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## Graduate Student Appeals Policy

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### 1. Overview

Graduate students may appeal decisions made by their Faculty or the University that may affect their academic standing in the program. All appeals of this nature are outlined in the policy.

### 2. Purpose

This policy explains the rights, privileges, and responsibilities of St. Mary's University's graduate students relating to appeals. Appeals of the following nature are covered by this policy: academic regulation appeals and non-academic regulations appeals.

### 3. Scope

This policy applies to academic appeals for graduate students in credit course(s).

### 4. Student Rights and Responsibilities

- 4.1 Students have the right to a fair, confidential, and expeditious appeal process.
- 4.2 Students are responsible to:
  - 4.2.1 be aware of St. Mary's Universities policies
  - 4.2.2 respect the rights and dignity of all members of the community of St. Mary's University
  - 4.2.3 To adhere to all relevant codes of conduct detailed in this policy and relevant university documents and to be subject to the procedures outlined involving any alleged violations
  - 4.2.4 To uphold the principles of academic integrity.

### 5. Academic Regulations Appeals

- 5.1 Graduate students may choose to appeal academic decisions. The following academic regulations are covered by this policy:
  - 5.1.1 Academic Assessments/Grades
  - 5.1.2 Academic Progression

Approval Authority	Responsible Office	Effective Date	Date Last Revised	Review Frequency
Academic Council	Academic	Sept 23, 2024	N/A	Every 5 years

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- 5.1.3 Academic Standing and Required to Withdraw
- 5.1.4 Academic Misconduct
- 5.1.5 Other decisions of the Dean
  
- 5.2 Students who feel they have been unfairly treated in regard to any of the Academic Regulations outlined may appeal decisions. Decisions may be appealed on the following grounds only:
  - alleged bias
  - alleged unfair procedures
  - substantial new evidence that could not be presented at the time of the decision
  - where the original decision was in response to an unusual situation for which criteria are ambiguous
  - compassionate grounds
  
- 5.3 To initiate an appeal process, the student must submit an appeal to the first point of contact outlined as follows:
  - 5.3.1 Academic Assessments/Grades (course instructor)
  - 5.3.2 Academic Progression (Registrar)
  - 5.3.3 Academic Standing and Required to Withdraw (Registrar)
  - 5.3.4 Academic Misconduct (course instructor)
  - 5.3.5 Other decisions of the Dean (Dean)
  
- 5.4 The appeal must be made in writing and submitted to the first point of contact within 10 days of the date of the decision being communicated, outlining the circumstances around the appeal and substantiating the grounds for the appeal. This should include supporting documentation.
  
- 5.5 While most appeals are resolved with the first point of contact, students may seek further steps, if they believe they have a case, based on the grounds outlined in 5.2. In these cases, students may next refer to the Graduate Student Dispute Resolution Process.

**6. Definitions**

- 6.1 "Community of St. Mary's University" means "students, staff, faculty, volunteers, contractors, visitors and members of the Board or Governors"
- 6.2 "Student" means any person registered in a graduate course, program, or degree at St. Mary's University.

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6.3 "University" means St. Mary's University.

6.4 "Campus" means the physical or virtual space on any of the University's campus(es).