

TITLE: STUDENT APPEALS

POLICY STATEMENT:

Students have a right to question, receive explanations about, seek changes to, and appeal Academic and Administrative Decisions made by faculty and administrators of Red Deer College (RDC).

PURPOSE:

This policy provides a framework for fair, equitable, and expeditious processes that allow students' academic and administrative concerns to be addressed.

SCOPE:

All members of the College community involved in an academic or administrative appeal process are governed by this policy and the procedures outlined in the accompanying policy guidebook: Guidebook for Student Appeals Policy. This policy also includes students who are participating in, or travelling as part of:

1. a college program;
2. studying abroad;
3. clinical, practicum or a workplace experience;
4. college events or activities.

PRINCIPLES:

1. Policies at RDC:
 - 1.1 Treat all persons fairly and respectfully.
 - 1.2 Are non-discriminatory and non-intrusive.
 - 1.3 Incorporate open, honest, and timely communication.
 - 1.4 Are made in a timely manner.
 - 1.5 Provide appropriate confidentiality and privacy.
 - 1.6 Provide appropriate access to the College and education.
 - 1.7 Ensure that all persons have access to informed support regarding policies, procedures, rights, and responsibilities.
 - 1.8 Operate with clear written expectations for conduct and handling of complaints.
 - 1.9 Meet all regulatory standards.
 - 1.10 Maintain and clearly state a high standard of instruction and administration in all areas of educational programs and services.
 - 1.11 Are communicated in alternate forms to those who require such accommodation.

2. The following principles apply specifically to this policy:
 - 2.1. An atmosphere of freedom and respect, and appreciation for the basic rights and responsibilities of all members of the RDC community, are essential conditions for a positive and productive learning environment.
 - 2.2. All members of the RDC community are respected in their basic right to be heard, to present submissions on their behalf, to present relevant evidence, to be heard by an impartial decision maker, to receive an evidence-based decision, and to know the reasons for the decision.

DEFINITIONS:

Academic Decisions: decisions made about a student's academic performance. These decisions include such academic matters as Academic Accommodations, Academic Standing, Academic Integrity, Admission, Assessment and Grading, Registration, Graduation, and other related academic decisions.

Academic Misconduct: the giving, taking, or presenting of information or material that unethically or dishonestly aids oneself or another on any work. This normally concerns work which is to be considered in the determination of a grade, the fulfillment of academic requirements, or the enhancement of the student's record or academic career. Academic Misconduct includes, but is not limited to, Plagiarism, Cheating, Improper Collaboration, Falsification, and Impersonation.

Academic misconduct also applies when working on group projects. If the instructor discovers or suspects one member of the group of being involved in academic misconduct, everyone in the entire group may be subject to the disciplinary decisions made as a result of an investigation of the alleged Academic Misconduct.

Academic Misconduct Decisions: disciplinary decisions that are made as a result of an investigation of alleged Academic Misconduct.

Academic Integrity: the values that underlie post-secondary education and research. These values include honesty, trust, fairness, respect, and responsibility (modified from the definition of Academic Integrity from the [International Centre for Academic Integrity](#)). Maintaining Academic Integrity involves expressing original ideas, citing sources, working independently, and reporting results accurately and honestly.

Administrative Decisions: decisions made that impact students relating to deferred and supplemental examinations, final exam schedules, tuition and fees, refunds, prior learning assessment and Non-Academic Misconduct.

Appeal Panel: an ad hoc panel of five (5) members chosen from an established Appeal Roster to hear the formal appeal. Quorum for the Appeal Panel consists of the Chair or Vice Chair, two (2) faculty members from the Roster, and two (2) student members from the Roster.

Appellant: the student filing the appeal.

Disciplinary Action: includes consequences that may or may not affect the student's academic standing and can range from a verbal warning, written warning, probation, restitution, requirement to withdraw from a course or program, suspension or expulsion. In extreme cases,

Disciplinary Action may result in the rescinding of a credential.

Non-Academic Misconduct: student behaviour that has been deemed unsafe or disruptive that has interfered with the normal teaching, learning, activities, or business processes of the College, both on and off campus. This includes: damage to, or theft of, College assets such as facilities, electronic devices, the computer network, or electronic data; making false or frivolous allegations; disclosure of confidential information; and, actions that place the College at potential legal risk.

GUIDELINES:

1. Timelines for resolution of an appeal reflect student need and the nature of the decision being resolved.
2. Students are allowed to proceed in courses until the process is completed, except in situations where safety to self or others is an issue or there is disruption to the learning environment.
3. Due to the time that may be required to complete an appeal, the program completion requirements for the student may be extended to accommodate the process.
4. The Vice President Academic may authorize the use of the procedures in the Student Appeals Policy for any other Academic or Administrative Decisions not included in the definitions above.
5. Allegations of harassment, discrimination or sexual violence at any time are referred to the Harassment and Discrimination Policy or Sexual Violence Policy.

PROCEDURE:

1. Appellant attempts an informal resolution preceding a formal appeal.
2. At any step in the process, if an Appellant disputes the decision of the decision maker, the decision maker informs the student of the next step in the appeal process.
3. Appellants are advised in writing of the decision, its basis, and any Disciplinary Actions resulting from the appeal.

REFERENCE: Guidebook for Student Appeals Policy

OFFICER RESPONSIBLE: Chair of Academic Council

POLICY CATEGORY: Academic

RECOMMENDING AUTHORITY: Academic Council

CONSULTATION FOR REVIEW: Students' Association, Vice President Academic, Associate Vice President Academic, Registrar, Deans' Council, Faculty, School Councils, Service Council, Appeal Coordinator, Appeal Roster Chair, Appeal Roster Vice-Chair

POLICY REVIEW DATE: January 2023

EFFECTIVE DATE: July 1, 2018

REVISION HISTORY: July 1, 2004 (Student Dispute, Appeal and Misconduct Process)

Policy and Standard Practice)

January 1, 2005

March 1, 2011 (Student Dispute, Appeal and Misconduct Process Policy and Student Dispute, Appeal and Misconduct Standard Practice rescinded and replaced with Student Misconduct: Academic and Non-academic; Appeals: Informal Resolution; Appeals: Formal)

July 1, 2015

July 1, 2018 (Student Misconduct: Academic and Non-academic, Appeals: Informal Resolution, and Appeals: Formal rescinded and replaced with Student Appeals: Academic and Administrative Policy; Student Appeals: Academic and Administrative Guidebook; Student Appeals: Non Academic Policy; Student Appeals: Non-academic Guidebook)

RELATED POLICIES:

- [Academic Accommodations for Students with Disabilities](#)
- [Academic Freedom](#)
- [Academic Standing](#)
- [Access to Student Academic Records](#)
- [Admission of Students to Credit Programs](#)
- [Assessment and Grading](#)
- [Course Add, Drop and Withdrawal](#)
- [Course Outline](#)
- [Information Access and Protection of Privacy](#)
- [Graduation, Certification, and Completion](#)
- [Harassment and Discrimination](#)
- [Information Access and Protection of Privacy](#)
- [Integrity in Research and Scholarship](#)
- [Reporting Fraudulent or Unethical Conduct in the Workplace and Protection of Informants](#)
- [Research and the Promotion of Innovation](#)
- [Research Involving Animals](#)
- [Research Involving Humans](#)
- [Scholarly Activity](#)
- [Sexual Violence](#)
- Student Misconduct: Non-Academic
- [Student Rights and Responsibilities](#)

CONNECTION TO BOARD POLICIES:

All RDC policies support relevant Board of Governors policies.