
POLICY TYPE:	Academic
POLICY TITLE:	Academic Appeals
POLICY NO.:	ACAD-001
RESPONSIBLE BODY:	Board of Directors
POLICY SPONSORS:	<input checked="" type="checkbox"/> Risk Management and Policy Committee <input checked="" type="checkbox"/> OMC <input checked="" type="checkbox"/> Executive Director <input checked="" type="checkbox"/> Board of Directors
EFFECTIVE DATE:	October 2014
REVISED:	March 2022 February 2019 January 2000
REVIEW DATE:	March 2027

Introduction

Partner institutions are committed to addressing any concerns a learner has regarding their achievement in a course and/or program. Each registering institution provides learners with an academic appeal process regarding assessment of their academic performance.

Purpose

This policy provides the structure by which learners, host institutions/registering institutions and facilitators address complaints related to any academic decision which could include, but is not limited to, final grades, plagiarism, cheating, academic discipline, promotion, and academic standing.

Definitions

Academic Appeal: A learner's written request for a formal review of a decision regarding their academic achievement.

Host institution: The Institution who owns/delivers the course.

Registering institution: The Institution where the learner is registered

Policy statements

1. Learners who wish to have a formal review of any decision concerning their academic achievement are required to follow the formal appeal policy and process as published by their registering institution. This includes any decisions regarding:
 - a) Grades
 - b) Promotion
 - c) Academic discipline
 - d) Plagiarism
 - e) Cheating
 - f) Academic standing

2. Host institutions will provide academic information as requested by the registering institution regarding a formal appeal process.
3. Registering institutions appeal decision will be final and binding on all parties.

Accessibility for Ontarians with Disabilities Act (AODA) considerations

OntarioLearn's commitment to accessibility and AODA standards has been considered in the development of this policy.

Roles and responsibilities

It is the responsibility of the registering institution to ensure that appeal opportunities are afforded to their learners in a timely and fair manner in accordance with their policy.

It is the responsibility of the learner to initiate any appeal within established timelines and follow the policy and processes as outlined in their registering institution's Academic Appeal Policy.

It is the host institutions responsibility to support the process by responding in a timely fashion to requests from registering institutions for academic documentation required for the registering institution to hold an academic appeal for their learner. Recognizing that timelines outlined in the host institution and registering institution policies may differ, the host institution will make every effort to provide requested documentation to the registering institution in order for the registering institution to meet their policy timelines.

Non-compliance implications

Non-compliance may affect the integrity of the academic appeal process and the final disposition of the learner's academic grade or status. Non-compliance may also negatively impact the reputation of both the registering institution and the host institution.

Communications Plan

The registering institution will ensure that they publish/communicate details related to their appeal policy and proses to their learners. This policy will be posted on the OntarioLearn Teams.

Related policies, procedures and directives

Academic Appeal Procedure (ACAD-001.1)

Learner Complaints Policy and Procedures (ADMIN-008 and ADMIN-008.1)

Examinations Policy and Procedure (ADMIN-006 and ADMIN-006.1)

Registering Institutions Appeal Policy and Procedures