

Policy No.	Officer Responsible		
S2013-03	Vice-President Academic and Provost		
Policy Name			
Senate Student Appeals			
Approved by	Replaces	Category	Next Review
Senate	S1999-03 Academic Appeals	B	2020
Date Issued	Date Revised	Related Policies, Reference	
May 2015	November 2015	S2015-02 SSAC Mandate and Structure	

1. OVERVIEW

This policy outlines when and how students can appeal academic decisions or discipline.

2. LEGAL FRAMEWORK

Section 35.2(5)(j) of the University Act requires the Senate to “set policies and procedures for appeals by students on academic matters and establish a final appeal tribunal for these appeals”.

This policy applies to those appeals, and also to appeals on discipline. In all cases, final appeals will be heard by the Senate Student Appeals Committee (SSAC).

3. STUDENT APPEALS

Under this policy, students can appeal from two following types of University decision-making: academic decisions or discipline. Academic decisions include:

- a. Final grades;
- b. Denial of withdrawal under extenuating circumstances;
- c. Denial of admission or readmission; and
- d. Restriction or discontinuation of enrolment.

Disciplinary decisions include those related to academic and non-academic misconduct.

4. ACADEMIC APPEALS

Academic decisions are based on a variety of factors and require the exercise of professional discretion. Accordingly, appeals are not a reconsideration of the merits of the student’s work. Appeals are conducted to ensure that students at Capilano University are treated fairly and equitably, in accordance with written policies, procedures and guidelines. Therefore, they are based on one of two grounds:

- a. Lack of fairness: the original decision-maker has:

- i. failed to adhere to the course outline;
- ii. failed to adhere to the policies or procedures of the department/division or University;
- iii. failed to consider all relevant factors in making a decision; or
- iv. made a decision based on improper considerations;

and the lack of fairness resulted in an incorrect decision.

- b. Bias: the original decision-maker's assessment of the merit of the student's work has been adversely influenced by personal prejudice or discrimination.

Students who plan to appeal a grade are encouraged to meet with their instructor or Dean to discuss the basis for the grade.

Students who want to appeal a decision on registration or admission must meet with Registrar or Associate Registrar to discuss the basis for the decision.

All students appealing an academic matter must seek information on the appeals process through the Student Affairs and Services office.

5. DISCIPLINARY APPEALS

Disciplinary appeal tribunals, unlike academic appeals, may reconsider the merits of the original decision. Therefore, students may appeal discipline on the following grounds:

- a. The student did not commit the offense in question; or
- b. The student committed the offense, but lighter or no discipline should have been imposed;
- c. The decision was so tainted by unfairness or bias that the University should not allow it to stand.

Students can appeal any disciplinary measure directly to SSAC.