

Policy Title: Academic Appeals

Category:	☐ Institutional - Board ☒ Academic - Administrative ☐ Institutional - Administrative ☐ Employment - Administrative		
Approved by:	☐ Board ☒ President		
Date approved:	April 24, 2025	Effective date:	June 1, 2025
Policy Sponsor:	Dean, Undergraduate and Graduate Education	Date last reviewed:	April 24, 2025
Date of Mandatory Review (expiry date):	April 2030	Date of last revision of Procedures:	April 24, 2025

1. POLICY

1. Students have the right to a thorough, respectful, and impartial review of their concerns when their academic status has been adversely affected by extenuating circumstances.
2. A student who fails an exam or a course may appeal for an additional opportunity to demonstrate their knowledge and understanding only if there are documented extenuating circumstances.
3. A student who believes that the result of an official re-read is unfair may appeal the decision.

2. PURPOSE

To provide the opportunity for students to challenge the outcome of any assessment, when all other attempts to bring about a satisfactory resolution have failed.

3. SCOPE

All students.

4. INFORMATION AND COMPLIANCE PLANS (not a comprehensive list)

- Council on Chiropractic Education Canada (CCEC) Program Standards for the Doctor of Chiropractic Degree Program – Canada
- Council on Chiropractic Education (CCE) Accreditation Standards

- Postsecondary Education Quality Assessment Board (PEQAB) Handbook for Private Organizations

5. RELATED POLICIES (not a comprehensive list)

- Discipline - Students
- Email - Students
- Examinations
- Examinations - Re-read
- Student Code of Conduct: Academic

6. DEFINITIONS

An academic appeal is a formal procedure to afford an opportunity for students whose academic status has been adversely affected by extenuating circumstances to present their case.

Business days are Monday through Friday (except holidays).

Extenuating circumstances are those that are beyond the control of the student. They may be unexpected and could include, but are not limited to, illness or injury to themselves or others. In order to be considered, circumstances related to illness or injury must be comprehensively validated in terms of their limitation on academic functioning and student well-being by a health care professional who is licensed within the specific scope of practice. For circumstances not related to illness or injury, other supporting documentation must be provided on request.

Support Person: Students are entitled to bring a support person to any meeting to provide comfort, encouragement, and/or a sense of security during stressful or challenging situations. The support person can be anyone other than a witness or other person that is party to the matter at hand and subject to the discretion of the person conducting the interview. Support persons may include a friend, family member, union representative, legal counsel or other. If the student has a disability, the support person may assist with communication, mobility, personal care or medical needs. The support person may not speak on behalf of the complainant or respondent except at the sole discretion of CMCC, and with the student's consent. Should the respondent not have access to a support person, CMCC may suggest a support person. Support persons are expected to maintain the confidentiality of the matters discussed.

New Policy Approved (date):	Earliest available - October 1999
Policy Revision History (dates):	Discussion at IA January 2011 April 27, 2017 February 22, 2018 March 30, 2023 April 24, 2025

7. PROCEDURES

1. In all instances, students who believe an appropriate grade has not been assigned should first seek to resolve the matter with the responsible faculty member and the relevant Director of Education/Director of Graduate Studies.
2. If a student continues to challenge a grade on the basis of a concern with the grading of an exam, they are directed by the Registrar to the Examination Re-read procedures as a prerequisite to further action.
3. Where there is little likelihood of the student gaining the necessary marks from a re-read, this step may be waived by the student, who must sign a waiver. If a satisfactory resolution cannot be reached, the student should contact the Student Success Advisor who will provide such assistance as may be reasonably required by the student.
4. Extenuating circumstances must be documented and brought to the attention of the relevant Director of Education/Graduate Studies, Registrar or Student Success Advisor at the earliest possible time. It is expected that, unless there are circumstances that prevent it, notice of the circumstances will be provided within one business day after the event. Circumstances brought forward after the one-day period or when first available may not be used as grounds for an appeal.
5. A formal appeal must be submitted in writing to the Registrar no later than two weeks after official final grades have been posted. The appeal must be in writing and include:
 - a. the specific nature of the appeal
 - b. the grounds for the appeal
 - c. the remedy sought
 - d. supporting documentation.

Supporting documentation is essential to assist the Appeals Committee in their deliberations. In order to be considered, circumstances related to illness or injury must be comprehensively validated in terms of their limitation on academic functioning and student well-being by a healthcare professional who is licensed

within the specific scope of practice. For circumstances not related to illness or injury, other supporting documentation must be provided on request.

Extenuating circumstances that existed prior to or during examinations must be documented at the time the circumstances occur and will not be considered by the Appeals Committee if not previously and appropriately dealt with as outlined in step 4, above, and in the Deferral of Academic Requirements policy.

6. Satisfying themselves that proper procedures have been followed at their discretion, the Registrar, in consultation with the Dean, Undergraduate and Graduate Education, may either attempt to resolve the matter in a manner deemed appropriate to all parties or refer the matter directly to the Chair of the Appeals Committee with their comments.
7. Notwithstanding the above, within five business days of receipt of an appeal the Registrar and/or the Dean, Undergraduate and Graduate Education, may deem the matter frivolous, vexatious or without merit and advise the student in writing that no further appeal proceedings will be instituted in the matter. In such event, the student will be entitled to appeal the decision within three business days to the President, who will confirm the decision or, alternatively, refer the matter to the Registrar to have it proceed through the appeal process.
8. The student will be informed in writing of the time and location of the meeting of the Appeals Committee and of the composition of the Committee. The student may reasonably challenge any voting member of the Appeals Committee regarding bias. The student is advised to appear on their own behalf; however, the hearing will proceed whether or not the student is in attendance.
9. Students are entitled to bring a support person to any meeting to provide comfort, encouragement, and/or a sense of security during stressful or challenging situations. The support person can be anyone other than a witness or other person that is party to the matter at hand and subject to the discretion of the person conducting the interview. Support persons may include a friend, family member, union representative, legal counsel or other. If the student has a disability, the support person may assist with communication, mobility, personal care or medical needs. The support person may not speak on behalf of the complainant or respondent except at the sole discretion of CMCC, and with the student's consent. Should the respondent not have access to a support person, CMCC may suggest a support person. Support persons are expected to maintain the confidentiality of the matters discussed. The student must notify the Chair at least three days in advance of the hearing of such attendance, the particulars of the individual, and the purpose of the attendance. The student will be advised that confidential information may be released during the meeting to which the guest will be privy.
10. The Appeals Committee consists of an Academic Director not from the student's year or graduate program of study who will serve as Chair, the Registrar or

designate who will serve as Secretary, three faculty members, and two students. The Chair and the Registrar are non-voting members. The two student representatives are typically the President of Students' Council and a student from the appellant's year of study.

11. Voting is conducted by secret ballot and all votes remain confidential, even to the voting members of the Appeals Committee. The outcome of the appeal is determined by majority vote.
12. The Secretary will prepare a written decision within five business days, setting out the reasons for the decision. The members of the Committee shall confirm acceptance and approval of the written reasons within three business days. Dissenting members need not set out a reason for their vote unless they wish to do so. The Registrar will provide the student with the written decision of the Appeals Committee within five business days of receipt of the decision.
13. The decision of the Appeals Committee is final, subject to an appeal to the President of CMCC within three business days of the receipt of the written decision and reasons. The appeal may be made *only* on procedural grounds.
14. The President will review the case documentation for procedural correctness, prepare a written decision setting out the reasons for the decision and send the decision to the student within five business days of the request.

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8. ATTACHMENTS

None.