

ACADEMIC APPEAL POLICY – POST-SECONDARY PROGRAMS

Policy Category	Academic
Policy Search Name	AC – Academic Appeal Policy – Post Secondary Programs (2020)
*Anishinabek Standard	
Place of Learning	<i>B. Provides multiple avenues for student to access the learning that is offered, as well as multiple forms of assessment for students to demonstrate what they have learned.</i>
Educators	N/A
Students	<i>B. Students are able to build on the knowledge and skills of the local cultural UCCMM community as a foundation from which to achieve personal and academic success throughout life.</i>
Curriculum	N/A
Approval Date & Board Motion Number	7/22/2020 Board Motion #042-2020
Effective Date	7/22/2020
Previous Versions	Date initially approved: 7/22/2020 Date of last revision: N/A

*These are organizationally adapted standards from the World Indigenous Nations Higher Education Consortium (WINHEC) and the Alaska Comprehensive Centre/Alaska Native Education approved by the Kenjgewin Teg Board of Directors, 2015.

1.0 Background and Purpose

1.1 The purpose of this policy is to provide **ekinoomaagasijig** enrolled in a Kenjgewin Teg or partner institution post-secondary program with a fair and timely process to appeal a procedural or other error regarding a final grade that impacts their academic standing or progression within their program of study.

2.0 Definitions

- “ekinoomaagasid” is the Mnidoo Mnising dialect/Anishinabemowin word that refers to all students or learners (Indigenous or non-Indigenous) of Kenjgewin Teg
- “ekinoomaagasijig” is the plural form of *ekinoomaagasid*
- “ezhinoomaaget” is the Mnidoo Mnising dialect/Anishinabemowin word that refers to all instructors or faculty members (Indigenous and non-Indigenous) that are teaching/instructing at Kenjgewin Teg
- “ezhinoomaagejik” is the plural form of *ezhinoomaaget*

3.0 Application

3.1 This policy applies to **ekinoomaagasijig** enrolled in post-secondary programs of Kenjgewin Teg as well as community-based programs delivered with a partner college or partner university:

- a) A post-secondary program by Kenjgewin Teg is accredited through quality assurance processes from the Indigenous Advanced Education and Skills Council (IAESC) and the Indigenous Institutions Quality Assessment Board (IIQAB).
- b) A post-secondary program by an Ontario college or university partner is accredited through quality assurance processes from the Ministry of Colleges and Universities and includes the Postsecondary Education Quality Assessment Board.

4.0 Policy

Policy Objective

4.1 The purpose of this policy objective is to provide **ekinoomaagasijig** information about informal and formal means to achieve resolution in dispute of a grade(s). Kenjgewin Teg will ensure fair consideration is provided to learner academic performance while maintaining the integrity of its own and partner programs delivered in its community-based learning environment.

Grade Appeal Considerations

4.2 As a trauma-sensitive and trauma-informed place of learning, Kenjgewin Teg may have both informal remedies and formal appeals considered under this policy when a learner expresses that one or more of the following situations are believed to be occurring:

- a) The assigned grade is viewed by the learner as failure by the **ezhinoomaaget** to follow a course outline or a documented policy or process
- b) The assigned grade is viewed by the learner the result of an unfair or inconsistent assessment by the **ezhinoomaaget**
- c) The assigned grade is viewed by the learner as a result of an exceptional circumstance that is sudden, unforeseen and temporary and has resulted in missed assignment(s) affecting their grade

4.3 Where a grade is based on an assessment of clinical or field or practicum requirements, the grade will not be subject to re-examination. The only possible remedy is the opportunity for a learner is to redo the clinical or field or practicum assignment, as opposed to a revision of the grade. It is acknowledged that repeating an entire clinical or field or practicum requirement may not be reasonable or realistic within an established schedule of the program; this will adversely affect continued progress in learner's program of study.

Partner College or University Programs – Certificates, Degrees and Diplomas

4.4 Informal Remedy - **ekinoomaagasid** may seek an informal remedy to their assigned grade as follows:

- a) *a learner who* believes that they have the basis for appealing a final grade may choose to first attempt to resolve the matter through contact and discussion with the course **ezhinoomaaget** for a possible and mutually agreed upon informal remedy. The possible remedy will ensure that it will continue to satisfy the college or university partner institution requirements and deadlines.
- b) The informal mutually agreed upon remedy will be documented with expectations, deadlines for completion and signatures of both the learner and course **ezhinoomaaget** in the required format. A member of Kenjgewin Teg's Student Wellness and Supports services team will also participate, witness and sign the agreed upon remedy documentation.

4.5 Formal Remedy - if an informal remedy cannot be found as described in this policy, or if a learner wishes to immediately submit a formal appeal of an academic grade without an informal remedy, the following will apply:

- a) **Ekinoomaagasid** who believe that they have the basis for formally appealing a final grade may complete an official Kenjgewin Teg grade appeal form within seven business days of receiving their final grade notification from their **ezhinoomaaget**; the form can be obtained from the Registrar's office. The Registrar will document the required returnable period; if a learner does not initiate a formal appeal within the timeline set, Kenjgewin Teg will consider the matter as being closed.
- b) Upon receipt, the Registrar will inform and provide a copy of the signed learner grade appeal form to the Dean of Post-Secondary Education. The original signed appeal form will remain in the Registrar's office.
- c) The Dean of Post-Secondary Education will refer to the partner post-secondary institution's policy relating to academic appeals and immediately notify the partner college or university primary community-based contact that a formal academic grade appeal has been received.
- d) The academic appeal policy of the partner post-secondary institution will apply. The Dean of Post-Secondary Education will liaise and continue to work with partner institution personnel for designated next steps within partner specified timeframes.

