

GUIDELINES FOR ACADEMIC POLICY APPEALS

The Academic Policy Appeals process operates according to the principle that students have the responsibility to read the NSCAD University calendar, Guides to Programs, timetables, and other program-related information and to become familiar with academic policy requirements. Students are expected to conform to academic policy requirements.

Appeals to policy may be considered by the Academic Policy Appeals Committee in cases where unusual circumstances warrant. In each case, the onus is on the student to provide documentation to justify the appeal. Appeal forms are available in the Office of Student and Academic Services (OSAS).

Where OSAS determines that the appeal arises from administrative oversight or error, staff will make a correction.

Applications for appeals to academic policies must be made to the Committee in a timely manner.

Appeals of Policies Regarding Off-campus and Exchange

Application for a waiver of policies regarding off-campus or exchange study may be considered up to the first day of classes during the semester in which the off-campus or exchange study would occur.

- for an appeal regarding off-campus study, the student requires the support of his/her faculty advisor, the Off-campus coordinator and the Division Chair
- for an appeal of regulations regarding exchange study, the student requires the support of the Division Chair and the Exchange Committee

Appeals of Policies Regarding Registration

Application for appeal of **last date to add** a course may be made up to the last day of classes of the semester in question.

- the student must have been attending class prior to last day to add
- the instructor's written support is required
- the Division Chair's written support is required

Upon appeal approval, student should make arrangements to pay tuition to the Office of Finance and Administration as soon as possible.

Application for appeal of **last date to drop a course without academic penalty** may be made up to one calendar year from the release of grades for that semester, with the provision of appropriate documentation (which may include a health professional's certificate, a report from the Director of Financial Aid, letter of support from faculty, or other).

Normal grounds for dropping without penalty include:

- serious illness or injury by student
- serious illness or death of close family member during that semester

Application for **retroactive withdrawal from registration** for a semester may be made up to one calendar year from the release of grades for that semester, with the provision of appropriate documentation. Examples of grounds for retroactive withdrawal after the semester begins include:

- illness or injury to student
- serious illness or death of close family member during that semester

The Academic Policy Appeals Committee shall make recommendations regarding tuition reimbursement that will be reviewed by the Dean and Office of Finance and Administration in making the official tuition reimbursement decision.

Summer Semester Appeals

When full-time or pro-rated faculty availability is limited during the summer semester, a summer alternate committee comprised of the Dean or Designate, Registrar, Assistant Registrar and one on-campus full-time or pro-rated faculty member will convene once in May, once in June and once in July. They will not meet during August.

The following matters are NOT within the mandate of the Academic Policy Appeals Committee:

- program and degree requirements
- academic status
- code of student conduct and disciplinary action
- plagiarism
- grades
- admission to degree programs
- assessment of advanced standing
- transcript policies
- financial regulations, including payment of tuition

Waiver of Program Requirements

Chairs of Divisions and Program Directors may recommend that the Registrar waive specified program requirements, on application from individual students.

The following general requirements for degrees **cannot** be waived:

- minimum of 120 credits in an undergraduate degree
- Writing Requirement (which must be satisfied before students take LAS courses at 2000 level and above)
- Foundation Requirement
- minimum grade and/or academic standing requirements

Application for a waiver of a specific degree program requirement may be made to a Division Chair or Program Director no later than four months prior to graduation, with the provision of appropriate documentation, and subject to the following conditions.

- the student must be in good academic standing
- the student must have been admitted to the program for which s/he seeks a waiver of requirements

The Division Chair or Program Director will advise the Registrar of the recommendation no later than three months before the student intends to graduate.

Faculty Roles: for some of these appeals

OSAS relies on faculty to identify students who are at risk. By checking class lists and reporting absent or missing students early in the semester, faculty have a unique opportunity to identify students who need help. Notifying OSAS when students are not in class can allow intervention to occur and students who are struggling can be referred to services to receive help. When problems occur, early intervention can make the difference between a student failing or withdrawing and successful completion of their course work.

Approved: Academic Council 13 October, 2009

STUDENT APPEAL FORM

Last Name **First Name** **NSCAD ID Number**

Current Mailing Address

Email **Telephone** **Degree Program**

**ALL SECTIONS OF THIS FORM MUST BE COMPLETED IN ORDER FOR THE COMMITTEE TO REVIEW.
 If medical documentation is attached, a Departmental Recommendation (section B) is NOT REQUIRED.**

SECTION A: STUDENT APPEAL

1. Semester and Year of Appeal (Fall, Winter, Summer): _____ 201_____

2. What policy or regulation are you appealing?
 - Adding a course / courses after the last day to ADD. *Please attach a Course Registration Form listing the relevant course(s).*
 - Dropping a course / courses after the last day to DROP. *Please attach a Course Registration Form listing the relevant course(s).*
 - Withdrawing from a semester retroactively (after the semester has ended).
 - Off-campus / Exchange policy
 - Credit overload permission
 - Other: _____

3. Please state reasons, circumstances, and details regarding your request and attach supporting documents that will assist the Committee in making a decision (continue on reverse if necessary).

► **Student Signature** **Date (DD/MM/YYYY)**

SECTION B: DEPARTMENTAL RECOMMENDATION

If medical documentation is attached, this section is NOT REQUIRED.

Instructor's Name (Please Print):	Instructor's Signature:	Date (DD/MM/YYYY):
--	--------------------------------	---------------------------

Comments:

Chair's Name (Please Print):	Chair's Signature:	Date (DD/MM/YYYY):
-------------------------------------	---------------------------	---------------------------

Comments:

SECTION C: ACADEMIC POLICY APPEALS COMMITTEE DECISION

<p>Decision: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved</p> <p>Reason: <input type="checkbox"/> Compassionate <input type="checkbox"/> Medical <input type="checkbox"/> Other:</p> <p>Number of courses added / dropped*: ____ Number of credits affected*: + / - ____</p> <p>Refund: _____ %</p> <p align="right">* circle applicable</p> <p>Signature: _____ Date (DD/MM/YYYY): _____</p>	<p>Office Use</p> <p><input type="checkbox"/> Class List</p> <p><input type="checkbox"/> Student Notified</p> <p><input type="checkbox"/> Business Office Notified</p>
--	---

Reasons, circumstances, and details regarding your request (continued):