

## APPEAL OF EDUCATIONAL DECISIONS POLICY

Policy name: Appeal of Educational Decisions	Responsible Owner: Vice President, Academic and Provost	Created: 2019May
Policy Number: TBD	Approval Body: Education Council	Last Reviewed/Revised: 2020 November 5m [(L5(m)-11n13 Tw

## C. DEFINITIONS

**Appeal Support Person:** A member of the College community who 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. Choice of Appeal Support Persons is restricted to one of the following persons in the Douglas College community, owing to their knowledge of College policy and procedures and to their familiarity with student interests: a Counsellor, an Accessibility Specialist, the Coordinator of Indigenous Student Services or the Douglas Student Union Ombudsperson.

**Education Council Appeal Tribunal:** A 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 not



## E. PROCEDURES

The deadline for appealing an educational decision is ~~(6)~~ **4** months following the end of the term in which the original educational decision was made.

Note: Please see Appendix ~~A~~

- x Due process was not followed
- x The decision was inconsistent with the principles of

An appeal will automatically be denied if the student does not attend and does not give reasonable notice of inability to attend.

### STAGE III APPEAL TO THE EDUCATION COUNCIL APPEAL TRIBUNAL

If an appeal of an educational decision is denied by the Educational Appeals Committee, the student may appeal to the Education Council Appeal Tribunal. The grounds for a review by the Education Council Appeal Tribunal are as follows:

- x Due process was not followed in Stages II or
- x The Appeal of Educational Decisions Policy was incorrectly applied in Stages I
- x Evidence that might reasonably change the outcome of the appeal was not available at the Educational Appeal hearing, or the student was not permitted to present such evidence
- x The decision was inconsistent with the principles of natural justice

Dissatisfaction with the decision of the Educational Appeals Committee is not a ground for review.

#### Committee Membership

Membership comprises three (3) members from Education Council. The Chair and Vice Chair and one other elected member none of whom has been involved in an earlier determination of the appeal. The Chair of Education Council chairs the Appeal Tribunal, if the Chair is unavailable, the Vice Chair assumes this role.

#### PROCESS

The student will submit to the Education Council (edco@douglascollege.ca) written request for a hearing by the Education Council Appeal Tribunal within ten (10) working days of receipt of the Educational Appeals 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 Appeals Committee hearing materials from the Responsible Administrator and will circulate copies of all documents to the Appeal Tribunal. Within ten (10) working days of receiving the student's request for review, the Appeal Tribunal will meet to review ( )TJ / 6 Tw 9ill m.4(a / 6 T(ie)7.a h)2.3.6(llu)-3.4((,-)1[(h)2.2(e)-3(a9(w)-3.

## Hearing by the Appeal Tribunal

If the Appeal Tribunal determines that there are grounds for review, a hearing will be scheduled within ten (10) working days of the Grounds Review meeting. Students may attend the hearing. If requested, an Appeal Support Person of choice may be permitted to present the student's perspective during the hearing, at the discretion of the Chair, with appropriate consultation. Notification of attendance must be given to the Chair of the Appeal Tribunal at least one week prior to the date of the appeal.

The hearing will be audio recorded, except for the Tribunal's deliberations. 2.6(iv)5.4()Tj -05t.6( )10.n(37 -dutTd (d)Tj -

## H. RELATED COLLECTIVE AGREEMENT CLAUSES

### Collective Agreement Between Douglas College and Douglas College Faculty Association

- x Letter of Understanding #2: Handling Students Concerns and Complaints



## APPENDIX A

### THE EDUCATIONAL APPEALS COMMITTEE

This Committee hears student appeals concerning College educational decisions relevant to Educational Policies excluding matters of grading.