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4.6 Informal Remedy - a learner may seek an informal remedy to their assigned grade as follows:

- a) **Ekinoomaagasid** who believe that they have the basis for appealing a final grade may choose to first attempt to resolve the matter through contact and discussion with the course **ezhinoomaaget** for a possible and mutually agreed upon informal remedy. The possible remedy will ensure that it will continue to reasonably satisfy Kenjgewin Teg's final grade requirements and deadlines.

- c) The informal mutually agreed upon remedy will be documented with expectations, deadlines for completion and signatures of both the learner and course **ezhinoomaaget** in the required format. A member of Kenjgewin Teg's Student Wellness and Supports services team will also participate, witness and sign the agreed upon remedy documentation.

4.7 Formal Remedy: If an informal remedy cannot be found as described in this policy, or if a learner wishes to immediately submit a formal appeal of an academic grade without first an informal remedy, the following will apply:

- a) **Ekinoomaagasiid** who believes that they have the basis for formally appealing a final grade may complete an official Kenjgewin Teg grade appeal form within seven business days of receiving their final grade; the form can be obtained from the Registrar's office. The Registrar will document the required returnable period; if a learner does not initiate a formal appeal within these timelines set, Kenjgewin Teg will consider the matter as being closed.
- b) Upon receipt, the Registrar will inform and provide a copy of the signed learner grade appeal form to the Dean of Post-Secondary Education. The original signed appeal form will remain in the Registrar's office.
- c) The Dean of Post-Secondary Education will convene a grade appeal talking circle and will arrange and confirm an agreeable meeting date with the learner for discussion of possible remedies. If a learner does not confirm a mutually agreeable date with the Dean of Post-Secondary Education after seven business days of telephone and/or email and/or direct contact, Kenjgewin Teg will consider the matter as being closed (i.e. a date only has to be confirmed within seven days).
- d) Once a mutually agreeable date with the learner is confirmed, the Dean of Post-Secondary Education will determine and secure any traditional supports, and/or other learner supports as mutually agreed by the learner that may be needed for successful resolution during the grade appeal talking circle. While participation in person is preferred, other electronic means of participation may be required. Any cultural or non-culturally related expectations of confidentiality during the talking circle will be discussed at the onset of the circle.
- e) A learner who feels they have not participated in a fair process described above with the Dean of Post-Secondary Education may request a final Grade Appeal Review to the Vice President of Lifelong Learning within five business days after the appeal talking circle date; the learner must cite one or more of the following reasons: 1) the appeal talking circle did not provide a fair opportunity to voice and express themselves; and/or 2) new information is available that, through no fault of the learner, was not available at the time the appeal talking circle was held.
- f) The required grade appeal form will be submitted to the Vice President of Lifelong Learning within three business days of the appeal talking circle.
- g) The Vice President of Lifelong Learning will determine and convene any meetings, interviews with personnel and the learner, or other measures they may determine; the decision of the Vice-President of Lifelong Learning will be final.

- h) The formal mutually agreed upon remedy will be documented in the same way as a informal remedy.

4.8 Pending the outcome of the formal appeal to the Dean of Post-Secondary Education and/or the Vice President of Lifelong Learning, a decision to have a learner register and continue in the next level or advancement in next courses of their program will be considered, unless there is an issue of liability, safety and/or behavior that interferes with the teaching/learning process. The Dean of Post-Secondary Education and/or Vice President of Lifelong Learning may require essential conditions to be met by the learner if a decision is made for the learner to continue in the program while awaiting the outcome of the grade appeal.

4.9 Kenjgewin Teg prohibits reprisals, or threats of reprisal, against learners who have raised matters of concern under this policy. Individuals who violate this provision will be subject to human resource disciplinary action.

4.10 Time limits identified under this policy may be extended by mutual agreement if such extensions support the possibility of reaching an agreeable remedy.

5.0 Roles and Responsibilities

5.1 The President is responsible for the overall management and operation of Kenjgewin Teg. This policy will be implemented and monitored by the Vice President of Lifelong Learning.

5.2 If a position referred to in this policy is vacant, the policy will not be invalidated. Instead, the President shall designate the roles and responsibilities of that role to another team member(s) and will ensure that the Kenjgewin Teg staff and community is informed of the designation(s) as appropriate.

6.0 Evaluation Date - 10/31/2022

This policy will be reviewed every two years as part of the Board of Director’s policy review cycle and schedule. The evaluation date represents the first date upon which this policy becomes eligible for review.

<p>Related Legislation, Policies, Procedures, Guidelines and Documents</p>	<ul style="list-style-type: none"> • Partner College – Grade Appeal Policy • Partner University – Grade Appeal Policy • Academic Integrity Policy • Trauma-Sensitive and Trauma Informed School Philosophy
<p>Policies Superseded by this Policy</p>	<p>None</p>

The official version of this policy is housed in the Office of the President. In case of discrepancy between an online version and the official version held, the official version shall prevail.