

Policy Number	4.15
Approval Body	Senate
Policy Officer	VP, Enrolment + Student Services / Registrar
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## 4.15 APPEAL FOR ACADEMIC EXCEPTION

### ENABLING LEGISLATION + LINKED POLICIES

*Laws of General Application*

*BC Human Rights Code*

*BC Freedom of Information and Protection of Privacy Act*

*University Act*

Senate of a special purpose teaching University

Section 35.2 (5) The Senate of a special purpose, teaching University has the power and duty to do all of the following:

- (e) set policies concerning examinations and evaluation of student performance;
- (g) set policies concerning student withdrawal from courses, programs or the special purpose, teaching university;
- (h) set criteria for academic standing, academic standards and the grading system;
- (j) set policies and procedures for appeals by students on academic matters and establish a final appeal tribunal for these appeals

*Relevant Emily Carr University of Art + Design Policies:*

### OBJECTIVE

Emily Carr is committed to supporting students in meeting their personal and academic goals and acknowledges that circumstances beyond a student's control may adversely impact a student's academic attendance and performance.

This policy outlines the process for students to make an appeal for an academic exception related to:

- late/retroactive drop/withdrawal from a course/courses/semester;
- missed/deferred final exams;
- requests for Aegrotat standing;
- completion of a course requirement after the end of the semester or deadline.

Other requests for academic exceptions not listed above involving student progress, performance or participation in the course, such as requests to excuse lateness or missed classes, or extensions to assignments, are to be determined in consultation with instructor(s), and are typically resolved between the instructor and the student in consultation/conjunction with the syllabus for the course.

### SCOPE

This policy applies to all University Students enrolled in undergraduate or graduate programs.

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## **DEFINITIONS**

Student: means a person who is presently enrolled at a University in a credit course or who is designated by resolution of the Senate as a student (University Act).

## **POLICY**

Students may experience circumstances that are beyond their control, that impact their capacity to continue with/complete their schooling during the semester.

Students may make an appeal for academic exception in anticipation of, or response to, circumstances that adversely affect their attendance or performance in a course or program.

Students may make an appeal for academic exception of:

1. late/retroactive drop/withdrawal from a course/courses/semester;
2. missed/deferred final exams;
3. requests for aegrotat standing;
4. completion of a course requirement after the end of the semester or deadline

An appeal for academic exception may be considered when there are medical, psychological, compassionate or civic duty circumstances that are accompanied by verifying documentation, and where an Incomplete grade has not been assigned. Examples include but are not limited to: ill health; accident and injury; onset or changes in mental health conditions or disorders; changes in the responsibility for the care of a family member; bereavement; representing the University, province or country in a significant competition/performance; civic/jury duty.

It is the student's responsibility to inform the University in a timely manner of circumstances that are interfering with their capacity to meet course requirements. This allows the University and the student to work together to determine the best course of action to mitigate the impact of their circumstances on their coursework, which may involve an appeal for academic exception. Students who do not come forward voluntarily may be identified as requiring an academic exception by, but not limited to, the following: faculty and/or the Progress Alert system, academic advisors, disability services and the counselling office. In such cases, students will be advised to make a formal request for appeal for academic exception.

Failure of the student to inform or to work with the University in a timely manner to mitigate the impact of their circumstances on their coursework may result in an appeal for academic exception being denied.

## **PROCEDURES**

1. Students seeking academic exception will make a formal request by submitting an Appeal for Academic Exception form to Student Services.
2. As part of the form and supporting documentation submitted, students seeking an appeal for academic exception are required to articulate the circumstance(s) giving rise to their appeal and the implication to their course work.

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3. Students are required to provide verifying documentation of their circumstances for which an academic concession is being sought.
4. The responsibility for determining eligibility for an academic exception lies with the Appeal for Academic Exception Review Panel comprised of:
  - Director, Records & Registration (who shall be Chair)
  - Student Resource Coordinator
  - Vice-President, Enrolment and Student Services/Registrar
  - Associate Registrar, Awards and Advising
  - 1 Dean (appointed by the Chair)
  - 1 Faculty Member (appointed by the Chair)
  - 1 Academic Advisors
  - Counsellor, as required
  - Disability Services Coordinator, as required

Please note that members of the review panel must recuse themselves prior to any discussion or resolution being considered where a conflict of interest may exist, as per Senate Conflict of Interest Bylaws.

5. The Academic Exception Review Panel may seek information from relevant University personnel regarding course expectations pertaining to the appeal.
6. Provision of an academic exception will not result in waiving requirements, altering standards or removing the need for evaluation.
7. Students will not normally be approved for more than one academic exception during their entire program at Emily Carr University.
8. Academic exceptions may come with some provisions, such as a follow-up treatment care plan or limitations to course registration in the following semester.
9. Where an appeal for academic exception is denied, the student has a right of appeal to the Senate Appeals Tribunal within 30 days of notification of decision.