

Faculty of Architecture and Planning

Academic Appeal Procedures

PURPOSE

1. The purpose of these procedures is to provide for the fair, orderly and expeditious resolution of student appeals relating to academic matters within the jurisdiction of the Faculty of Architecture and Planning. (Note: This does not apply to requests for grade reassessments. Section 3 details the differences on the purpose and process for this process and grade reassessment requests)

DEFINITION OF ROLES

2. A Hearing Panel (the “Panel”) will be struck from students and faculty members in the Faculty of Architecture and Planning as an ad hoc committee created to hear academic appeals as needed.

JURISDICTION

3. The Student Appeals Hearing Panel hears student academic appeals from decisions of, or the refusal to make decisions by, the Faculty of Architecture and Planning regarding academic standards, academic evaluation, academic progression, or the application of University or Faculty academic regulations.

The Panel hears appeals by students when they appeal in these areas, except when the appeal involves Faculty of Graduate Studies (FGS) academic standards and/or application of FGS academic regulations (in which case the Faculty of Graduate Studies’ Student Appeals Committee has jurisdiction).

The jurisdiction of the Panel does not extend to the following, each of which may be addressed through other processes at the University, or are not appealable:

- 3.1. Admissions decisions;
- 3.2. Decisions relating to the awarding of a scholarship, award, or bursary;
- 3.3. Requests to waive an academic regulation on a compassionate basis;
- 3.4. Requests for grade reassessments, which are processed through the School of Architecture office or the Registrar’s Office. The School of Planning will follow the Registrar’s Office’s process. Details about how to appeal a final grade can be found in the documents at the links below:

For Architecture: <https://www.dal.ca/faculty/architecture-planning/school-of-architecture/current-students/school-works/grades-appeals.html>

For Planning: https://www.dal.ca/campus_life/academic-support/grades-and-student-records/appealing-a-grade.html

- 3.5. Allegations of academic or scholarly misconduct, which are addressed in accordance with the *Faculty Discipline Procedures Concerning Allegations of Academic Offences* or the *Scholarly Misconduct Policy*;
- 3.6. Allegations of non-academic misconduct, which are addressed in accordance with the *Student Code of Conduct*; and
- 3.7. Allegations of discrimination, including failure to provide reasonable accommodation, which are addressed in accordance with the *Student Accommodation Policy* or the *Statement on Prohibited Discrimination*.

Note: Reassessment regarding thesis defence will be established as a separate process aligned with the FGS regulations, which will be articulated in the thesis course syllabus.

GROUND OF APPEAL

4. A student may appeal a decision, or the refusal to make a decision, by a faculty member or academic administrator regarding academic matters (the “Decision”) on the grounds of unfairness, including bias or the misapplication or failure to follow applicable rules, regulations or policy in a way that impeded the student’s right to a fair process in decision making.

The burden rests on the student to prove, on a balance of probabilities, that the ground of appeal has been established. The appeal process is not to be used merely to seek a second opinion where the student disagrees with the Decision.

APPEAL PROCEDURES

Informal Process

5. Students are expected to attempt to resolve their concerns informally with the faculty member or academic administrator who made the Decision in question. Notwithstanding anything in these procedures, concerns may be resolved informally between the parties at any point during the appeal process.

Formal Process

Submission of Appeal

6. If the matter cannot be resolved informally, a student may appeal the Decision in writing to the Dean’s Office (Dean.AP@dal.ca) within **20 calendar days** of the student being notified of the Decision. The student must deliver a Notice of Appeal to the Dean’s Office, attached as Schedule “A”, and include the following information:

- 6.1. the grounds of the appeal;
 - 6.2. any supporting arguments and evidence;
 - 6.3. whether they are requesting an oral hearing or elect to have the appeal proceed in writing;
 - 6.4. names of witnesses, if any, to be called at the hearing;
 - 6.5. any other relevant considerations;
 - 6.6. supporting letters, if applicable; and
 - 6.7. the requested outcome.
7. The student must submit all of the arguments and evidence in support of their appeal in their Notice of Appeal. The Panel will not consider any additional materials.
 8. Upon receipt of the student's appeal materials, the Dean will:
 - 8.1. appoint three members (two faculty and one student) to serve as the Panel for that appeal. The members selected to serve on the Panel will not have had any prior involvement in the decision that is being appealed or any conflict of interest
 - 8.2. appoint one of the faculty members as the Panel Chair.
 - 8.3. provide a copy of the appeal materials to the faculty member/academic administrator (i.e., Director) whose decision is the subject of the appeal and require a written response from them within **14 calendar days** of sending those appeal materials; and
 - 8.4. provide the same copy of the appeal materials to the Dean's Office to be filed in a confidential folder for a record.
 9. Dean may grant an extension to any deadline in these procedures if such request is made prior to the expiration of the deadline and where:
 - 9.1. there is a reasonable basis to do so; and
 - 9.2. doing so will not unduly prejudice the other party.
 10. Dean's Office will forward the student's appeal materials and the written response of the faculty member/academic administrator to the Panel. Dean's Office will ensure that the student and the faculty member/academic administrator have copies of all submissions provided to the Panel.
 11. Each party has the right to be present at the hearing, hear all of the evidence presented, and challenge any evidence presented.

