

FANSHAWE STUDENT UNION

# ACADEMIC APPEALS GUIDE

The Fanshawe Student Union (FSU) can support students in understanding and navigating the appeal process outlined in the Student Academic Appeal Policy (A128).

## How the FSU can help

Under Policy A128, you have the right to appeal academic decisions (e.g. grades) and academic integrity incidents (e.g. plagiarism).

The Fanshawe Student Union (FSU) can guide you through the student appeals policy and the appeals process.

### The FSU can:

- 1 Meet with you, virtually or in-person\* to discuss your appeal
- 2 Help you navigate and prepare the Notice of Appeal Form
- 3 Support you in writing summaries and organizing supporting documents
- 4 Act as a support person for you in meetings with appeals stakeholders such as the Associate Dean or Dean
- 5 Provide referrals to other services which may benefit you

*\*In-person support may not be available on all campuses. Please inquire with the FSU Vice President, Advocacy & College Affairs to confirm availability.*

### FSU Vice President, Advocacy & College Affairs

fsuadvocacy@fanshawec.ca  
519.452.4430 x16341  
Room SC1000, London Campus

[fsu.ca/student-appeals](http://fsu.ca/student-appeals)

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[www.fsu.ca](http://www.fsu.ca)

## Pre-Appeal Steps

### Talk to your professor

If you are going to receive a notice of an academic offence, your professor should reach out to you directly to inform you of the suspected incident.

Prior to the beginning of any academic appeals you are required to consult with your professor to ensure proper understanding of course expectations, processes and procedures.

If you have communication issues with your professor, you may contact your academic advisor or program coordinator.

## Step 1

### Appeal to the Associate Dean

If communication with your professor does not yield the results you were hoping for, your next step is to submit a **Notice of Appeal Form** to the Office of the Registrar, where you provide a statement of the issue and grounds, and attach supporting documents (e.g. doctor's note) within **seven (7) college business days** from receipt of a grade or academic offence.

You will meet with the Associate Dean to review your appeal and the outcome will be communicated via email.

## Step 2

### Appeal to the Dean

If your appeal to the Associate Dean is denied, and you have new evidence or procedural concerns, the next step is to appeal to the Dean.

Submit a new **Notice of Appeal Form** and attach a statement of the issue and grounds of the appeal, summary of new supporting evidence, and statement of desired resolution.

The Dean may contact you or set a meeting to review your appeal and the outcome will be communicated via email.

## Step 3

### Appeal to a Committee of Review

If your appeal to the Dean is denied, the next step is to appeal to a Committee of Review.

Submit a new **Notice of Appeal Form** and attach a statement of the issue and grounds of the appeal, witness list, summary of supporting evidence, and statement of desired resolution.

The Appeals Administrator will review your appeal and work with the Dean to explore resolution options. If a resolution is not possible, a Committee of Review will meet to hear your appeal and make a final decision.

The outcome will be reflected on your academic transcript.

## IMPORTANT

- If your appeal is unsuccessful, you may proceed to the next step within **seven (7) college business days** of receiving the outcome. You cannot proceed to the next level of appeal until the preceding level is complete.
- It is strongly recommended that you do not use generative AI while writing the letter of appeal — instead, students can use **Grammarly for Education**, provided by the Library Learning Commons.
- You may continue in your course or educational program during the appeal process unless instructed otherwise by the Dean or Appeals Administrator.
- For Academic Integrity issues, you can reach out to the Academic Integrity Manager for additional guidance.
- If you are facing discrimination, harassment, or other forms of unfair treatment, you can reach out to the Centre for Equity, Diversity and Inclusion (CEDI) for support.

***See the back of this brochure for a list of resources.***

## Grade Appeals

If you have concerns related to grades, the evaluation process, or course delivery methods, you may consider submitting a grade appeal. In order to appeal, you must have a relevant reason to do so, which is referred to as the 'grounds' for an appeal. You should consider the grounds for appeal carefully because this cannot be changed later in the appeal process.

There are four (4) types of permitted grounds which may be used to appeal grades:

- **Merit of Work:** Faculty or college employee incorrectly or inaccurately evaluated student work or performance on an assignment, test, lab, etc.
- **Procedural Error:** College policies and procedures were not followed
- **Medical/Compassionate/Legal Grounds:** Medical condition(s) and/or special circumstances beyond the student's control affected their academic performance
- **Unfair Treatment:** Student experienced discrimination, harassment, stereotyping and/or other forms of unjust treatment

## Academic Integrity Appeals

If you have concerns about academic integrity warnings or offences, you may consider submitting an academic offence appeal. Like a grade appeal, you must have relevant grounds to appeal which should be carefully considered.

There are two (2) reasons to appeal an academic integrity incident:

- **No Offence:** The student has clear evidence that there was no offence
- **Procedural Error:** College policies and procedures were not followed

## Resources

### Notice of Appeal Form

[forms.fanshawec.ca/noticeofappeal](https://forms.fanshawec.ca/noticeofappeal)

### Academic Integrity Manager

[academicintegrity@fanshawec.ca](mailto:academicintegrity@fanshawec.ca)

### Centre for Equity, Diversity and Inclusion (CEDI)

[edi@fanshawec.ca](mailto:edi@fanshawec.ca)



To learn more about Academic Appeals visit

**[fsu.ca/student-appeals](https://fsu.ca/student-appeals)**



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