

Attachment C – Academic Appeal Policy Reference Guide

Procedure	Time Frame	Possible Outcome
<p>Level 1 Student provides written notice of intent to appeal. Then he/she delivers a completed Level 1 Appeal Form to the faculty member and the Assoc. Dean responsible for course delivery and arranges a meeting to discuss the issue.</p> <p>Student and faculty member meet to discuss the issue. Outcome of the meeting is recorded on the Level 1 Form. If the issue is resolved, no further action is required regarding the Appeal.</p> <p>Provided that both parties agree, voluntary mediation by the College-appointed mediator is an option if the meeting with the faculty member does not result in a resolution of the issue.</p> <p>The Level 1 outcome is recorded on the Level 1 Appeal Form. The student and the faculty member retain a copy of the completed Level 1 Form. The faculty member provides the course Associate Dean with a copy. The student is responsible for forwarding the original to the Office of the Registrar.</p> <p>If the issue is not resolved, the student must decide whether to pursue the Level 2 Appeal option.</p>	<p>Written notice of intent to appeal is to be provided within 5 business days* of grades being posted on the College Records System. Completed Level 1 Appeal Form, with supporting documentation, to be submitted as soon as possible but no later than 5 business days following notification of intent to appeal (“Business Day” refers to normal college operations Monday to Friday and excludes periods of holiday and/or emergency closure.)</p> <p>Meeting to take place within 5 business days of notice provided by the student.</p> <p>Mediation, if requested, should take place within 5 business days of the initial meeting between the faculty and student.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Final Grade is adjusted upward <input type="checkbox"/> Final grade remains unchanged. <input type="checkbox"/> The transcript status of “I” “incomplete” is assigned to the student pending the completion of additional work. <p>Any change in grade must comply with the criteria outlined in the Appeals Policy</p>
Level 2 – Grade Appeal Panel Review		
<p>Student requests review of the final grade by the Grade Appeal Panel (using the Level 2 Appeal Form). This can be emailed to level2gradeappeal@mohawkcollege.ca. The student will also deliver a copy of the completed Level 2 Appeal Form to the Associate Dean responsible for course delivery within the 5-day time period. The <u>original</u> supporting documentation filed with the Appeal Notice at Level 1 is used for Level 2. No additional documentation may be filed with submission of the Level 2 Appeal Form.</p>	<p>Review to be requested by the student within 5 business days of receipt of results of the Level 1 appeal.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Final Grade is adjusted upward <input type="checkbox"/> Final grade remains unchanged. <input type="checkbox"/> The transcript status of “I” “incomplete” is assigned to the student pending the completion of additional work.

<p>Meeting of the Grade Appeal Panel is held. Both the student and the faculty member are encouraged to attend. Legal representation is not permitted at this meeting. However, student may consult with an MSA/MCACES representative prior to the meeting and/or have him/her present at the meeting for support.</p> <p>Decision is reached by the Grade Appeal Panel, in camera, and by majority vote immediately following the public meeting.</p> <p>The faculty member and his/her Associate Dean are notified by the Panel Chair of the Appeal Panel decision.</p> <p>Attachment C – Outcome of the Level 2 Appeal must be signed by the faculty member and the Associate Dean to acknowledge the decision of the Grade Appeal Panel.</p> <p>Chair of the Grade Appeal Panel notifies student, the VP Academic and Registrar of the decision.</p>	<p>Review to take place within 5 business days of receipt of the student request for review.</p> <p>Written notification to be provided by the Chair of the Grade Appeal Panel immediately following the meeting.</p> <p>Written notification to be provided within 3 business days of the Grade Appeal Panel meeting.</p>	<p>Any grade change must comply with the criteria outlined in the Appeals Policy.</p>
<p>Procedural Appeal</p> <p>The student, faculty member or Associate Dean submits letter to the college-appointed mediator documenting the concerns with the conduct of the Grade Appeal Panel meeting.</p> <p>The Mediator decides if the review is to be held. The VP Academic investigates the conduct of the Level 2 review, if it is determined that an investigation is warranted.</p> <p>If no procedural flaws are found, the original decision of the Grade Appeal Panel will be upheld.</p> <p>If the investigation by the VP, Academic reveals procedural problems with the conduct of the Grade Appeal Panel Review, a new Grade Appeal Panel will be established by the Office of the Registrar and the final grade re-examined.</p>	<p>Request for procedural appeal to be provided within 3 business days of the Appeal Panel meeting.</p> <p>Investigation is to be completed and decision communicated to student within 5 business days of receipt of the student request.</p> <p>Review will take place within 5 business days of the decision by the VPA.</p> <p>Decision will be communicated to the student by the Chair of the Panel, within 3 days of the Panel’s decision.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Final Grade is adjusted upward <input type="checkbox"/> Final grade remains unchanged. <input type="checkbox"/> The transcript status of “I” “incomplete” is assigned to the student pending the completion of additional work.