



POLICY:  <b>Student Appeals (Policy)</b>		POLICY NUMBER:  <b>AC-2-2</b>
		PREVIOUS/REPLACES: <b>Academic Appeals Policy, June 2008 Non-Academic Discipline Policy, Feb 2010</b> <b>Student Appeals October 14, 2015</b>
APPROVED BY:  <b>Executive Council</b>	EFFECTIVE DATE AS OF:  <b>August 21, 2025</b>	PRIOR VERSIONS:  <b>October 14, 2015</b>

See the related [Procedures](#)

**Policy Statement:**

MITT ensures a fair and transparent process for student appeals. Students are encouraged to resolve concerns through open communication at the lowest administrative level before pursuing a formal appeal. If informal resolution is unsuccessful, a clear appeals process is in place.

**Scope:**

1. The policy applies to all students at the Institute.
2. Not all decisions can be appealed. This policy applies to evaluations and decisions made by MITT authorities that affect a student's academic progress, including but not limited to:
  - a. Assessment (e.g., "grade appeals");
  - b. Decisions regarding academic integrity.
  - c. Disciplinary decisions related to academic or non-academic misconduct
  - d. Decisions on recognition of prior learning (RPL)
3. This Policy does not address Financial Appeals see Financial Appeals Policy: AC-2-15.

**Policy:**

1. A student must exhaust all informal options prior to following the formal process of appeal.
2. Students must submit appeal requests using the designated form and within the specified timeframe outlined in the Procedures section. Timelines are set to ensure prompt resolution of issues, but extensions may be granted at the discretion of the Academic Manager or designate in cases of extenuating circumstances.
3. Student Rights in the Appeals Process:
  - a. Right to information: Students will receive clear communication in relation to all appeal-related rights, responsibilities and decision-making processes.
  - b. Right to be heard: Students will have a reasonable opportunity to present their appeal, in writing, as determined by the decision-maker and/or appeal procedures.
  - c. Right to an impartial review: The decision-maker will evaluate the appeal in a fair, open-minded and unbiased manner.
  - d. Right to transparency: Students will be provided with a clear rationale for any appeal decision.
4. Student Responsibilities in the Appeals Process:



- a. Familiarize themselves with institutional academic policies, course outlines, program guidebooks, and appeal procedures outlined by the institution.
  - b. Follow the procedures and process outlined in the Academic Appeals Procedures and Appeals Guidebook.
5. Appeals falling outside the scope of the Policy or associated Procedures will not proceed.
  - a. A student appeal guidelines document, clearly outlining what falls under academic appeal, will be available to students.
6. According to the Procedures, certain types of appeals may require a fee payable to the Registrar's Office
7. Decisions made under this Policy are final, with no further opportunity for appeal within the Institute.

**Administration:**

The Vice-President, Academic, and the Vice-President, Business Development and Community Initiatives are responsible for the administration of this policy.

**Review:**

This policy is reviewed by Academic Council every five years.

**Reference:**

- Academic Standards (AC-2-10)
- Academic Integrity (AC-1-4)
- Accessibility Accommodations and Supports for Post-Secondary Students (AC-2-5)
- Student Code of Rights and Responsibilities
- Student Discipline (AC-1-8)
- Credit Transfer Policy (AC-2-6)
- Student & MITT Expectations (AC-1-2)
- Sexual Violence (SV-1)

**Definitions:**

**Assessment:** A process to determine a student's skill level or knowledge, often used for program placement or to identify areas needing improvement.

**Appeal:** The appeal process is designed for students who want to contest academic or administrative decisions affecting their academic progress or standing. To initiate an appeal, students must submit a formal written request to the relevant department, explaining their case and the grounds for appeal.

