**SCHOOL/COLLEGE COMMITTEE ON UNDERGRADUATE STUDENT APPEALS**

**TERMS OF REFERENCE**

1 PREAMBLE

The University has established a system that allows a student\* the opportunity to appeal an academic decision. Differences between the student and the School/College can often be resolved informally without the need for a formal appeal. It is expected that the student will make reasonable efforts to resolve the issue informally before proceeding to the formal process. Formal appeals are heard at three different levels within the University: the School/College by the Committee on Undergraduate Student Appeals, the Faculty level by the Faculty Committee on Undergraduate Student Appeals ,and at the Senate level by the Senate Academic Appeals Committee. Appeals by graduate students are heard through the Faculty of Graduate Studies (<http://dalgrad.dal.ca/regulations/xii/>).

In each case, the process of appeal is initiated by the student. A student may appeal to the School/College Committee on Student Appeals (hereinafter referred to as the Committee) when the informal process has not resolved the issue and when s/he feels that there has been an irregularity or unfairness regarding the application of a regulation concerning academic matters. For example: evaluation, academic or clinical work, waiver of regulations, other regulations and policies of the school/college.

The Committee hears appeals pertaining to the application of regulations of the Faculty and its Schools and College. The Committee does not hear appeals of a grade, assessment or penalty of an academic integrity allegation, or a student discipline outcome. For regulations pertaining to reassessment of a grade or processes for academic integrity allegations see <http://ug.cal.dal.ca/UREG.htm> and also <http://www.dal.ca/dept/university_secretariat/academic-integrity.html>

\*A student is defined as: “a person registered in a specific School/College academic program or class within the Faculty of Health Professions.” (Approved by Faculty Council, February 1998)

The following describes informal and formal procedures for resolving potential conflicts between a student and the School/College or any of its faculty members, preceptors, or clinical/fieldwork supervisors.

**INFORMAL PROCESS**

In the first instance, the student is expected to attempt to resolve the matter informally with the faculty member, preceptor or clinical/fieldwork supervisor with whom the issue of appeal has originated. This should be done within 10 working days of the alleged unfairness or irregularity.

Faculty members will make every reasonable effort to resolve the student's concern within the specified time frame (10 working days). It is to be understood that faculty members have an obligation to participate as required in both the informal and formal appeal procedures. In most cases it is expected that the matter can be resolved through an informal meeting.

If no resolution arises from this meeting(s), the student may initiate a formal appeal.

In unusual or special circumstances, a student will be permitted to initiate a formal appeal without first attempting to resolve the matter informally. The student must file a written request to the Chairperson of the Committee stating clearly why an exemption to the informal process is sought. The Committee will determine whether or not to allow the request. The Committee may consult the faculty member, preceptor or clinical/fieldwork supervisor for information in deciding whether or not to accept an exemption from the informal process.

**FORMAL PROCESS**

2 MEMBERSHIP

Unless a School/College has constituted its committee otherwise,

* the Committee shall be comprised of four persons, including three faculty/staff members and one student member. Faculty members shall be nominated by the Committee of the Whole and the students shall be selected by the combined student body.
* a quorum shall consist of 3 members.
* Supplementary members may be elected in order to have replacements for any regular members who withdraws from a case due to conflict of interest.

Faculty members shall be elected for a two year term of office and will not normally serve more than three consecutive terms. Student members will be elected for a one-year term of office and may serve up to three consecutive terms.

The Committee shall select its own Chairperson who will serve for a two year term and be eligible for a second term as Chairperson.

Any party to the appeal will not serve on the Committee. Conflict of interest provisions will apply.

3 AUTHORITY

The Committee is a standing committee of the School/College Council and the decisions of the Committee shall be final at the School/College level. Decisions of the Committee may be appealed to the Faculty of Health Professions Committee on Undergraduate Student Appeals.

4 FUNCTION

The Committee has two main functions:

 4.1 to act as an appeals committee for students seeking redress for the application of the regulations of a School/College or the Faculty. In cases where the regulations or practices appear to work discriminatory hardship on a student, the Committee may grant a specific exception to the student. In all instances, the Committee may grant a specific exception to the student without creating a precedent, and attach such conditions as it sees reasonable.

 4.2 the Committee also shall be responsible for revising and monitoring procedures for dealing with matters concerning the interpretation and application of the academic rules within the School/College. Recommendations to change these procedures shall be reported to the School/College Committee of the Whole.

Meetings of the Committee shall be convened by the chairperson as frequently as necessary, and when no appeals have been received, at least once a year.

5 APPEALS

If the matter giving rise to the appeal cannot be resolved informally, the student may initiate a formal appeal using the following procedures.

In all cases, the principles of natural justice will be followed and all parties involved will be given ample opportunity to present their arguments in a fair and reasonable manner.

If any party to an appeal fails to comply with these procedures or with any request for information after having been given a reasonable opportunity to do so, the Committee may, at its discretion, deal with the appeal without the benefit of such information.

6 PROCEDURES

 6.1 The purpose of these procedures is to assist in the orderly, fair and expeditious resolution of appeals.

 6.2 Requests for appeals shall be made in writing to the Chairperson and the request shall be accompanied by an approved appeal form (see attached).

