



PROCEDURE FOR ACAD 16:

Academic Appeal

Effective Date: Friday, April 17, 2026

Procedures: 1. Stage One: Student and Faculty

1.1 Within three (3) business days of receiving an academic decision which meets the criteria in the Academic Appeal Policy, the student provides written notice of the issue to the faculty. In this notice, the student requests a meeting with the faculty to review the academic decision.

1.2 The faculty meets with the student to discuss the student's issue and notifies the student of the decision.

1.3 If the student disagrees with the faculty's decision, the student may proceed to Stage Two of the appeal process.

1.3.1 If new evidence becomes available after the Stage One decision has been made but before the Stage Two process has been initiated, the evidence must be shared with all relevant parties before the process can continue to the next stage.

2. Stage Two: Student, Faculty and Dean

2.1 Within three (3) business days of receiving the Stage One academic decision, the student provides written notice of the issue to the Dean. In this notice, the student requests a meeting with the Dean to review the faculty's decision. Failure to meet this timeline results in the student being unable to proceed with Stage Two, and the Stage One decision stands.

2.2 The Dean comes to a decision based on information from the student and the faculty, and the Dean notifies the student and the faculty in writing of the decision.

2.3 If the student disagrees with the Dean's decision, the student may proceed to Stage Three of the appeal process.

2.3.1 If new evidence becomes available after the Stage Two decision has been made but before the Stage Three process has been initiated, the evidence must be shared with all relevant parties before the process can continue to the next stage.

3. Stage Three: Academic Appeal Committee Academic Appeal Application

3.1 Within three (3) business days of receiving the Stage Two academic decision from the Dean, the student completes the Stage Three Academic Appeal Application Form, the Authorization to Release Personal Information Form, and pays the application fee (\$25.00) (refer to Appendices 1 and 2). Failure to meet this timeline results in the student being unable to proceed with Stage Three, and the Stage Two decision stands.

3.2 Within ten (10) business days of receipt of the application, the Office of the Vice President, Academic (VPAR) informs the student, in writing, whether the criteria to advance to Stage Three has been met. Should the VPAR consider the criteria not met, the Stage Two decision stands. Academic Appeal Hearing

3.3 The Office of the VPAR convenes an Academic Appeal Committee and establishes a date for the appeal to be heard. The Office of the VPAR notifies the student and all other persons involved in the appeal of the date, time, and place of the meeting. The meeting is to be held as soon as possible.

3.4 The Office of the VPAR gives the names of the Academic Appeal Committee members to the student and the faculty involved in the appeal at least three (3) business days before the appeal is to be heard. Either the student or the faculty can object to a member of the Academic Appeal Committee.

3.5 To object to a member of the Academic Appeal Committee, the student and/or the faculty must submit the objection to the Chair at least two (2) business days before the appeal is heard. 3.6 If the Chair determines the objection is reasonable, the membership is adjusted to ensure that its composition is maintained.

3.7 At least three (3) business days before the hearing, the student and the faculty must provide to the Chair the information listed below:

- One copy of the documents the student and the faculty plan to introduce as evidence at the hearing. Unless the Academic Appeal Committee agrees, no other documents may be introduced at the time of the hearing; and
- The name and credentials of any support person who is to accompany the student or the faculty. A support person cannot attend the appeal hearing without receiving approval from the Chair prior to the hearing unless it is agreed to by the Appeal Committee and the other party.

3.8 The Chair reviews all documents submitted to ensure that they are relevant to the appeal. Documents identified as not relevant are returned to the student or faculty at least two (2) business days before the hearing stating the reason(s) they will not be used during the appeal hearing. The Chair will only consider evidence directly related to the academic case being presented.

3.9 Witnesses may be called at any time throughout the appeal process at the discretion of the Chair.

3.10 At least two (2) business days prior to the appeal hearing, the Chair distributes copies of all relevant documents listed in Article 3.7 and any other material necessary for the fair determination of the appeal to the Academic Appeal Committee, the student and the faculty. All information is to be kept in the strictest of confidence.