**Appellant:** A student who appeals to a decision about themselves



POLICY:  <b>Student Appeals (Procedures)</b>		POLICY NUMBER:  <b>AC-2-2</b>
		PREVIOUS/REPLACES: <b>Academic Appeals Policy, June 2008 Non-Academic Discipline Policy, Feb 2010 Student Appeals October 14, 2015</b>
APPROVED BY:  <b>Executive Council</b>	EFFECTIVE DATE AS OF:  <b>August 21, 2025</b>	PRIOR VERSIONS:  <b>October 14, 2015</b>

See the related [POLICY](#)

**Procedures:  
Appeals Steps**

**1. Informal Resolution:**

- a. Students are encouraged to discuss their academic concerns directly with the relevant faculty or staff members to seek an informal resolution.
  - i. A student must ensure that they attempt to resolve the academic concern with their instructor first and if still unresolved followed by their Academic Coordinator as part of the informal resolution process.
  - ii. MITT staff need to provide their informal decision in writing to the student within 5 business days of receiving the appeal.
- b. If the issue is not resolved informally, the student may proceed to the formal appeals process.
- c. A student must attempt the informal appeal within 5 business days of the decision being appealed.
- d. During this time, an Academic Coordinator may inform the student that they can continue in their courses and/or program while the appeal decision is being reviewed.

**Formal Appeals Process:**

**2. Level 1 Appeal – Academic Manager or designate**

- a. A student must have exhausted all informal channels and demonstrate this prior to submitting a formal appeal.
- b. The appeal will not be accepted if a student cannot:
  - i. show that they have tried all informal options
  - ii. provide grounds for a formal appeal with corresponding evidence.
- c. The student must submit a written appeal to their Academic Manager within 5 business days of the informal resolution process being concluded.
- d. The appeal should include a detailed explanation of the grounds for the appeal and any supporting documentation. Students should ensure a comprehensive submission of evidence is provided at this stage.
- e. If the appeal is not of an academic nature, it will not be accepted. The student will be instructed on how to proceed with their request.
- f. The Academic Manager or designate will review the appeal and may request additional information or documentation from the student or relevant parties.
- g. The Academic Manager or designate will decide based on the information provided and communicate the decision to the student in writing within 10 business days of receiving the appeal.

**3. Level 2 Appeal – Dean or designate**



- a. If a student disagrees with the decision of the appeal, they can request it be reviewed by the Dean.
  - i. This request must be made in writing 2 business days of the decision by the Academic Manager.
  - ii. The Dean or designate will decide based on the information provided and communicate the decision to the student in writing within 10 business days of receiving the appeal.
4. Level 3 Appeal – Appeals Committee (Final Step)
  - a. If a student disagrees with the decision of the appeal at Level 2, they can request it be reviewed by the Appeals Committee.
    - i. This request must be made in writing 2 business days of the decision by the Dean.
    - ii. There will be a fee assessed for any Level 3 appeal.
    - iii. The Appeals Committee has the authority to request additional information from all parties involved.
    - iv. The Appeals Committee has the authority to hold an in-person meeting to look further into the decision being reviewed.
    - v. The Appeals Committee will decide based on the information provided and communicate the decision to the student in writing within 10 business days. Only under exceptional circumstances will a student not receive feedback within 10 business days, as determined by the Appeals Committee.
5. Communication and Documentation:
  - a. All communications regarding the appeal process should be documented and retained in the student's file.
  - b. MITT staff responsible for this step in the Appeal process will ensure that all parties involved are informed of the procedures and timelines.
6. Confidentiality:
  - a. The appeal process should be conducted in a confidential manner to protect the privacy of the student and any other individual involved.
7. Support Services:
  - a. Students should be informed of available support services, such as counseling and academic advising, to assist them during the appeal process.
8. Appeals Committee
  - a. If a student appeal cannot be resolved at the initial levels, an appeals committee will be established to address the issue. This committee will include, at a minimum, the following MITT staff members:
    - i. Appeals Committee Chair (internal), appointed by the MITT Executive
    - ii. 1 MITT Instructor approved by the MITT Executive, excluding any instructor involved in the previous levels of appeal
    - iii. 1 MITT Management staff member approved by the MITT Executive, excluding any manager involved in the previous levels of appeal.
    - iv. 1 current student from the MITT President's Advisory Council, or 1 additional MITT Management or Administrative staff member, approved by the MITT Executive, excluding any manager involved in the previous levels of appeal
    - v. An optional non-voting staff member will be appointed to record the minutes of the appeal hearing.