

FACULTY OF ENGINEERING APPEALS COMMITTEE
ACADEMIC APPEALS POLICY AND PROCEDURES

PURPOSE

The purpose of this policy is to provide for the fair, orderly and expeditious resolution of student appeals relating to academic decisions within the Faculty of Engineering.

APPEAL PROCESS

1. MEMBERSHIP OF THE COMMITTEE

- 1.1. There shall be an Appeals Committee comprised of six faculty members. Faculty members shall be elected by Faculty Council at large. At no time shall there be more than two members of the Committee from any Department of the Faculty.
- 1.2. Committee members shall serve for a three year term and will not normally serve more than two consecutive terms. Notwithstanding the foregoing, the initial appointment of Committee members shall consist of (a) two members appointed for a one year term; (b) two members appointed for a two year term; and (c) two members appointed for a three year term. In the event that any member who was an initial appointment to the Committee is appointed for a second term the length of that term shall be three years.
- 1.3. Faculty Council shall nominate members to fill casual vacancies for the remainder of any vacant term.
- 1.4. The Committee shall select its own Chair for a three year term who shall be eligible for a second term as Chair.

2. AUTHORITY AND JURISDICTION

- 2.1. The Committee is a standing committee of the Faculty and the decisions of the Committee shall be final at the Faculty level.
- 2.2. The Committee may hear appeals on all academic decisions relating to academic standards including, but not limited to, course requirements, advanced standing and exemptions, examinations and other evaluative procedures, grades, pass requirements, advancement requirements, graduation requirement, other program requirements and Faculty academic regulations.
- 2.3. The Committee will not hear appeals where the subject matter of the issue is addressed in the Faculty of Engineering Working Rules unless the student has exhausted all avenues under the Working Rules. Where the student has exhausted all avenues under the Working Rules the subject matter of the appeal to this Committee will be the decision made under the Working Rules.
- 2.4. Where the subject matter of an appeal is a grade or evaluative procedure, the Committee shall not conduct a substantive evaluation of the work of a student, but may recommend that a re-evaluation be conducted by a qualified person(s) designated by the Committee.
- 2.5. The Committee has no jurisdiction over issues relating to academic dishonesty.

3. APPEAL PROCEDURES

- 3.1. Students are expected to attempt to resolve the matter informally with the faculty member or academic administrator with whom the issue of appeal has originated. This should be done within 15 calendar days of the alleged unfairness or irregularity.
- 3.2. Notice of appeal shall be made in writing to the Chair of the Committee within 30 calendar days of the decision giving rise to the appeal and shall be accompanied by a completed Notice of Appeal form. The approved Notice of Appeal form is attached as Schedule "A" and may be amended by the Committee from time to time.
- 3.3. The appeal documentation must include:
 - 3.3.1. the completed Notice of Appeal;
 - 3.3.2. any supporting arguments and evidence;
 - 3.3.3. names of witnesses, if any, to be called at the hearing;
 - 3.3.4. any other relevant considerations;
 - 3.3.5. supporting letters, if applicable; and
 - 3.3.6. the requested relief.
- 3.4. The parties to the appeal are the student who has filed the Notice of Appeal and the faculty member/academic administrator whose decision is the subject of the appeal.
- 3.5. Upon receipt of the completed Notice of Appeal form and supporting documentation, the Chair of the Committee shall:
 - 3.5.1. appoint three members of the Committee to serve as the Hearing Panel for that appeal. In appointing members of the Hearing Panel, the Chair of the Committee shall not appoint any members of the Committee who are members of the same Department as the respondent faculty member/academic administrator;
 - 3.5.2. appoint one of the members of the Hearing Panel as the Chair of the Hearing Panel;
 - 3.5.3. forward a copy of the Notice of Appeal and supporting documentation to the relevant faculty member/academic administrator, requiring the faculty member/academic administrator to provide written submissions within 15 days of receipt of the Notice of Appeal by the faculty member/academic administrator; and
 - 3.5.4. inform both parties of the time and location of the hearing, and the names of the Hearing Panel members.
- 3.6. The Chair of the Committee shall forward a copy of the submissions of the faculty member/academic administrator to the student, and shall ensure that each of the parties have copies of all submissions received by the Hearing Panel.
- 3.7. Following receipt of the submissions from the parties, the Chair of the Hearing Panel may request further information from either of the parties, if it is relevant to the issues under consideration. The Hearing Panel may rely on this additional information provided that all parties are given copies of the information and given an opportunity to respond to it.
- 3.8. All parties to the appeal have the right to be present at the hearing, hear all supporting evidence presented including that set out in Section 3.7, challenge any evidence presented, and question any individuals who present information to the Hearing Panel.
- 3.9. The appeal hearing must be held within 30 days of receipt of the Notice of Appeal and all supporting documentation by the Chair of the Committee.

