

Policy Name:	ACADEMIC INTEGRITY AND APPEALS	
Approved By:	Education Council	
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Policy Holder:	Education Council	
Operational Lead:	Registrar and Director of Institutional Research	
Policy Number:	EDU-004	

POLICY NAME

1.00 PURPOSE

- 1.1 Coast Mountain College (CMTN) is committed to providing world class education that will provide pathways to further educational opportunities and careers. To maintain this standard, the College will ensure an equitable and fair academic appeal process that accounts for academic integrity, a respectful learning environment, the educational rigour of the program, and the expectations established in the course outline.

2.00 STATEMENTS

- 2.1 All students are expected to conduct themselves with integrity and honesty as part of the academic community.
- 2.2 In consideration of waitlisted students, registered students who do not attend the first day of class may be withdrawn.
- 2.3 CMTN reserves the right to remove non-attending students from a course and/or program as determined by the program area in the course outline or in the Trades handbook.
- 2.4 Instructors will inform and coach students with respect to acceptable research, writing, and communication practices in academia.
- 2.5 The following academic appeals are available to students:
- a) admissions appeals (Section 4.00)
 - b) attendance appeals (Section 5.00)
 - c) grade appeals (Section 6.00)
 - d) prior learning assessment appeals (Section 7.00)
 - e) probation appeals (Section 8.00)
 - f) restricted enrolment appeals (Section 9.00)
 - g) transfer credit appeals (Section 10.00).
- 2.6 The College reserves the right to charge a fee for processing select appeals.

- 2.7 The College will ensure a fair and timely process for appeals.
- 2.8 The Registrar's office will maintain a copy of all decisions in the student record.

3.00 ACADEMIC APPEALS SUBCOMMITTEE

- 3.1 The Academic Appeals Subcommittee reviews grade appeals, prior learning assessment and transfer credit appeals.
- 3.2 The chair will initially review the appeal for valid grounds and strike the committee for review.
- 3.3 As per Education Council bylaws, the subcommittee is comprised of the following members:
 - a) the chair, who is the Dean of Learning Transformation
 - b) two faculty who are also on Education Council
 - c) two students appointed by the Students' Union
 - d) one Student Services representative.
- 3.4 The Registrar, in consultation with the Dean and Academic Head/Program Coordinator/Chair, reviews all other appeals.

4.00 ADMISSIONS APPEALS

- 4.1 Guidelines for admissions are detailed in EDU-009, *Admissions and Registration Policy*.
- 4.2 Applicants have the opportunity to appeal for entry into programs at the College if they do not meet the requirements.
- 4.3 An applicant may make an admissions appeal on the following grounds:
 - a) applicant does not meet the requirements, but can demonstrate they will be successful in the program of study
 - b) inability to acquire official documentation to support application
 - c) program has designed additional educational supports to supplement instruction.

5.00 ATTENDANCE APPEALS

- 5.1 Students can be withdrawn from courses/program at the discretion of the instructor in accordance with policy and the course syllabus (or Trades handbook)
- 5.2 A student can appeal attendance withdrawals on the following grounds:
 - a) approved College policies and procedures not followed
 - b) failure by the instructor to give students a written course syllabus (or Trades handbook), setting out expectations and requirements, including attendance
 - c) changes made to the distributed syllabus (or Trades Handbook) without proper notice
 - d) student can demonstrate unplanned extenuating circumstances for the absence(s) and still has a reasonable chance of success.

6.00 GRADE APPEALS

- 6.1 All instructors at the College are responsible for providing students with a course syllabus (or the Trades handbook) by the end of the first week of class. The syllabus (or Trades handbook) shall include an evaluation profile that outlines the weighting of all assessments contributing to the final grade.
- 6.2 Formal appeals of grades are only possible for final grades. Students are responsible for communicating any issues with interim grades initially with the instructor.
- 6.3 A final grade appeal must be of sufficient substance to warrant a grade change if successful.
- 6.4 A student may make an appeal on the following grounds:
 - a) failure by the instructor to follow the evaluation profile, grade assignment(s), and/or cover material, as stated in the course syllabus
 - b) failure by the instructor or department/divisions to follow approved College policies and procedures
 - c) demonstrated calculation or recording errors
 - d) assessment for assignment(s) not consistent for all students.

7.00 PRIOR LEARNING ASSESSMENT

- 7.1 Guidelines for awarding credits for prior learning are detailed in EDU-002, *Prior Learning Assessment Policy*.
- 7.2 Denial of credit for prior learning may be appealed on the following grounds:
 - a) failure by the instructor or department to follow approved College policies and procedures
 - b) unfair, unclear, or unrelated assessment
 - c) prior learning assessment is available for the course but access to prior learning assessment has been denied.

8.00 ACADEMIC PROBATION

- 8.1 The College reserves the right to place any student on academic probation for any of the following reasons:
 - a) plagiarism
 - b) cheating
 - c) lack of progress or non-completion of courses in a program
 - d) poor attendance
 - e) failure to prepare for class
 - f) missed assignments and tests
 - g) lack of participation.
- 8.2 Probationary periods for plagiarism and cheating are for the duration of attendance at the College.

8.3 All other probationary periods are determined by the program area in consultation with Student Services.

8.4 Academic probation may be appealed on the following grounds:

- a) failure by the instructor or department to follow approved College policies and procedures
- b) failure by the instructor to give students a written syllabus (or Trades handbook), setting out expectations and requirements, including, but not limited to, attendance and academic conduct
- c) failure of the instructor to treat students equitably
- d) unfair or unclear terms of probation.

9.00 RESTRICTED ENROLMENT

9.1 The College reserves the right to restrict enrolment to a course or a program for the following reasons:

- a) failure to complete the terms of the academic probation
- b) unsafe practices in practicum
- c) unsafe clinical, shop, lab, field practices
- d) exceeded allowable attempts in a course
- e) program/course-specific entrance criteria/pre-requisites not met
- f) support student success by limiting the number of courses taken in a given term.

9.2 A student may appeal restricted enrolment on the following grounds:

- a) failure by the instructor or department to follow approved College policies and procedures
- b) inequitable treatment of student
- c) unfair or unclear terms restricting enrolment
- d) evidence provided demonstrating that student has taken initiative to correct academic behaviour.

10.00 TRANSFER CREDIT

10.1 Guidelines for awarding transfer credit are detailed in EDU-006, *Transfer Credit Policy*.

10.2 Denied transfer credit may be appealed on the following grounds:

- a) failure by the instructor or department to follow approved College policies and procedures
- b) the transfer credit requested is articulated on the [BC Transfer Guide](#)
- c) transfer credit has been granted to other students with the same course
- d) the course is outside recency requirements yet the student can demonstrate skills, work experience, and knowledge on subject matter of denied course.

11.00 RELATED POLICIES AND PROCEDURES

11.1 [EDU-002, Prior Learning Assessment Policy](#)

11.2 [EDU-006, Transfer Credit Policy](#)

11.3 [EDU-009, Admissions and Registration Policy](#)

11.4 [EDU-015, Student Complaints Referral Policy](#)

11.5 [EDU-021, Grading and Progression Policy](#)

12.00 SUPPORTING DOCUMENTS

12.1 [BC Transfer Guide](#)

13.00 HISTORY

Created/Revised/ Reviewed	Date	Author's Name and Role	Approved By
Created			