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C. DEFINITIONS

Appeal Support Person: A member of the College community who, owing to their knowledge of College policy and procedures and familiarity with students' interests, is able to offer confidential support to a student during an appeal of an educational decision and who may, upon request, accompany the student to an Educational Appeals Committee hearing. An Appeal Support Person is one of the following:

- x Counsellor
- x Accessibility Specialist
- x Indigenous Student Services staff
- x Douglas Student Union Ombudsperson

Education Council Appeal Tribunal: The final level of appeal of educational policies or practices.

Educational Appeals Committee: The committee that hears student appeals concerning College educational decisions where a resolution was reached in Stage I.

Grounds Review: Assessment of the reasons for the appeal to determine whether further action is warranted.

Natural Justice Principles or rules designed to ensure that appeal decisions are made free of bias and are procedurally fair. Such principles require, for example, that all impacted parties be given adequate notice of appeal proceedings, disclosure of all materials submitted, and reasonable opportunity to present a case.

Responsible Administrator: The administrator responsible for the Faculty involved in the appeal. Depending on the scope of the appeal, this may be the College Registrar or Associate Registrar.



Students may appeal educational decisions that relate to policies involving:

D1. Decisions about matters involving Enrolment Services. These include (but are not limited to) the following:

- x Late course withdrawals
- x Late course additions
- x Maximum number of registrations/course repeats for individual courses
- x Recognition of transfer credit
- x Time limits for completion of credentials
- x Credential residency requirements

D2. Decisions that affect students' access to education or for academic progress. >BDC /C2_0 1 T5

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Where a student wishes to appeal an educational decision in addition to submitting a complaint or an appeal under another policy, the Responsible Administrator will determine which process will be completed first.

An appeal initiated by a student who has been suspended from Douglas College must still follow the timelines of this policy but the appeal will not be heard until the student has been reinstated. It will then be the responsibility of the student to reactivate the appeal within thirty (30) calendar days following the completion of the suspension.

E. PROCEDURES

The deadline for appealing an educational decision is 30 calendar days following the end of the term in which the original educational decision was made. However, the 30-day deadline may be extended in certain circumstances by the Responsible Administrator or Registrar.



PROCESS

The student will submit to the Education Council (edco@douglascollege.ca) a written request for a hearing by the Education Council Appeal Tribunal within ten (10) business days of receipt of the Educational Appeal Committee's written decision. The request should briefly explain the nature of the original appeal and the grounds for a hearing by the Education Council Appeal Tribunal.

Grounds Review Meeting

The Education Council Chair will request copies of all Educational Appeal Committee hearing materials from the Responsible Administrator and will circulate copies of all documents to the Appeal Tribunal. Within ten (10) business days of receiving the student's request for review, the Appeal Tribunal will meet to review the material, including the recording of the Educational Appeal.



[Administration Policies Page](#)

- x Student NonAcademic Misconduct Policy
- x Respectful Workplace Policy
- x Violence Prevention and Response
- x Sexual Violence and Misconduct Prevention and Response
- x Respectful and Inclusive Environment

[Educational Policies Page](#)

- x Appeal of Final Grades Policy
- x Academic Integrity Policy

G. RELATED ACTS AND REGULATIONS



Protocols for Educational Appeals Committee Hearings

All members of the Committee must be present for the hearing to take place.

The Appeal hearing must be attended by the following parties:

- x Members of the Committee, as previously stipulated;
- x The student appellant

The following parties may attend:

- x The employee(s) involved in the appeal
- x The Responsible Administrator (or designate) overseeing the department/program or other College unit in which the decision under appeal originated;
- x The Appeal Support Person chosen by the student from the approved list defined in section C of this policy)

Appeal Hearing Process

Prior to the formal hearing start time, the Committee Chair will convene the members of the Committee in camera to review the files and address any preliminary questions.

To open the formal hearing, the Committee Chair will introduce all parties and outline the procedures to be followed, noting that the hearing will be recorded (except for the Committee's deliberations).

The student will then present their appeal case, after which the Committee will ask questions and seek clarifying information. The employee(s) named in the appeal will then have the opportunity to respond.