

Academic Appeals Process

Actions	Timeline
<pre> graph TD A[Official Grades Released] --> B[Level 1 – Informal Academic Resolution Process] B --> C{Issue Resolved?} C -- Yes --> D[No further action] </pre>	<p>Within 10 college business days of final grades being released, student meets with their faculty / program coordinator / academic program manager / chair to resolve the issue.</p> <p>The faculty / program coordinator / academic program manager / chair has 5 college business days to respond to student via email with outcome of meeting.</p> <p>Student video: What you need to know about Seneca’s Informal Academic Appeal process</p>
<pre> graph TD A[Level 2 – Formal Academic Appeal Process] --> B[Academic Appeal Committee Meeting] B --> C{Issue Resolved?} C -- Yes --> D[No further action] </pre>	<p>Within 5 college business days of receipt of email from faculty / program coordinator / academic program manager / chair, student submits academic appeal package to their chair or designate.</p> <p>Program area administrator has 5 college business days from receiving student’s appeal package to set the academic appeal committee meeting date.</p> <p>Within 5 college business days from academic appeal committee meeting, the committee chair will send the decision letter to the student.</p> <p>Student video: What you need to know about submitting a Formal Academic Appeal</p>
<pre> graph TD A{Meets the Grounds for Formal Appeal Assessment?} -- No --> B[No further action] A -- Yes --> C[Academic Appeal Assessment Committee Meeting] C --> D[Academic Appeal Assessment Committee Meeting Decision] </pre>	<p>Within 3 college business days of date on decision letter from academic appeal committee chair, student submits academic appeal assessment package to Vice-President’s Office.</p> <p>The Academic Appeal Assessment Committee meeting date is set within 10 college business days from receipt of appeal assessment package.</p> <p>Within 5 college business days from academic appeal assessment committee meeting, committee chair will send the decision letter to the student.</p>