

<b>DOCUMENT TITLE</b>	Terms of Reference: Education Council Academic Appeals Panel
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## TERMS OF REFERENCE: EDUCATION COUNCIL ACADEMIC APPEALS PANEL

### TERMS OF REFERENCE

Education Council’s Academic Appeals Panel (known also as “the Panel”) deliberates on appeals cases regarding academic integrity and final grade appeals, as per the Academic Integrity and Grade Review and Appeals policies, respectively.

### ROLE

The Academic Appeals Panel is the final body to which a student may appeal the decision of a Dean/Director/designate in matters related to academic integrity and final grade appeals.

If the Academic Appeals Panel determines that the student’s grounds for appeal have merit, the Academic Appeals Panel investigates the appeal and presents findings, which may result in upholding the Dean’s/Director’s decision or may result in the Vice-President Education issuing a new and final outcome. Once a final outcome has been established, the issue will be deemed resolved.

### APPOINTMENT AND MEMBERSHIP

Appointment to the Academic Appeals Panel will be made upon the nomination of Education Council Executive. Education Council will approve the nomination of the panelists.

Education Council will establish a list of volunteers who wish to be Panel members. The list of volunteers may include potential panelists from both within and outside of Education Council.

The Panel shall be comprised of **five (5)** standing members. Panel membership will take into consideration representation of diverse perspectives when making appointments.

The Panel will be comprised of:

- The Vice-President Education (or their designate) will act as the Chair;
- **Two (2)** appointed College faculty members;
- **Two (2)** appointed students, in good academic standing. In the event that two students cannot be available, the Panel may continue its function by substituting one student with an additional College faculty member.

## TERM

Appointed panel members shall normally serve terms of two years. Each initial term is renewable for a maximum of two additional terms. Membership terms will overlap to ensure continuity. The Vice-President Education will be a permanent continuing member of the Panel.

## PANEL OPERATION

The Academic Appeals Panel will generally meet once a month to review appeal cases. Depending on the volume of appeals, the Panel may meet more or less frequently.

Panel members will be expected to attend all meetings, including carry-over meetings intended to process a higher-than-normal volume of appeals.

A Panel member may recuse themselves, on a case-by-case basis, for special circumstances. In such instances, the Chair of Education Council may appoint another volunteer panelist as a replacement.

Administrative support will be provided to the Academic Appeals Panel.

Prior to the meeting, an agenda will be circulated to all Panel members.

The Panel members will have access to all documentation and information presented by the student, instructor, Dean/Director/Designate and/or the Vice-President Education that is relevant to the appeal.

The Panel deliberations are confidential. The written record of decisions from the Panel is the official record.

Documentation and information will be distributed in accordance with respect to privacy and confidentiality, to ensure compliance with the College Protection of Privacy Policy (O-6.1), Records Management Policy (O-6.2), and Records Management Procedures Manual (O-6.2.1).

The Panel's findings may lead to a suspension for breach of the Academic Integrity policy. Vice-President Education recommendations of suspension are referred to the College President. If the President approves a suspension from the College, the student has a right to appeal to the Board of Governors as per the [British Columbia College and Institute Act](#) and [Policy G-1.7](#).

The Panel's findings may lead to a loss of College credit/award for breach of the Academic Integrity policy. Findings that lead to a loss of College credit/award are appealable to the College President.

Once a decision has been made, the Vice-President Education's Office will confirm and communicate the decision via a letter sent to the student, the Dean(s) of the school(s), and the instructor(s). Notice will be sent to the Office of the Registrar, where documentation from the panel's proceedings will be kept. A copy of the decision will also be kept with the Vice-President Education's Office.

**LINK TO SUPPORTING DOCUMENTS, FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES**

- [Academic Integrity Policy](#)
- [Grade Review and Appeals Policy](#)
- [Supporting Document – Process for Documenting and Addressing Academic Dishonesty](#)
- [Supporting Document – Process for Grade Review and Appeals](#)
- [Camosun College Protection of Privacy Policy \(O-6.1\)](#)
- [Records Management Policy \(O-6.2\)](#)
- [Records Management Procedures Manual \(O-6.2.1\)](#)