2 | Give the names of the Appeal Review Committee members to the student and the professor(s) involved in the appeal review at least five (5) working days before the appeal review is to be heard. Either the student or the professor(s) can object to a member of the Appeal Review Committee. | Chair, Appeal Review Committee |
| 5.3 | To object to a member of the Appeal Review Committee, submit the objections to the Senior Vice President, Academic at least four (4) working days before the appeal review is to be heard. | Student or professor |
| 5.4 | If the challenge is determined to be reasonable, the Senior Vice President, Academic will appoint alternate member(s) to the Appeal Review Committee so as to maintain its composition (see Appendix 6). | Senior Vice President, Academic |
| 5.5 | At the request of the student or the professor or at his/her discretion, meet with the parties and/or their advisors to clarify the issues to be heard by the Appeal Review | Chair, Appeal Review Committee or Senior |

Committee, to answer any procedural questions, to consider limiting the number of witnesses, or to consider other matters which may help in the conduct of the appeal review.

Vice President,
Academic

- 5.6 At least five (5) working days before the appeal review hearing, provide the Chair of the Appeal Review any additional information not presented at the appeal, such as written statements or other pertinent material, if such statements or materials are to be presented at the appeal review meeting.

Student and professor

- 5.7 Provide a copy of the record of the Appeal Committee (Article 3.12) to the student, other involved persons and Appeal Review Committee members at least four (4) days before the appeal review is scheduled.

Chair, Appeal Review
Committee

Any material introduced at the hearing may be considered provided that fair and reasonable accommodation has been made by the Appeal Review Committee to ensure that no affected person is prejudiced by the failure to be provided with the material prior to the appeal.

All information is to be kept in the strictest of confidence.

- 5.8 Read the record of the Appeal Committee. Based on the reason for the appeal review:

Appeal Review
Committee

5.8.1 Rehear the case if a substantial procedural error occurred at the Appeal Committee

5.8.2 Consider new evidence not available to the student at the time of the appeal

5.8.3 Reassess the penalty to determine if it is too harsh for the circumstances or offence

The College Appeal Review Committee has the authority to amend or reverse the decision of the Appeal Committee.

- 5.9 Conduct the hearing as outlined in Appendix 5 *Order of Proceedings*. The order can be amended with the agreement of the parties or by the Chair if he or she determines that such amendment(s) will not prejudice the student or the professor and will ensure the fair determination of the appeal review.

Chair, Appeal Review
Committee

- 5.10 Within five (5) working days of the completion of the appeal review send, on behalf of the Appeal Review Committee, the written decision and the reasons for that decision to the student, the professor (s), the Senior Vice President, Academic, the Dean, and the Registrar.

Chair, Appeal Review
Committee

- 5.11 Prepare a written record of the Appeal Review Committee meeting and submit it to the Senior Vice President, Academic for retention. It is not necessary for the Appeal Review Committee to generate a transcript of the appeal, but summary notes of the evidence presented should be recorded. The record shall consist of:

Secretary, Appeal
Review Committee

- a. The Appeal Review Application form
- b. The Appeal Committee Record
- c. Names and status of the Appeal Review Committee members and any other persons in attendance, including witnesses and advisors
- d. Any statements and materials presented at the Appeal Review meeting not contained in the Appeal Committee Record
- e. The written decision that was issued by the Appeal Review Committee to the student and professor(s)
- f. Any other material that the Appeal Review Committee considered to make its decision so that the record gives a fair and comprehensive account of the appeal review, including summary notes of the evidence presented

The decision of the Appeal Review Committee is final and binding on all persons involved in the Appeal Review.

- 5.12 Retain all records for a period of at least seven (7) years or longer if the student returns to the College before the seven years have expired.

Office of the Senior Vice
President, Academic

SUPPORTING DOCUMENTATION

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| Appendix 1 | Appeal Application form |
| Appendix 2 | Authorization for Release of Student Information form |
| Appendix 3 | Grounds for Academic Appeal |
| Appendix 4 | Appeal Committee Mandate |
| Appendix 5 | Order of Proceedings |
| Appendix 6 | Appeal Review Committee Mandate |

RELATED POLICIES

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| AA13 | Evaluation of Student Learning |
| AA18 | Academic Dishonesty and Discipline |
| AA20 | Plagiarism |
| AA21 | Special Allowances for Missed Evaluation |
| AA22 | Student Participation Allowance |
| AA37 | Review of Final Grade |
| AA39 | Progression and Graduation Requirements |
| AC01 | Students with Disabilities |

HR22 Respectful Workplace

RELATED MATERIALS

None

AA19: APPENDIX 1

APPEAL APPLICATION FORM

This form is available upon request through the Registrar's Office.

