

Appeals FAQ



What is an appeal?

An appeal is a request by a learner to review a decision that they do not agree with. An appeal should be based on evidence that the decision was incorrect, unfair, or did not take into account all relevant information. Please see the [Learner Appeals Policy](#) for additional information.

How do I submit an appeal?

To submit an appeal, students must complete and submit the [Learner Appeals](#) form. This must come from your own MyBVC email account. For assistance or questions, please contact registrar@bowvalleycollege.ca

What are the valid grounds for an appeal?

- **Medical or compassionate reasons:** Significant unforeseen, unusual circumstances beyond the learner's control in either personal or family life that may affect performance related to College expectations. Examples include medical illness or injury which has a significant impact, the death of a close relative, and other adverse experience that has a significant impact on the learner.
- **Mitigating circumstances:** Facts that while not negating a particular unwelcome or negative decision, provide relevant reasons why the learner acted or performed in a particular manner that support reducing the severity of the decision made.
- **Procedurally unfair:** Inconsistency with one or more of the rules of natural justice, including by way of example but without limitation: i. one or more decision-makers who participated in making the decision appealed were not impartial; ii. reasons for the decision appealed were not provided to the learner; iii. the decision appealed arose from an unfair, inappropriate, or inaccurate application of a policy, procedure, rule, or calculation. iv. the learner was not presented with sufficient information about a policy, procedure, or rule in advance or was not given an appropriate warning
- **Undue hardship:** Circumstances or decisions that present an unreasonable or disproportionate burden or obstacle for the learner.

Can I get a paper version of the Learner Appeal form?

No, this form is only available online.

When should grade appeal requests be made?

Final grade appeal requests must be submitted within one month of the release of the final grade. An appeal of a grade on an assignment or test must be made within 5 business days of when the grade was made available to you. Appeals submitted after the deadline will be denied.

When should general appeal requests be made?

General appeals must be submitted within one month of when you were notified of the decision that you are appealing. Appeals submitted after one month will be denied.

How long does the appeal process take?

Once an appeal is submitted, the appeal takes about 5-7 business days to get a response. The whole appeal process can take from 3 to 4 weeks depending on the type of appeal.

Can I get additional help with filing an appeal?

Yes! Students can request a representative from SABVC to accompany them to the meeting. This can be arranged by scheduling a meeting with our [Student Services Programmer](#).