

DOCUMENT TITLE	Terms of Reference: Education Council Academic Appeals Panel
DOCUMENT NUMBER	G-3.1.4
NAME OF POLICY THE DOCUMENT SUPPORTS	Academic Integrity and Grade Review and Appeals

TERMS OF REFERENCE EDUCATION COUNCIL ACADEMIC APPEALS PANEL

TERMS OF REFERENCE

regarding academic integrity and final grade appeals as per the Academic Integrity and Grade Review and Appeals policies, respectively

ROLE

The Academic Appeals Panel is the final body to which a student may appeal the decision of a Dean/Director/designated matters related to academic integrity and final grade appeals.

If the Academic Appeals Panel investigates the appeal and presents findings, which may result in upholding the Academic Appeals Panel's decision. Once a final outcome has been established, the issue will be deemed resolved.

APPOINTMENT AND MEMBERSHIP

Appointment to the Academic Appeals Panel will be made upon the nomination of Education Council Executive Education Council will approve the nomination of the panelists.

Education Council will establish a list of volunteers who wish to be Panel members. This list of volunteers may include potential panelists from both within and outside Education Council.

The Panel shall be comprised of five (5) standing members. Panel membership will take into consideration representation of diverse perspectives when making appointments.

The Panel will be comprised of:

- The Vice President Education (or their designate) will act as the Chair
- Two (2) appointed College faculty members
- Two (2) appointed students, in good academic standing. In the event that two students cannot be available, the Panel may continue its function by substituting one student with an additional College faculty member.

TERM

Appointed panel members shall normally serve terms of one year. Each initial term is renewable for a maximum of two additional terms. Membership terms will overlap to ensure continuity. The Vice President Education will be a permanent continuing member of the Panel.

PANEL OPERATION

The Academic Appeals Panel will generally meet once a month to review appeal cases. Depending on the volume of appeals, the Panel may meet more or less frequently.

Panel members will be expected to attend all meetings, including every meeting intended to process a higher than-normal volume of appeals.

A Panel member may recuse themselves, on a case-by-case basis, for special circumstances. In such instances, the Chair of Education Council may appoint another volunteer panelist as replacement.

Administrative support will be provided to the Academic Appeals Panel.

Prior to the meeting, an agenda will be circulated to all Panel members.

The Panel members will have access to all documentation and information presented by the student, instructor, Dean/Director/Designate and/or the Vice President Education that is relevant to the appeal.

The Panel deliberations are confidential. The written record of decisions from the Panel is the official record.