- 3.10. Notwithstanding the timelines set out in these procedures, the Faculty may set aside specific dates for hearings in order to accommodate the Committee members' availability, the parties' availability and key academic dates, including graduation. These dates will be publicized in advance.
- 3.11. Any communication or information gathered in any case, including information presented at the hearing, is confidential except to the extent that disclosure is necessary to effectively implement this policy or to undertake steps to carry out decisions made under this policy.

4. DELIBERATION AND DECISION

- 4.1. Following the conclusion of the hearing, the Hearing Panel shall deliberate in camera. The decision will be by simple majority and recorded in writing. The Hearing Panel shall also prepare written reasons for its decision.
- 4.2. The Chair of the Hearing Panel shall provide the written reasons to the Chair of the Committee. The Chair of the Committee shall then provide the written reasons to the Dean of Engineering and the parties to the appeal within 7 days of the hearing.
- 4.3. All documentation in possession of Hearing Panel members shall be returned to the Chair and the official records will be kept in the Dean's office.

5. APPEAL OF DECISION

- 5.1. The student may appeal the decision of the Committee:
 - 5.1.1. In the case of a graduate student through the Dean of the Faculty of Graduate Studies to the Faculty's Appeals Committee on Academic Matters and therefrom to the Senate Academic Appeals Committee; or
 - 5.1.2. In the case of an undergraduate student to the Senate Academic Appeals Committee.

6. REPORTING

- 6.1 The Chair shall provide a written annual report to Faculty Council on behalf of the Committee summarizing the annual activities of the Committee.

Approved by Faculty Council, ■, 2009

Schedule A

FACULTY OF ENGINEERING APPEALS COMMITTEE

NOTICE OF APPEAL

Please complete the form below and mail, deliver or fax to:

Attention: Chair of Appeals Committee
Faculty of Engineering
Dalhousie University
[insert address]
Halifax, Nova Scotia
Fax: 494-[insert fax]

NAME: _____ **STUDENT NUMBER: B00**_____

DESCRIPTION OF APPEAL:

Date of Decision (or failure to make decision): _____

Who Made Decision (or failed to make the decision):

Brief Description of the Decision (including identifying the regulation, procedure or requirement at issue):

Copy of Decision attached? Yes _____ No _____

Please confirm that you have exhausted all procedures of the Faculty Working Rules, if applicable, by placing your initials in the box:

GROUNDS OF APPEAL

Provide a brief description of the grounds for your appeal. Attach additional pages if you need them.

THE HEARING

Would you like an oral hearing (ie. to attend in person)? Yes _____ No _____

Will you have a representative? Yes _____ No _____

If yes, please provide the representative's contact information:

Representative's Name: _____

Mailing address: _____ **Email:** _____

_____ **Phone:** _____

YOUR CONTACT INFORMATION

Provide your current contact information so that the Senate Office can contact you in relation to this appeal:

Mailing address: _____ **Email:** _____

_____ **Phone:** _____

Signature: _____ **Date:** _____