3.11 The Chair conducts the hearing as outlined in Appendix 5. The order can be amended with the agreement of the parties or by the Chair if they determine that such amendments will not prejudice the student or the faculty and will ensure the fair determination of the appeal.

3.12 The Chair, within three (3) business days of the completion of the appeal, sends on behalf of the Academic Appeal Committee, the written decision and the reasons for that decision to the student, the faculty, the Dean, the Registrar, and the Office of the VPAR.

3.13 The Office of the VPAR retains all records of appeal hearings.

3.14 The decision of the Academic Appeal Committee is final.

3.15 For supplementary documentation and proceedings details refer to Appendices 3, 4, and 5.

STAGE THREE ACADEMIC APPEAL APPLICATION FORM

Section A: Student Information

Please provide accurate information. If you cannot be contacted, you risk missing important deadlines and information and may jeopardize your ability to continue in the appeal process.

Please note that if the Office of the Vice President, Academic (VPAR) is unable to contact you and you have not contacted the same within the required timeframe, the request will be deemed “abandoned” and no further action will be taken.

First Name:	
Last Name:	
Student ID:	
Email address:	
Phone Number:	

Section B: Details of Academic Appeal

1. Type of Academic Issue

Please select the type of academic issue you are seeking to appeal (only one issue per appeal).

☐ Program Progression

☐ A Final Grade in a Course

2. Course and Program Information

Please fill-in the chart below with the course and/or program information that is relevant to your academic appeal.

Course Name:	
Course Code:	
Faculty Name:	
Program Name:	

3. Grounds for Academic Appeal

Please select all the applicable reasons for the academic appeal (see Appendix 1 of the Academic Appeal Policy for details) and include an explanation in the area provided below.

- ☐ Merit of Work
- ☐ Illness and/or Disability
- ☐ Compassionate Grounds
- ☐ Course Management
- ☐ Policy Violation

Explanation of Grounds for Academic Appeal: (Attach additional pages as necessary).

4. Supporting Documentation

Please place a checkmark to acknowledge that you have attached copies of relevant documentation to support your academic appeal and list these documents in the area provided below.

- ☐ Yes, I have attached copies of relevant documentation to support my academic appeal.

(Examples include: timeline of events leading to the academic appeal; chronological summary of attempts to resolve the academic issue; relevant emails; course outline; graded assessments; assignment rubrics; medical form; other documents. Do not send Academic policy documents).

List of Attached Documents:

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1.

2.

3.

4.

5.

Please place a checkmark beside each statement that you acknowledge to be true:

☐ I have read SKG'S Academic Appeal policy.

☐ I have met with my faculty and attempted to resolve my academic issue(s). Please specify the Stage One meeting date: _____

☐ I have met with my Dean and attempted to resolve my academic issue(s). Please specify the Stage Two meeting date: _____

☐ I certify that the statements I have made in this Academic Appeal Application are true and complete.

☐ I certify that the supporting documents I have submitted are authentic.

☐ I understand that my academic appeal will be deemed to have lapsed if I do not follow the timeframes stipulated in the Academic Appeal Policy.

☐ I understand that by submitting this application I am requesting to present my case at an Academic Appeal Hearing.

☐ I understand that the Office of the VPAR will contact me no later than ten (10) business days after my submission to inform me of my academic appeal hearing date, time, and location, if an academic appeal hearing is granted.

☐ I understand that my request for a Stage Three academic appeal could be denied if I do not provide evidence to support my grounds for appeal.

Section C: Application Submission

Note: After receiving your Stage Two academic decision, you have three (3) business days to submit your Stage Three Academic Appeal Application along with scanned copies of all

supporting documentation by email to: Academicdean@shingwauku.org

Appeal Fee: \$25.00 Paid ☐

Upon submission of this form, a SKG representative will contact you to process the application fee.

Student Signature: _____

Date: _____

AUTHORIZATION TO RELEASE PERSONAL INFORMATION

Student Name

Student ID

Program

I authorize Shingwauk Kinoomaage Gamig to release information pertaining to my enrolment and records to:

THE ACADEMIC APPEAL COMMITTEE

Student Name

Date