

Nipissing University

Policy Category	Academic
Policy Number	
Policy Name	Appeals and Petitions
Responsible Department	Office of the Registrar
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Last Updated	
Next Review Date	

Academic Appeals

Students engaging in an academic appeal may access support by contacting nusuccess@nipissingu.ca.

Definitions

1. An appeal to the Dean is a request that a grade on a particular piece of work or final standing in a course or program be changed on grounds related to the accuracy or fairness of the mark assigned. These grounds must be provided by the individual making the appeal.
2. An appeal to the Committee is a request that a decision of the Dean regarding an appeal or petition to the Dean be changed or a request that a decision with regard to academic dishonesty be changed.

Appeals Procedures Concerning Academic Dishonesty

Appeals of decisions concerning academic dishonesty shall be submitted directly to the Chair of the Committee.

Appeals Procedures for Matters other than Academic Dishonesty

1. Any student who feels there are grounds for an appeal should immediately try to discuss the matter with the instructor. If the student is not satisfied with this informal session, the student must, as soon as possible, and not later than 30 days after official notification of the final grade, discuss the matter with the Dean.
2. In the event that the Dean is not able to mediate a resolution, a formal appeal must be submitted in writing to the Dean specifying:
 - i. The grade, decision, conduct, or course requirement being appealed for change;

- ii. The relevant dates on which the grade was assigned, the decision taken, or conduct occurred;
 - iii. Full details of the grounds on which the appeal is made, including copies of all relevant documents;
 - iv. The precise redress requested.
3. The Dean will consider the appeal and will render a written decision within 30 calendar days of receipt of the formal request. The written decision will address the grounds on which the request was made and indicate which grounds were accepted or rejected and why. Copies of the written decision will be provided to all parties concerned. In the event that the precise redress requested by the Appellant is not granted by the Dean, the Dean must inform the Appellant of his/her right to appeal the Dean's decision to the Student Appeals Committee.
4. If the Appellant wishes to appeal the Dean's decision to the Student Appeals Committee such appeal must be launched within 14 calendar days from the date the Dean's decision was rendered. Such an appeal must be submitted in writing to the Dean's office for transmission to the Chair of the Committee and must clearly specify those points of the Dean's decision which are being appealed. It should be noted that this is not the place to introduce new issues not previously raised in the appeal or petition to the Dean, and the Committee will not consider these new issues.

Notice

1. Once an appeal of the Dean's decision has been lodged, the Appellant is entitled to have reasonable notice of Committee meetings to hear evidence. The Appellant is expected to meet all reasonable deadlines with regard to the submission of material;
2. The Dean shall forward to the Committee Chair the appeal or petition and supporting documentation that formed the basis for the Dean's decision. The Committee Chair shall normally call a meeting within 10 calendar days of receipt of the aforementioned material;
3. The student and the Dean are entitled to at least five calendar days notice of the scheduled meeting(s) of the Committee.

Appeals Procedures for a Practicum course within the Schulich School of Education:

1. Not later than 10 business days after official notification of the final grade in a Practicum course, students wishing to appeal the mark must submit a formal appeal, in writing, to the Dean, specifying:
 - i. the relevant dates on which the grade was assigned,
 - ii. full details of the grounds on which the appeal is made, including copies of all relevant documents,
 - iii. the precise redress requested.
2. The Dean will consider the appeal and will render a written decision within 20 business days of receipt of the formal written appeal. The written decision will address the grounds on which the request was made and indicate which grounds were accepted or rejected and why. Copies of the written decision will be provided to all parties concerned. In the event that the Dean denies the appeal, the Dean must inform the Appellant of his/her right to appeal the Dean's decision to the Student Appeals Committee.
3. If the Appellant wishes to appeal the Dean's decision to the Student Appeals Committee, such appeal must be launched within 10 business days from the date the Dean's decision was rendered. Such an appeal must be submitted in writing to the Dean's office for transmission to the Chair of the Student Appeals Committee, and must clearly specify those points of the Dean's decision that are being appealed. It should be noted that this is not the place to introduce new issues not previously raised in the appeal or petition to the Dean, as the Committee will not consider these new issues.

Notice

1. Once an appeal of the Dean's decision has been lodged, the Appellant is entitled to have reasonable notice of Committee meetings to hear evidence. The Appellant is expected to meet all reasonable deadlines with regard to the submission of material;
2. The Dean shall forward to the Committee Chair the appeal or petition and supporting documentation that formed the basis for the Dean's decision. The Committee Chair shall normally call a meeting within 10 calendar days of receipt of the aforementioned material;
3. The student and the Dean are entitled to at least five calendar days notice of the scheduled meeting(s) of the Committee.

The appeals process applies to the following courses: [EDUC 4714](#), [EDUC 4855](#), [EDUC 4858](#)

Academic Petitions

An academic petition is a request that you be granted an exception to an academic regulation with which all students must comply. A petition will be considered when your circumstance meets each of the following conditions:

1. was beyond your control;
2. could not reasonably have been anticipated or overcome; and
3. has seriously affected your studies.

To initiate an academic petition, students must follow the procedure outlined on the [website](#).

Information that must be included:

- i. A Personal Letter
- ii. Any relevant supporting documentaion (i.e. petitions submitted on medical grounds require an Attending Physician's Statement; those requesting late course registration must include a Late Course Registration Form, etc.).

Academic Appeals and Petitions Committee

- a. Ex Officio Members:
 - i. the Registrar, who shall be Chair;
 - ii. the NUSU VP Advocacy and Awareness, or designate;
 - iii. two (2) undergraduate student representatives, one elected from each Faculty by NUSU;
 - iv. one (1) graduate student representative elected by NUSU.
- b. Members Elected by Senate, Faculty Council:
 - i. four (4) Faculty Senators, with at least one from each Faculty, one of whom shall be elected by the Committee to serve as Vice-Chair;
 - ii. two (2) non-Senator Faculty; one elected from each Faculty;
- c. Terms of Reference:

- i. to consider and rule on petitions and appeals by undergraduate and graduate students for exceptions to University academic regulations;
- ii. to convene appropriate ad hoc committees to ensure compliance with regulations and responsibilities respecting awards, appeals, and petitions;
- iii. to recommend to Senate, as deemed by the Chair in consultation with the Vice-Chair, revisions to academic regulations;
- iv. to deal with such other matters as may be assigned from time to time by Senate.