

 <p><b>DALHOUSIE UNIVERSITY</b> FACULTY OF HEALTH</p> <p><b>Student Appeals</b></p>	<p><i>Policy Sponsor:</i> Dean</p>	<p><i>Approval Date:</i> Faculty Council, April 28, 2016</p>
	<p><i>Responsible Unit:</i> Faculty Council</p>	<p><i>Amendments:</i> Faculty Council, Sept. 27, 2018 Faculty Council, May 26, 2022</p>

**Terms of Reference: Faculty of Health Student Appeals Committee**

The Faculty of Health’s Student Appeals Committee is a Standing Committee of Faculty Council.

**A. PURPOSE**

The purpose of the Student Appeals Committee is to hear appeals from students regarding academic matters in accordance with the jurisdictions and procedures approved by the Faculty of Health.

**B. COMMITTEE MEMBERSHIP**

The Student Appeals Committee shall be made up of:

- (a) The Associate Dean Academic, who serves as Chair.
- (b) Faculty Members elected by Faculty Council: One full faculty member from each School/College.
- (c) Student Members: Two undergraduate students elected by undergraduate student societies; two graduate students elected by graduate student societies.

**C. RESPONSIBILITIES**

The Student Appeals Committee is responsible for:

- Student Appeals: Through the Chair of the Student Appeals Committee, forming panels of three from among its members to hear student academic appeals from decisions or the refusal to make decisions made by the School/College regarding academic standards, academic evaluation, academic progression, academic advancement, or the application of other academic regulations where the student believes there has been unfairness in the decision or the refusal to make a decision. In all cases, the Panel will include two faculty members (neither of whom are in the same School or College as the student bringing the appeal) and one student who will have the same status (undergraduate or graduate) as the student bringing the appeal and who will not be in the same School or College as that student.

- Hearings: Through its panels and in accordance with the appeal procedures approved by Faculty Council, conducting the hearings described above and deciding each appeal.
- Reporting: Providing an annual report to Faculty Council concerning the work of the Committee and decisions of the hearing panels convened during the year. In doing so, the Committee shall at all times maintain the confidentiality required of the appeals process, including not disclosing, directly or indirectly, the identity and outcome of individual appeals.
- Training: Meeting a minimum of once annually to receive training concerning the jurisdiction and procedures established by Faculty Council for this Committee, the proper conduct of a hearing, and other relevant legal principles. Meetings can also be arranged to review the Committee's operation or to address emerging policy issues as required.
- Providing Feedback: If appropriate, providing feedback to the Director of a School or College where an appeal originated in relation to the School or College's processes (in terms of what worked well and suggestions for review).

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Revised by Faculty Council September 27, 2018

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