

Appeal to Education Council on Academic Matters Policy

Purpose	<p>To inform the College community of the procedures for a final appeal on academic matters to the Education Council.</p> <p>The College provides all students with an opportunity to make a final appeal to Education Council on the outcome of a previous appeal on academic matters. Education Council will establish a Tribunal for this purpose.</p>
Policy	<p>The only grounds for a student appeal to the Education Council are:</p> <ul style="list-style-type: none">• a flaw in due process or procedures in the determination of an earlier academic appeal, or• new evidence, not available at the time of the earlier appeal, that may have affected the decision. <p>The decision of the earlier academic appeal will not be changed until the final outcome of the Education Council hearing process is known.</p>
Applies to	<p>All VCC students who have received a decision from a formal academic appeal.</p>
Responsibility	<p>The Registrar, and Education Council members. *</p>
Procedures	<ol style="list-style-type: none">1. A student wishing to appeal the decision of a previous academic appeal can obtain a copy of the “Appeal to Education Council on Academic Matters Policy” and “Request for Appeal to Education Council” form (see Appendix A) from the Registrar’s office. If necessary, the College will provide and pay for translation services to ensure that the student understands the grounds for appeal and the process. When considering an appeal, students may also seek help from Counselling, staff members, faculty, administrators, or the student association.2. The student must submit the “Request for Appeal” form, together

* For Continuing Education, replace Registrar with Director or Delegate, and replace Department Head with Program Coordinator.

with all supporting documentation, to the office of the Registrar within twenty (20) days* of receipt of the previous academic appeal decision.

Failure of the student to submit the form within the specified 20 days will result in automatic termination of the process.

3. Upon receipt of the request for appeal, the Registrar will forward a copy of the request and all supporting documentation to the respondent (the person responsible for the previous appeal decision) in order for the respondent to provide a written response.
4. At any time, the student may terminate the appeal process by providing written notice. The student may not then resubmit the appeal to Education Council.
5. The respondent will provide a written submission to the Registrar together with any further supporting documentation, within fifteen (15) days of receiving a copy of the student's request.

This submission will contain the following information:

- response to student's detailed reasons for appeal,
 - witnesses to be called, with summary of evidence to be presented, and
 - spokesperson, if other than the respondent.
6. Upon receipt, the Registrar will send a copy of the respondent's submission to the student, and will send copies of both submissions (from the student and the respondent) to the Education Council Chair, who will strike an Education Council Tribunal. (See Appendix B.)
 7. The Education Council Tribunal, within ten (10) days of receipt of the submissions, will decide whether the stated grounds justify a hearing. If the Tribunal decides on a hearing, it will set a hearing date to take place within ten (10) days of its decision to hold a hearing.
 8. The Chair of the Education Council Tribunal will notify the student and respondent in writing of the decision regarding the holding of a hearing and the reasons for that decision.

* All days referred to in this document are working days.

Timelines specified are the maximum number of days allowed for each stage of the process. However, the College recognizes that a timely decision is desirable and encourages all parties to proceed without delay.

In exceptional circumstances, the Education Council Tribunal Chair may agree to change the timelines, with the consent of both parties.

9. If a hearing is to be held, the Education Council Tribunal will conduct the hearing according to the Procedures set out in Appendix B.
10. If the student fails to attend the hearing, and fails to provide reasonable evidence of an emergency, the appeal is abandoned.
11. Within five (5) days of completion of the Tribunal hearing, the Tribunal will deliberate and reach a decision.
12. The Tribunal Chair will communicate the decision of the Tribunal with reasons for the decision, in writing, to:
 - the student initiating the appeal,
 - the respondent,
 - the Registrar,
 - the Vice President, Education,
 - the Vice President, Education Services,
 - the Department Head of the Program in which the student is enrolled, and
 - the Education Council Chair.
13. The Tribunal will rule that the appeal is “founded” or “unfounded”. If the appeal is “founded”, a new academic appeal will be initiated according to the Appeal of Final Grade Policy.
14. The Office of the Registrar will retain a copy of all documents submitted as records, but will return all original documents to the owners.

Replaces

Policy 2.1.2.8 VCC Admissions Appea

4. Explain in detail the reason(s) for this appeal.
(If you require more space for this description, attach extra pages.)

5. **Attach** all documents which you feel would support your appeal.

6. Do you intend to call witnesses? Yes No

7. If yes, list the names of these witnesses, with a summary of their evidence.
(Attach extra pages, if required.)

8. If you will be represented by someone who will be your spokesperson, please provide the following information.

Name of spokesperson _____

Address _____

Telephone Number _____

9. If you will be represented by legal counsel, provide the following information.

Name of legal counsel _____

Company _____

Address _____

Telephone Number _____

10. Do you require an interpreter? Yes No

11. If yes, will you bring your own interpreter? Yes No

12. **or**

Do you require the College to provide
interpreting services? Yes No

Signature _____ Date _____

This information will be used only for the purpose of your appeal to Education Council. The information is protected by the Freedom of Information and Protection of Privacy Act, 1992. If you have any questions regarding information requested, please contact the Office of the Registrar.

Return completed form to

Chair, Education Council Tribunal
c/o The Registrar
Vancouver Community College
1155 East Broadway
Box 24620, Station F
Vancouver, B.C. V5N 5T9