 6.3 The appeal must include:

* the name and banner number of student
* the exact purpose and nature of the appeal
* any supporting arguments and evidence
* any other relevant considerations
* any supporting letters
* the expectations of the petitioner
* a statement as to whether or not a personal hearing before the Committee is requested
* a statement indicating whether a lay advocate will attend the personal hearing giving the name and affiliation of the lay advocate.

 6.4 The request must be submitted to the Chairperson of the School/College Committee on Undergraduate Student Appeals within 20 working days of the matter giving rise to the appeal.

 6.5 The student is responsible for preparing all the necessary documentation for his/her appeal.

 6.6 The student has the right to appear before the Committee and may be accompanied by a lay advocate of his/her choice. An advocate may be a friend, family member, or student advocate representative.

 6.7 All parties to the appeal have the right to be present at the meeting, hear all supporting data presented, challenge any data presented, and question any individuals who present information through the Chairperson.

 6.8 In addition to considering all such evidence and submissions, the Committee may consider relevant evidence and submissions from other sources and on its own initiative solicit additional information and act upon it, provided that the parties are apprised of the additional evidence, submissions and information with an opportunity to respond.

 6.9 The initial meeting and hearing must be held within 15 working days of the start of the formal procedure. Minutes will be taken to record the proceedings and the proceedings are to be confidential. The Chairperson will caution the Committee members against discussing the case with anyone before, during and after the meeting.

 6.10 Deliberation and decision

 6.10.1 The material basis for Committee deliberations shall consist of

 -all submissions from the parties to the case

 -all information solicited by correspondence between committee

 members and the parties to the case

 -all information provided in the course of the Committee hearing.

6.10.2 After the student's appeal has been heard, all parties, except for the members of the Committee, will leave. The Committee will then deliberate in camera to reach its decision. The decision will be by simple majority and recorded in writing. Dissenting voters may have their written reasons attached to the decision.

6.10.3 If the complaint is upheld the Committee shall determine what remedial action is to be applied.

 6.10.4 If the Committee denies the appeal, the student has the right to appeal

 to the Faculty of Health Profession's (FHP) Committee on Undergraduate

 Appeals and will be informed of this right and of the procedures to be followed.

 6.10.5 The Chairperson will inform the student of the final decision of the

 Committee. The student will be given reason(s) for the decision in writing by registered mail within 3 working days of the hearing.

6.10.6 All documentation in possession of Committee members shall be returned to the Chairperson and the official records will be kept in the School/College office.

Refer to the Academic Regulations - Appeals section of the Undergraduate Calendar for more information concerning further appeals.

7 REPORTING

The Chairperson shall report on behalf of the Committee, each year and in writing, to the Committee of the Whole of the School/College.

 7.1 on the annual activities of the Committee

 7.2 on decisions regarding appeals of a regulation of the School/College

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Approved by Faculty Council, January 1996

Revised February 1998

Revised April 2004

Revised by Faculty Council, September, 2012**APPLICATION REGARDING ACADEMIC APPEALS**

\* students who wish to raise questions or register complaints about matters of academic appeal are advised to

 communicate informally with their instructor.

\* this routine inquiry provides a record of the formal request for an academic appeal.

\* this report is to be directed to the Chairperson of the Appeals Committee.

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| Name: |  |  | Banner Number: |  |

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| --- | --- |
| Address: |  |

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| --- | --- | --- | --- |
| Telephone Number: |  | Email: |  |

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| If applicable, indicate the relevant course name, number, and section as well as the professor/instructor: |
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| Date: |  | Student Signature: |  |

Please attach any other relevant data including a statement as to the exact purpose and nature of the appeal; supporting documentation and your expectations for the result

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**FOR OFFICE USE ONLY: - CHAIR OF APPEALS COMMITTEE**

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| Date Received: |  |

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| --- | --- | --- | --- |
| Appeal Hearing Granted |  | (or) Referred to: |  |

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| Date of Hearing: |  |

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| Members of Committee: |  |
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| Appeal Successful  |  |  Appeal Denied |  |

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| Date Decision sent to Student: |  |

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| --- | --- | --- | --- | --- |
| Date: |  |  | Signature of Chair of Committee: |  |

Approved by Faculty Council, January 1996

Revised and Approved by Faculty Council April 2004, September 2012

**Faculty of Health Professions**

**Appeal Process Flow Chart**

Time

Level

Approved by Faculty Council, September, 2012

University

Faculty

SCHOOL

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Request to Secretary of Senate

Student

Instructor

10 Working Days

Senate Academic Appeals Committee

School/College

Committee on Undergraduate Student Appeals

(Hearing)

Request to Chair, Committee on Undergraduate Student Appeals

Request to Dean’s Office

(Within 10 Working Days)

Notification of Results

(Within 3 Working Days)

Notification of Results

(Within 3 Working days)

10 Working Days

3 Working Days

15 Working Days

10 Working Days

3 Working Days

15 Working Days

20 Working Days

Faculty of Health Professions Committee on Undergraduate Student Appeals