

Request for Appeal

The only grounds for an appeal is the audit process was not followed. To request an appeal, please complete the checklist below indicating by National Accreditation Component which part of the audit process was not followed and provide an explanation.

Please submit the Request for Appeal to the attention of the Executive Director.

Educational Institution Name:

Educational Institution Address:

<address>

<address>

<postal code>

Program Name:

Options:

Submitted by (name and title):

Date Submitted:

Telephone Number:

E-mail Address:

Component A: Program Background Information

Component A does not apply to the accreditation decision as it's for information purposes only. As such, it is not grounds for appeal.

Component B: Student Policies

Please check 'Yes' next to the component which was not followed and explain how the process was not followed. Provide any documentation that supports your explanation.

	Yes	Explanation
B.1 Admission Policies: Policies related to program admission requirements based on secondary school courses and grades are documented and accessible to applicants. Policies for other admission paths (i.e. for mature students) are documented and accessible to applicants.		
B.2 Policies for Monitoring Student Progress: Policies used to monitor student progress each semester to ensure that pre-requisite course credits have been obtained are documented and accessible to students.		
B.3 Academic Policies and Procedures: Institutional and/or departmental policies on plagiarism, cheating, grade appeals are documented and accessible to students.		
B.4 Student Transfer Policies: Articulation and transfer agreements for the program are documented and accessible to students.		
B.5 Graduation Requirements: Graduation policies, including graduation requirements, passing grades for		

courses, overall program average grade and number of credits, are documented and accessible to students.		
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Component C: Program Policies

Please check ‘Yes’ next to the component which was not followed and explain how the process was not followed. Provide any documentation that supports your explanation.

	Yes	Explanation
C.1 Development Policies and Procedures: Policies for program and course development, including timelines, institutional processes and governance, are documented.		
C.2 Continuous Improvement Policies: Policies for program continuous improvement are documented. Periodic program self-assessments, producing recommendations that are used for improvements in the curriculum and/or student success, are documented. There is documented evidence of program and course changes.		
C.3 Work Placement Policies: If imbedded in the program or an option available to students, policies and procedures for work terms, co-op, practicums or internships, including how to obtain a placement, get credit for the placement, ensuring placement is relevant to the area of study, placement assessment and options available if a placement opportunity is not secured, is documented and accessible to students.		
C.4 External Program Input: A Program Advisory Committee (PAC) exists. Policies regarding the establishment of a Program Advisory Committee, including		

<p>the frequency of meetings, terms of members, are documented. Names and contact information for the current PAC members is documented. Minutes from Program Advisory Committee meetings over the past three (3) years are documented. Reports from any other external bodies which have reviewed the program over the past three (3) years are documented.</p>		
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Component D. Program and Course Information

Please check ‘Yes’ next to the component which was not followed and explain how the process was not followed. Provide any documentation that supports your explanation.

	Yes	Explanation
<p>D.1 Description Documents: Printed and online calendar information, brochures, program handbooks and web-based information about the program are available to all interested in the program.</p>		
<p>D.2 Program Objectives: Program educational objectives are documented. Program educational objectives fit the mission statement of the educational institution.</p>		
<p>D.3 Course Outlines: Course outlines are documented for all courses, including those in program options, are accessible to students. Course outlines include the course ID, title, description, pre-requisites, co-requisites, objective, learning outcomes and grading scheme, required textbooks or other learning materials, instructional delivery modes, scheduled instructional contact hours, credits, relationship of course outcomes to program outcomes, policies and procedures for submitting student work, grade required for successful credit, method of evaluation (assignments, tests, projects) and the date of last revision of the course outline.</p>		

<p>D.4 Transcript and Diploma: An accurate and complete transcript is provided to students at the end of each semester. An accurate and complete diploma is provided to students upon completion of the program.</p>		
<p>D.5 Scholarship and Bursary Information: Scholarships and bursaries are available to applicants applying to and students enrolled in the program. Scholarship and bursary information, including award criteria, application procedure and awarded amounts, is accessible to applicants and students.</p>		

Component E: Program Outcomes

Please check ‘Yes’ next to the component which was not followed and explain how the process was not followed. Provide any documentation that supports your explanation.

	Yes	Explanation
<p>E.1 Discipline Learning Outcomes: The program must substantiate that students have reliably demonstrated achievement of the program’s five (5) core (i.e. most important) discipline learning outcomes, specific to the technician or technologist level.</p>		
<p>E.2 General Learning Outcomes: The program must substantiate that students have reliably demonstrated achievement of all eight (8) of the general learning outcomes, specific to the technician or technologist level.</p>		
<p>E.3 Technology Report: There is a documented process for the Technology Report which includes when the report topic is selected, how the topic is selected, whether the report is written individually or as a group, faculty support</p>		

<p>provided, the timing of progress reports and how the project is presented and defended. If the Technology Report is completed as a group, each group member must contribute to each section of the report, the presentation and defense of the report.</p>		
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Component F. Faculty

Please check ‘Yes’ next to the component which was not followed and explain how the process was not followed. Provide any documentation that supports your explanation.

	Yes	Explanation
<p>F.1 Faculty Qualifications: Policies are documented for hiring qualified faculty. There is documented evidence that the program follows these policies and procedures, including required academic qualifications, teaching and work experience, professional certifications and professional development.</p>		
<p>F.2 Faculty Workload: Policies and procedures are documented for faculty teaching workload, preparation and assessment marking, class and lab sizes.</p>		

Component G. Facilities, Resources and Other Student Support

Please check 'Yes' next to the component which was not followed and explain how the process was not followed. Provide any documentation that supports your explanation.

	Yes	Explanation
G.1 Offices, Classrooms and Labs: Office and classroom space, lab facilities, meeting rooms for faculty and students, office and lab support staff are sufficient to meet the needs of the students and faculty.		
G.2 Maintenance and Upgrade of Facilities: Procedures are documented to maintain and upgrade tools, equipment, computing resources and laboratories used by students and faculty. There is documented evidence the procedures are followed.		
G.3 Health and Safety Procedures: Health and safety procedures for all facilities are documented and accessible. Procedures for training students and staff in the health and safety procedures are documented and accessible. There is documented evidence that student and staff training procedures are followed. Appropriate health and safety warnings are clearly displayed in relevant facilities.		
G.4 Student Research and Library Resources: Library resources are sufficient for students to conduct the required research for course assignments, projects and reports.		
G.5 Student Academic Resources and Support: Course related resources and faculty support are available to students for coursework, homework, research and lab projects.		
G.6 Student Career Resources and Support: Resources, advisors and other institutional support are available for student career counselling and guidance.		