

Sheridan

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QUICK GUIDE TO ACADEMIC APPEALS

FOR SHERIDAN STUDENTS CONSIDERING ON LAUNCHING
AN ACADEMIC APPEAL

Spring 2025



WHAT IS AN ACADEMIC APPEAL?

An academic appeal is a procedure which allows students to ask their Faculty for a review of an academic decision relating to their academic journey at Sheridan.

WHAT CAN BE APPEALED?



Final Grades



Academic Suspension



Maximum Course Attempts



Academic Integrity Sanctions



Transfer Credit, Advanced Standing & PLAR Decisions

WHAT CANNOT BE APPEALED?

Decisions that are not appealable include but are not limited to:



Grade point average (GPA) requirements for graduation



Incomplete grades



Academic Expulsions

WHAT ARE THE STEPS I NEED TO TAKE PRIOR TO LAUNCHING AN ACADEMIC APPEAL?

Step 1

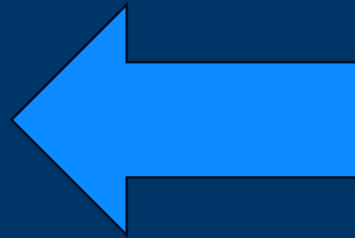
READ

- The Academic Appeal & Consideration Policy & Procedure **carefully**
- Sheridan Policies & Procedure

Step 2

REFLECT

- Why am I appealing?
- Do I have grounds for an appeal? (pg. 4 of the policy)
- What is the result I am seeking?
- Am I within the appeal timelines?



Step 3

MAKE A DECISION

Final Grade Appeals only:
- Have I attempted to resolve informally with my instructor?

Grounds for an academic appeal



Academic Evaluation – You may appeal a final grade if you believe to be unfair



Course Management – Concerns regarding how the course was delivered or managed, or final grades that represent a significant departure from the course outline or the evaluation criteria.



Compassionate – Events or circumstances beyond the control of, & often unforeseen by you which seriously impacted your academic performance.



Medical – An illness or medical condition which seriously impacted your academic performance



Procedural Error – A belief an academic policy was improperly applied or not followed or final grade miscalculated.

It is your responsibility to determine that you have grounds to launch an academic appeal & able to provide appropriate documentation (Pg. 4 of the Academic Appeals & Consideration Policy)

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REMINDERS & TIPS



You must have grounds & evidence to support your appeal.



Your appeal is your opportunity to tell your story. Be sure to include all relevant information & supporting documentation.



You will maintain your enrolment during the appeal process. If you were removed from a class(es), you will be permitted to re-register*

*Exceptions may apply

REMINDERS & TIPS



Failure is part of being human; failing a class(es) is an experience that most Sheridan students will encounter. You're not the only one and have options!

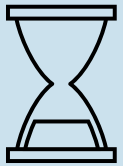


Grades must be earned. Instructors cannot “give” additional marks based on need; you must provide grounds and indicate how you will earn your marks.



We know that appeals are difficult & we're here to support you. If you are struggling or need, visit hub.sheridancollege.ca

REMINDERS & TIPS



Timelines are important. Late appeals may be dismissed.

Spring 2025 Timelines (for regular session)

- Final Grade Appeals: **August 26-September 7**
- Academic Suspension Appeals: **August 26-September 2**
- Maximum Course Attempts: **Recommended to submit 10 days before the last day to add a class on September 15**
- Other Academic Decisions: **Within 5 business days of receiving your decision**

Dates are subject to change. Please visit the [academic calendar](#) for updates

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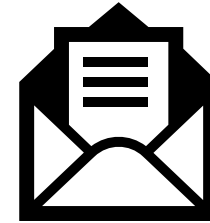
How do I appeal?

After careful consideration & reflection, you decide to launch an academic appeal, your next steps are:



**COMPLETE YOUR LEVEL 1
ACADEMIC APPEAL FORM**

Be sure to attach all relevant documentation. Appeals filed without grounds or appropriate documentation may be dismissed



**EMAIL YOUR COMPLETED FORM TO:
APPEALS@SHERIDANCOLLEGE.CA**

*You must send your appeal from your Sheridan email account with the subject line: Appeals Level 1 [include your campus]

What's next?



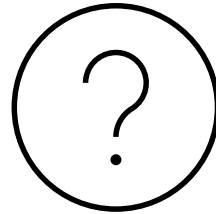
You will receive a decision from your faculty to your Sheridan email within 10 business days*

***Deadlines may be extended beyond 10 business days if there are extenuating circumstances (i.e., additional information is required)**

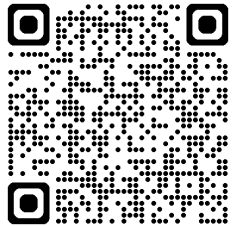


It will indicate if your academic appeal was approved, denied or given an alternate resolution. The rationale for the decision will be documented on your Level 1 Academic Appeal form.

QUESTIONS ABOUT YOUR SPECIFIC SITUATION?



Visit: hub.sheridancollege.ca OR **Attend a workshop facilitated by one of our Advisors**



Please ensure you have read the policy along with the procedure **carefully** & reviewed this presentation prior to connecting with an advisor.