AA19: Appendix 2

AUTHORIZATION FOR RELEASE OF STUDENT INFORMATION FORM

Form to authorize the release of student information can be found at:

<http://www.algonquincollege.com/RegistrarsOffice/forms/forms.htm>

The form to be completed in order to authorize the release of student information:

1. Authorization for Release of Student Information

AA19: Appendix 3

GROUNDINGS FOR ACADEMIC APPEAL

Grounds are reasons that can be used to challenge an academic decision which the student believes are not fair or reasonable. The College will consider only the following grounds for an appeal. Students must submit relevant documents to support their request when they apply for an appeal.

Students, who believe they have grounds for appealing an academic decision, should seek the advice the Ombudsperson at the earliest possible time in the process for support and direction.

Grounds	Explanation	Required Documents
Personal Bias/Unfair Treatment	Unfair treatment of the student by a professor in comparison to the other students within the course. For example, where two students provided an identical or very similar answer and were graded differently.	Write a record of the events and explain how this has affected the student's ability to succeed. Include course outline or assignments if appropriate.
Medical	Illnesses or medical conditions that have affected the timely completion of an assignment or affected a student's academic performance or ability to meet academic obligations.	Medical certificate
Compassionate	Unforeseen significant event or circumstance, unforeseen by the student, that may affect the ability of the student to meet course requirements, for example, attend class, prepare papers, complete projects or write exams. Generally, employment commitments will not constitute grounds for academic consideration.	May be hard to document. If appropriate, could include : <ul style="list-style-type: none"> • Death certificate • Funeral arrangement • Travel arrangements • Letters from counsellors, therapists or religious leaders
Course Management	Concerns about how a course is delivered or managed, or a significant departure from the course outline or the course management policies of the school or College.	Write a record of where the departure occurred and explain how this has affected the student's ability to succeed. Include relevant course outline and/or course management policies documents.

AA19: Appendix 4

APPEAL COMMITTEE MANDATE

Purpose:

The Appeal Committee is to provide the student with a final, neutral forum to present an appeal at a hearing. The Committee will review the academic decision being challenged by the student, the grounds the student is using for the appeal and hear all evidence relevant to the case.

Membership:

Each school and satellite campus will establish an Appeal Committee and confirm its membership on an annual basis to the Vice President, Academic.

The membership for each school or campus Appeal Committee will consist of:

- The Dean or a designated administrator who will serve as Chair of the Appeal Committee
- Two professors
- Two students; one student representative will be from the Students' Association and the second will be from the School, but not in the same class.

In exceptional circumstances, the membership of the appeal committee can be altered at the discretion of the College (preferably the designated Chair who has no prior involvement with the case) provided it does not cause prejudice to the student(s) and continues to result in a fair appeal process.

Length of Term:

Membership on the Appeal Committee for administrators and professors will be for two years, subject to renewal. One alternate for professors and one for administrators will be designated for a two-year period.

Membership for students will be for one year, subject to renewal. An alternate is to be named for a one-year period.

Conflict of Interest:

No member of an Appeal Committee is to have any prior involvement with the case. Any involvement will constitute a conflict of interest and must be declared to the Chair of the Appeal Committee as soon as possible but no less than five working days prior to a hearing. If in the opinion of the Chair of the Appeal Committee, a conflict of interest is present, the member will be replaced.

Secretarial Support:

The Chair of the Appeal Committee is responsible for providing secretarial support.

Functions:

The Committee is to consider the application of various policies at the College, School, Department and Program levels and other factors that have an impact on the decision being appealed.

The Appeal Committee, upon completion of its review, is authorized to uphold, modify or reverse the academic decision being appealed.

