
Type:	B – Educational (Senate)	Last Approved:	Dec. 5, 2019
Executive Responsibility:	Provost and Vice-President Academic	Next Review:	
Administrative Responsibility:	Registrar	Procedure:	96.02.001 96.02.002 96.02.003 96.02.004 96.02.005

STATEMENT:

Students have a right to appeal decisions affecting their academic advancement.

This policy addresses all student or applicant grievances or disputes relating to the following:

- final grades,
- admission or transfer credit,
- decisions by Faculty and Dean regarding a student’s suitability to practice the profession, or
- other issues affecting their academic advancement.

While this policy is not a judicial process, all stages of the academic appeal process require that decision-makers have a duty to act fairly.

TYPES OF APPEALS:

Final Grade	Offers recourse to a student who has material evidence to suggest that an inappropriate final grade has been assigned.
Admission	Offers an applicant who has been denied admission an opportunity to have the admission decision formally reviewed.
Transfer Credit	Offers an opportunity for a student or applicant to have a formal review of the University’s assessment of studies completed at another post-secondary institution.
Professional Suitability	Offers an opportunity for a student to appeal decisions by Faculty and Dean regarding his or her suitability to practice the profession.
Other	Offers an opportunity for a student or applicant to have a formal review of the application of other Vancouver Island University academic policies not covered by the above.

DEFINITIONS:

Admission:	Official entry into a course or program of study.
Advocate:	Any person either selected by the student or appointed by the Executive Director, Student Services who assists the student to prepare for the hearing, who advises the student on the options available, and who may attend the hearing with the student.
Applicant:	A person who has submitted an application for admission to a course or program at Vancouver Island University, including full payment of the relevant application fee.
Dean:	The Administrator responsible for the instructional area in which the final course grade in question was assigned.
External Reader:	A person qualified to evaluate the work in question, but who is not a current Vancouver Island University faculty member. The relevant Dean is responsible for the selection of qualified external readers.
Final Grade:	A mark of a student's work as recorded on the official Vancouver Island University transcript.
Instructor:	The person who is responsible for delivery of the course curriculum and the evaluation of student work.
Student:	Any person who is enrolled in a course(s) at Vancouver Island University.
Vexatious Appeal:	The proposed appeal serves only to annoy and does not contain any substantive basis for an appeal.
Working Days	Mondays to Fridays, excluding statutory holidays and excluding days when the University is closed and excluding the period December 24 to January 2 inclusive.

Related Policies and Procedures:

[Policy 21.03 Human Rights](#)

[Policy 21.05 Personal Harassment Policy](#)

[Policy 32.05 Student Conduct Code](#)