

COLUMBIA COLLEGE APPEAL POLICIES

PROBATION

A UTP student is on probation if his/her GPA for a semester falls below 1.7; a Secondary student is on probation if his/her GPA falls below 1.7 and his/her average mark drops below 55%.

A Secondary student on probation is limited to a full-time load of 3 secondary (12 credits).

DOUBLE PROBATION

Students who are on probation for two successive semesters must apply for permission to register. A decision is made by the Double Probation Appeal Committee, a committee consisting of one counselor and one senior administrator; this Committee will either decide to allow the student to register or may decide that such an opportunity is not warranted. The student is invited to provide reasons to the committee why he/she should be allowed to register, and these submissions are considered before the decision is made.

To launch such an appeal students should consult with the Student Services Manager. Students are informed of the decision by email.

Note: Probation students are allowed to withdraw from as many courses as they wished (subject to normal College rules) just like any other student. However a single probation student who withdraws from ALL his/her courses in a semester will remain on single probation, and a double probation student who completes a total withdrawal will still be on double probation in the following semester; a student cannot lose their probationary status by withdrawing from all their courses.

Students who are denied permission to register because of their probationary status must seek readmission to the College if they wish to return; normal admissions procedure will be followed - the student sees an admissions officer and offers documentation showing improved performance. Students must present "improved grades" at another academic institution to secure re-admission; students must present a min C average on at least three academic courses.

TRIPLE PROBATION

Students who are on probation for three semesters in a row are blocked from registration. Such students are allowed to appeal this decision, but must first consult with a counsellor who will determine whether there exist any legitimate grounds for an appeal – a promise to work harder will not be viewed as legitimate, for example.

Such students are not permitted to register unless ALL of the following criteria are met:

1. Student completes a Probation Appeal Form (electronic link will be provided).
2. Student submits documentation attesting to why they have not been able to maintain a GPA above 1.7 (e.g. death certificate of a family member, detailed medical note outlining treatment and recovery prognosis, or other documents that explain student's inability to achieve a satisfactory GPA).
3. Student presents an academic recovery plan that addresses what steps they will take to restore their GPA to acceptable levels (e.g. retake courses, change program, reduce work commitment).
4. Student commits to meet with a designated counsellor on a regular basis (minimum weeks 2 and 8 and others at counsellor's discretion) throughout the following semester to discuss their academic progress.
5. Student receives permission to register from the Appeal Committee,

The Appeal is considered by an Appeal Committee made up of a Counsellor and Principal (or designate). The decision of the Committee must be unanimous if the student's appeal is to be successful – a split decision is deemed unsuccessful. This decision is final and may not be appealed any further.

If the Appeal Committee decides to not allow re-registration, the student is advised to meet with a counsellor to discuss:

- a. An academic recovery plan
- b. Terms of readmission (min 9 UT credits with C average from an approved institution).
- c. If the student is in the second half of an AD Program, student needs to get permission from the Academic Board to use the UT courses (max 9 credits) from the approved institution towards their CC AD.

GRADE APPEALS

The only grades that may be formally appealed are final grades. Students are encouraged to consult with the instructor and dean of the division before proceeding to a formal appeal. If a student chooses to formally appeal then he/she completes a "request for a Change of Mark" form obtained from a Counsellor. A fee of \$50 is paid, refundable if the appeal is successful. Once the appeal fee is paid the formal appeal process is initiated by the Counsellor. Such an appeal must be launched on or before the first Friday of the semester immediately following the semester in which the course was taken.

An Appeal Committee is struck by the Academic Board:

a) If the appeal concerns the marking of the final examination only then the Dean of the appropriate division will appoint a qualified instructor (usually but not always from within the College) to reconsider the student's final examination paper. A final judgement will be made within 30 days.

b) If the appeal involves more than the final examination then an Appeal Committee will be struck by the Academic Board and this Committee will make a final judgement within 30 days. All relevant course material in addition to, or other than, the final exam may be reviewed. To be eligible for review the material in question must be a physical item that was submitted and evaluated as part of the student's final grade. The material must be in its original, as-marked form. Intangible items such as presentations and class participation are not eligible for review.

The decision of the Appeal Committee is final. The final grade that appears on the transcript will be the grade determined by the process outlined above; this grade may be higher, lower or the same as the appealed grade.

CHEATING AND PLAGIARISM, AND APPEALS

The College has a publication entitled "Cheating and Plagiarism Policy and Protocols" - this should be consulted for details. When an instructor encounters a case of cheating he/she may attempt to deal with it informally, with the assistance of the Director of Student Services. If the student cannot be contacted then the student is awarded a grade of DEF.

If the issue is not resolved informally then it is taken to the Cheating and Plagiarism Committee (Counsellor plus Principal or designate). The Committee considers and decides on the number of demerit points (if any) to be added to the student's record. The Registrar then takes action based on the

total number of demerit points recorded against the student:

- 1 demerit point - Zero on the assignment in question
- 2 demerit points - A failing grade in the course in question
- 3 demerit points - Expulsion from the College

A decision made by the Committee can be appealed to the Cheating and Plagiarism Appeal Committee.

The composition of the Cheating and Plagiarism Appeal Committee is as follows:

- a. Student + advocate
- b. Instructor + advocate
- c. Faculty reps (1 each from 3 divisions) (one is Chair)

The instructor may waive his/her right to an advocate.

The process is as follows:

1. Chair outlines process.
2. Instructor's presentation with all present.
3. Student presentation with all present.
4. Student response to instructor's presentation with all present.
5. Instructor response to student's presentation with all present.
6. Student response with instructor absent.
7. Instructor response with student absent.

(Steps 6 and 7 are optional – only if instructor and/or student wishes to exercise this option.)

8. Committee meets in camera to make a decision.

(The procedure is in line with the Guidelines produced by FISA for Independent Schools; the student accused is entitled to be kept informed of the case against them and should be given reasonable opportunity to make oral and/or written submissions on the matter to the Board/Committee making decisions.)

FEES AND REFUNDS

In case of a question regarding fees or a refund of fees, the student should first contact the College Accountant in the main office. If the matter is not resolved within three working days, the student should appeal in writing to the Principal who will respond in writing or in person within one week.

DISCIPLINE

Disciplinary matters involving disruptive behaviour in the classroom are dealt with by the Academic Board after a complaint from an instructor is received. Other disciplinary matters – involving unacceptable behaviour outside the classroom - are dealt with by the Principal. Decisions made by the Academic Board or the Principal may be appealed to the Board of Governors, whose decision will be final.

A student being disciplined should contact a Counsellor for information on appeal processes.

ACADEMIC POLICIES

Academic policies are set by the Academic Board, and students wanting explanation of these policies should consult with a Counsellor. Students who wish to dispute a College academic policy, or its application, should address their concern in writing to the Academic Board, which will normally respond in writing within two weeks. This decision may be appealed to the Board of Governors.