

Revised Student Appeal of Decision Policy

Classification: Academic

Responsible: Campus Director and Vice-President of Academic Development

Executive Sponsor: President and COO

Approval Authority: Robertson College Leadership Team

Date First Approved: 2020-01-21

Date Last Reviewed: N/A

Scheduled Review Date: 2021-01-02 or as needed

A. PURPOSE

The Student Appeal of Decision Policy outlines a clear and transparent process by which the Student may seek review of a decision, which has been made by The College around non-academic matters that impacts their academic career at Robertson; such matters may include appeal of withdrawal from a program.

B. SCOPE

This Policy applies to all Students who are enrolled in full or part-time studies with Robertson College.

C. DEFINITIONS

Word/Term	Definition
Decision	A Decision is a non-academic decision that impacts the Student's academic career at Robertson.
Discipline	Discipline refers to any action taken under the Disciplinary Action Policy.
Evaluation	Evaluation refers to gathering evidence required that relates to reason for appeal.
Appeals Committee	The Appeals Committee is an ad hoc committee appointed by the Appeals Committee Chair who is responsible for providing an independent evaluation of the Student's Appeal.

Appeals Committee Chair	The Appeals Committee Chair is the College's designate who oversees and manages the Appeals process. This position has been assigned to the Vice-President of Academic Development at Robertson College.
Respondent	The Respondent is the individual who has made the decision, which the Student is appealing.
Evidence	Evidence could include student/staff correspondence, exemplars of student work, SIS notes and information or other applicable documents/resources related to the appeal.
Student	A Student is an individual who has applied for admission and is currently enrolled, or has previously been a student at Robertson College.
Student File	The Student File contains information about a student including demographic information, grades, documentation of appeals processes, and other information relevant to the Student's academic career

D. POLICY

Robertson College operates with a clear and transparent process for handling non-academic appeals.

1. Scope

- 1.1 Students have right to appeal decisions that affect their academic career at Robertson College. Students have the right to appeal;
 - a. withdraw from program
 - b. disciplinary action
 - c. any other matter that affects the Student's academic career that is unrelated to an academic appeal

2. Appeals Process

- 2.1. Appeals are handled through two levels, which are designed to render decisions. Students have the opportunity to elevate their appeal process from the first to the second level in the event that they are not satisfied with the initial decision. The two levels of the Appeals Process are;
 - a. Informal Resolution

b. Formal Appeal

2. Program Attendance

- 2.1 The Student has the right to continue to attend classes while waiting for decision except in the cases of;
- a. reasonable belief that the presence of the Student would endanger or threaten members of the College Community
 - b. reasonable belief that the presence of the Student would be disruptive to teaching and learning, and/or
 - c. where the Student has already been withdrawn from their program of study.

3. Appeals Committee

- 3.1 The Appeals Committee Chair will appoint an Appeals Committee, which will include two Instructors and two staff members across all four campuses. The Appeals Committee will handle Formal Appeals for all campuses.
- 3.2 During a Formal Appeal, the Appeals Committee will review the Evidence and come to a decision.
- 3.3 The majority of the Appeals Committee members are required to be in agreement around the decision. The Appeals Committee Chair is a non-voting member, unless they are required to break a tie between Appeals Committee Members.
- 3.4 The Appeals Committee must complete the review process within 10 working days of assignment and provide a written decision to the student within 20 working days of notification of appeal.
- 3.5 Once the decision has been made, the Appeals Committee Chair will provide a written report including findings and recommendations to the Campus Director and Student for inclusion in the student's file.

4. Confidentiality

- 4.1 All information relating to the incident will be confidential to all parties and disclosed only as required for investigation, disposition, or as required by law.

5. Fairness and Objectivity

- 5.1 It is important to recognize that Robertson College staff take the Appeals process and their responsibilities seriously and strive for fairness and objectivity.
- 5.2 Evidence and related documentation will be used where possible.
- 5.3 Any member of the College Community can exercise their legal rights to pursue justice, including filing a complaint with the Manitoba Human Rights Commission.

E. RELATED LEGISLATION

None

F. PROCEDURE

Informal Resolution

Action	Responsibility
1. Notification of appeal	Student
Students who do not agree with a non-academic, academic, disciplinary, or other decision made by Robertson College should notify the individual (course Instructor for Academic disputes, Program Coordinator for disciplinary disputes, and Campus Director for all other disputes) within 5 working days of receiving the decision.	
2. Informal Resolution	Student, Respondent and Coordinator, Director as necessary
Attempts should be made to resolve the dispute informally through discussion between the parties involved.	

Formal Appeal

Action	Responsibility
1. Submission of Appeal of Decision Form	Student
Students who are not satisfied with the decision made during Informal Resolution can initiate a Formal Appeal by completing a Student Appeal of Decision Form. The Student must complete and submit the form within 10 working days of the disputed decision, or from the date of an unsuccessful attempt at an Informal Resolution, to the Campus Director. *This timeline can be extended by mutual agreement of Student and the Appeals Committee Chair.	
2. Submission of Related Documentation	Student and

	Respondent
The Student and Respondent should provide supplemental written material along with the Student Appeal of Decision Form to serve as Evidence for the Appeal.	
3. Appointment of Appeal Committee	
The Appeals Committee Chair will appoint an impartial Appeals Committee consisting of two Robertson Instructors and two Administrative Staff Members, which will investigate the appeal and consider the remedy suggested by the Student.	
4. Review of Documentation	Appeals Committee
The Appeals Committee will review the Evidence and consider the case. It will then render a Decision within 10 working days of receiving the Student Appeals Form.	
5. Notification	Appeals Committee Chair
The Appeals Committee Chair will notify the Student Respondent, and Campus Director, and their Decision in writing and provide reasons for this Decision.	
6. Documentation and Filing	Campus Director
The Campus Director will keep a record of the Student Appeal of Decision Form and supplemental documents, Formal Appeals Process written Decision, and Appeals Committee findings in the Student's File.	

G. SUPPORTING DOCUMENTATION

Appendix 1 Appeal of Decision Form

H. RELATED POLICIES

Disciplinary Action Policy

I. RELATED MATERIALS

None



Approved by: Patrick Dang, President and COO **Signature:**

Date: January 21, 2020