Student Appeals Procedure Flowchart

Informal Process

- If the Decision was made by a faculty member/an administrator, the student should usually first attempt to resolve their concerns informally with them. If the student and faculty member/ administrator are unable to resolve the student's concerns, the student should attempt to resolve the concerns informally with the Director of the student's School/ College.
- If the Decision was made by the Director of the student's School/ College, the student should attempt to resolve their concerns informally with that Director.

If student concerns cannot be resolved informally:

Formal Process

Student submits a Notice of Appeal to healthappeals@dal.ca **within 30 calendar days** of the Decision

Hearing Panel is struck.

Faculty/administrator is sent appeal materials.

Hearing details shared with student and faculty/administrator.

Faculty/administrator responds within **14 calendar days** of receiving appeal materials.

Hearing materials provided to all involved.

Hearing held (best effort to hold the hearing within **30 calendar days** of receiving all materials).

Hearing Decision delivered within **10 calendar days** of the hearing.

Approved by Faculty Council, April 25, 2024