

Student Appeals Committee

Purpose:

This committee will hear all appeals by students requiring a decision by the Faculty of Engineering and Applied Science related to academic matters. This does not include matters of discipline or matters such as grades assigned for individual classes or credits given for classes transferred from other institutions.

Grounds for Appeal:

- a) There is additional relevant information which was not considered at the Faculty level;
- b) There was a problem in procedure at the Faculty level;
- c) The substance of the case was not considered correctly at the Faculty level. For example, relevant rules and regulations were applied incorrectly;
- d) Even if relevant rules and regulations were applied correctly the resulting decision is unfair or unreasonable in the circumstances. A clear, compelling and detailed explanation of the reasons must be submitted along with the supporting documentation.

Role of the Committee:

The Student Appeals Committee Members are responsible for reviewing all documentation prior to meetings and having knowledge of all academic policies related to the application. The committee has the jurisdiction to hear and make adjudication of student appeals in the Faculty of Engineering and Applied Science. No person shall sit in judgement on an appeal if that person has been previously involved in a decision making process related to the matter under appeal or if that person has a real or perceived conflict of interest. The Committee will uphold and adhere to the regulations of the Undergraduate Academic Calendar.

Role of the Appellant:

Students must apply, in writing, to appeal academic decisions to the Student Appeals Committee no later than 10 business days from the receipt of their denied request. The submitted document package must clearly outline the grounds for appeal and include all pertinent supplementary materials, including a copy of their academic record, a copy of the student's program to date, and, if applicable, any medical documentation. No new information may be provided in the hearing, all information must be submitted in the appeal package.

Procedure:

A. Preparations

1. Written notice of the hearing is provided to the student and Committee, at least 5 business days in advance of the scheduled date.
2. Submission from the Faculty/Program will be solicited as required and student will be informed.
3. The Faculty Advisor will make the student submission available to the Committee members at least three days in advance of the appeal meeting.
4. In the event that the student does not attend the hearing, the committee may proceed based on the submitted materials. If the absence was related to an unexpected extenuating circumstance, the appeal may be rescheduled at the discretion of the committee.

B. Hearing

1. The hearing is not open to the public. Only the parties and their representatives may attend.
2. Procedures for the appeal hearings before the Student Appeals committee will normally follow this sequence:
 - a) the Committee will meet briefly to discuss the case and the submitted documents;
 - b) the student will be brought into the meeting room to provide a presentation with an opportunity for the Associate Dean or designate and Committee members to ask questions of the student;
 - c) the Associate Dean or designate will provide a presentation with an opportunity for the student and Committee members to ask questions of the Associate Dean/designate;
 - d) although witnesses are not normally required at most hearings, they may be called upon at the discretion of the committee;
 - e) opportunity for final statements from the Associate Dean or designate and lastly from the student;

- f) committee members may ask any final questions of the student/representative or Associate Dean/designate;
- g) the student will withdraw from the hearing;
- h) the Committee will make its decision on the appeal via an anonymous ballot vote;
- i) the student will be informed in writing as quickly as possible of the results of the appeal and reasons for the decision.
- j) the decision of the Student Appeals Committee can be appealed to the CCSA by the student or the Program Chair/Associate Dean. Decisions will be based on the assessed validity of one of the grounds of appeal.

Membership:

The Student Appeals committee membership is as follows:

- One representative from each program, voting
- Director of Cooperative Education, voting
- Associate Dean Academic, Ex-officio, non-voting
- Academic Advisor, Ex-officio, non-voting

Membership is a 3 year term with a maximum of 4 years served. The Chair will be selected annually from the continuing members of the committee. The Chair of the committee will cast the deciding ballot in the case of a tie.

Quorum is a one-half of the voting members.

Meetings:

At the first meeting, the committee shall elect a chairperson from the faculty membership of the committee. The committee will meet once a year to review the procedures and terms of office.

Meetings will be held upon the receipt of a student appeal, in accordance with the Faculty academic regulations. Members must attend all meetings and if unable to attend they must send a designate. Meeting minutes will be available on the P Drive.

Amendments

The terms of reference may be amended by majority vote.

Review:

The terms of reference will be reviewed every three (3) years and brought to the Faculty of Engineering and Applied Science Council.