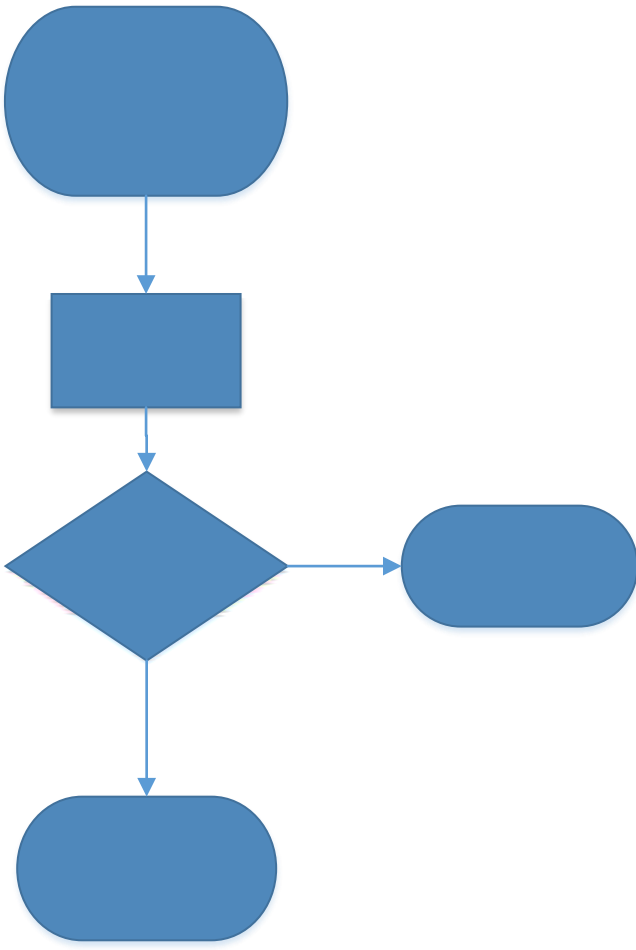
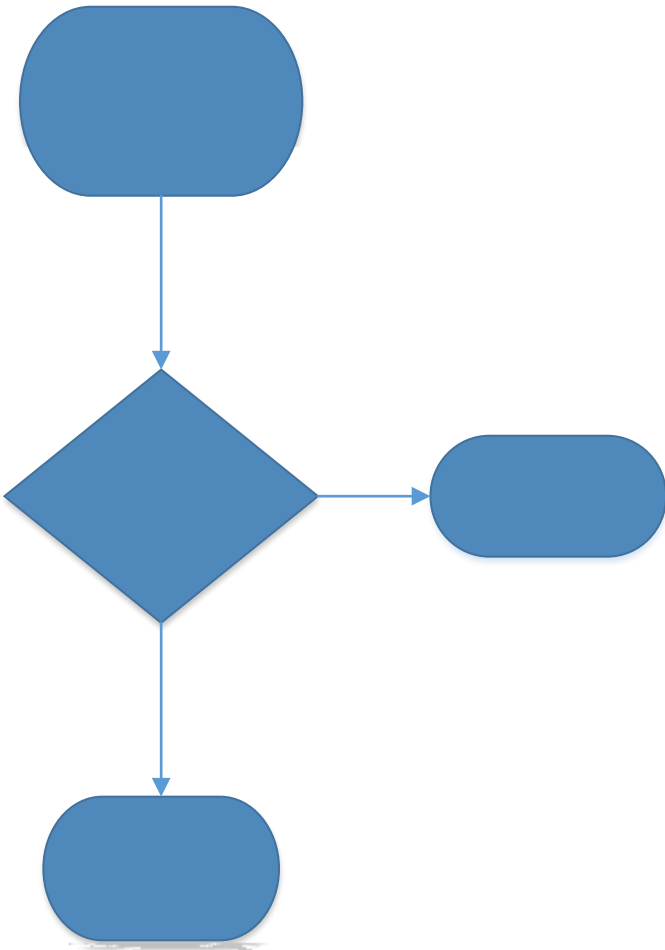
#### Membership and Roles

The Committee is composed of the following members:

- x One Chair (Nonvoting): the College Registrar or designate
- x One Counsellor (Non 0.7(o)-9pohair (No3 6 Tw 152Neut711.2(t)-5.cEhph(N)t0r )-2.8(c)-3( C)]TJ 11.0



STAGE I PRELIMINARY PROCESS



STAGE II APPEAL TO THE EDUCATIONAL APPEALS COMMITTEE

STAGE III APPEAL TO THE EDUCATION COUNCIL APPEAL TRIBUNAL