AA19: Appendix 5

ACADEMIC APPEAL AND ACADEMIC APPEAL REVIEW ORDER OF PROCEEDINGS

1. Introduction of attendees and opening remarks of the Chair of the Appeal or Appeal Review Committee to explain the procedure. The Chair is to stress that all information presented at the appeal is to be kept confidential.
2. The Chair will ask the student and the professor(s) to present their evidence and any statements in the following order:
 - 2.1 The student will present his/her case.
 - 2.2 Questioning of the student by the Appeal Committee members. Any question the professor may have of the student is to be directed to the Chair.
 - 2.3 The professor(s) will present his/her case.
 - 2.4 Questioning of the professor by the Appeal Committee members. Any question the student may have of the professor(s) is to be directed to the Chair.
 - 2.5 Statements to be presented by the student's witness(es), if any.
 - 2.6 Questioning of the student's witness(es) by the Appeal Committee members. Any question the professor may have of the witness(es) is to be directed to the Chair.
 - 2.7 Statements to be presented by the professor's witness(es), if any.
 - 2.8 Questioning of the professor's witness(es) by the Appeal Committee members. Any question the student may have of the witness(es) is to be directed to the Chair.
 - 2.9 At the discretion of the Chair, the student and/or the professor may provide a rebuttal.
 - 2.10 The student makes a closing statement.
 - 2.11 The professor makes a closing statement.
3. The order can be amended with the agreement of the parties or by the Chair if he or she determines that such amendment(s) will not prejudice the student or the professor and will ensure the fair determination of the appeal review.
4. The student and the professor each have one hour to present their evidence. If there is more than one student or professor presenting evidence, they have to share the hour. With the agreement of the Committee, the Chair can extend the one hour presentation limit for complex situations.
5. Any new material can be introduced and considered at the hearing provided that fair and reasonable accommodation has been made by the Appeal Committee to ensure that no affected person is prejudiced by the failure to be provided with the material prior to the appeal.
6. The Chair will then conclude the meeting and advise the student and all other persons present how and when a decision will be communicated to them.

AA19: Appendix 6

APPEAL REVIEW COMMITTEE MANDATE

1. Purpose:

To review the decision of the Appeal Committee on one of the following grounds:

- a. A substantial procedural error has been committed by the Appeal Committee which has denied the student a fair hearing
- b. New evidence is available that, through no fault of the student, was not available at the time of the appeal to the Appeal Committee
- c. The sanctions imposed by the Appeal Committee are patently unreasonable or substantially disproportionate to the circumstances or offence

There shall be no other grounds for an appeal review. For the purposes of clarification, the College Appeal Review Committee does not have the authority to re-hear the student's case on its merits, as the decision of the Appeal Committee is final.

2. Membership:

The College Appeal Review Committee is to be established annually by the Senior Vice-President, Academic.

The College Academic Review Committee shall consist of:

- One Dean who will serve as Chair of the Committee, but will have no voting privileges
- One academic administrator
- One professor who has not been involved with the academic decision or its appeal to the Appeal Committee
- One student appointed by the Students' Association

3. Length of Term:

Membership on the College Appeal Review Committee for administrators and professor will be for two years, subject to renewal. One alternate for professors and one for the academic administrator will be designated for a two- year period.

The Students' Association will provide a student representative for a one year period, subject to renewal, and an alternate.

4. Conflict of Interest:

No member of the College Appeal Review Committee shall have any prior involvement with the case. Any involvement will constitute a conflict of interest and must be declared to the Chair of the College Appeal Review Committee as soon as possible but no less than five (5) working days prior to a hearing. If in the opinion of the Chair of the Appeal Review Committee, a conflict of interest is present, the member will be replaced.

5. Secretarial Support:

The Chair of the Appeal Review Committee is responsible for providing secretarial support.

6. Functions:

The Appeal Review Committee is to read the record of the Appeal Committee. Based on the reason for an appeal review, the Appeal Review Committee will:

- 6.1 Rehear the case if a substantial procedural error occurred at the Appeal Committee;
- 6.2 Consider new evidence not available to the student at the time of the appeal; and
- 6.3 Reassess the penalty to determine if it is too harsh for the circumstances or offence.

The College Appeal Review Committee has the authority to amend or reverse the decision of the Appeal Committee.