12. The Panel will make best efforts to ensure the hearing is held within **30 calendar days** of receipt of all supporting material by the Dean's Office.
13. The Panel will inform both parties of:
 - 13.1. the date, time, location, and format (in-person, virtual, hybrid) of the hearing;
 - 13.2. the names of the Panel members;
 - 13.3. their right to be accompanied by one advocate (including a representative from the Dalhousie Students Advocacy Service), and in the case of the student also by no more than one support person; and
 - 13.4. the fact that, should they decide not to attend the hearing, the Panel may proceed in their absence, and the appellant will not be entitled to any further notice of the proceedings, except for notice of the decision of the Panel.
14. Any information gathered in any appeal, including information presented at the hearing, is confidential except to the extent that disclosure is necessary to implement these procedures or to carry out a decision made by the Panel.

Hearing of the Appeal

15. The hearing will be closed and will not be recorded without the approval of the Panel Chair.
16. At the commencement of the hearing, the Panel Chair will summarize the procedure for the hearing and note for the record the materials submitted by each of the parties.
17. The appellant (or their advocate) will make their presentation after which the members of the Panel will be given the opportunity to ask questions of the appellant (or of their advocate).
18. The faculty representative (or their advocate) will then make their presentation after which the members of the Panel will be given the opportunity to ask questions of the faculty representative.
19. Parties to the appeal may call and question witnesses. Parties are responsible for producing their own witnesses and the Panel will not compel a witness' attendance at the hearing.
20. The Panel may limit the statements and questioning of witnesses to those matters it considers relevant to the disposition of the appeal. Witnesses will be present in the hearing room only during the time that they are providing evidence and responding to questions.
21. The appellant (or their advocate) will be given an opportunity to reply to the

presentation of the faculty representative. Any such reply will be limited to new matters raised during the faculty representative's presentation that could not have been anticipated when they made their presentation.

22. Members of the Panel will be given a final opportunity to ask questions of the appellant and of the faculty representative (or their respective advocates).
23. The appellant and the faculty representative (or their advocates) will be given the opportunity to make brief closing statements.

DELIBERATION AND DECISION

24. Following the hearing, the Panel will deliberate *in camera*. The decision will be by simple majority and the Panel will prepare written reasons for that decision.
25. The Panel may:
 - 25.1. dismiss the appeal;
 - 25.2. allow the decision under appeal to stand, despite possible insubstantial procedural errors; or
 - 25.3. allow the appeal and order an appropriate remedy that is compliant with Faculty and University regulations.
26. In no event will the Panel conduct a substantive evaluation of the work of a student, but if unfairness in the evaluation procedure is established, the Panel may recommend that a re-evaluation be conducted by a qualified person(s) designated by the Hearing Panel.
27. The written decision will include:
 - 27.1. The membership of the Panel;
 - 27.2. a summary of the background of the appeal;
 - 27.3. a summary of the evidence of the Appellant and the Respondent;
 - 27.4. the Panel's findings of fact; and
 - 27.5. the Panel's decision and the reasons for the decision.
28. The written decision will be signed by the Panel members and the Chair, and it will be filed in the confidential folder administered by the Dean's Office for archiving in accordance with file retention policies.

The Panel Chair will make best efforts to provide the written reasons to the parties and to the Dean, or their designate within **14 calendar days** of the hearing.

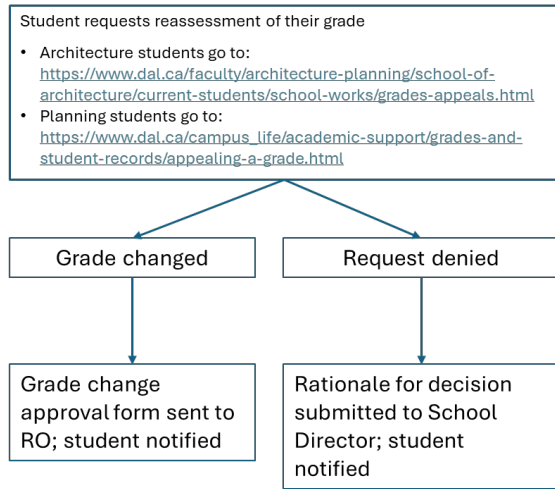
APPEAL OF DECISION

29. The student may appeal the decision of the Panel to the Senate Appeals Committee.

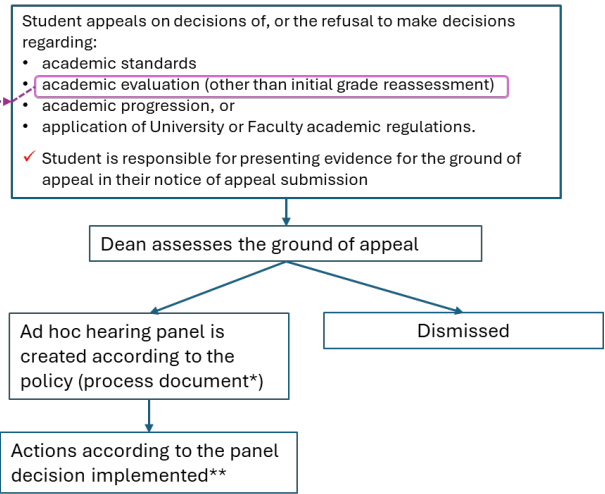
Approved by Faculty Council, April 22, 2026

Appendix:

Grade reassessment request process



Appeal process



*Hearing is held with student, instructor/administrator and panel (2 FoAP faculty members and chair). See details in the process document
 ** Appeal hearing panel does not reassess the grade