

Faculty of Human and Social Development

Guidelines for Undergraduate Student Appeal of a Requirement to Withdraw from a School or Program

Any undergraduate student wanting clarification about, or who is dissatisfied with a requirement to withdraw from an HSD program, will begin by discussing the requirement with the School Director or Coordinator of the Program¹ normally within 15 working days of receiving notification of the requirement to withdraw.

Students dissatisfied with the decision made by the School Director or Coordinator of the Program may appeal the decision in writing to the Faculty of HSD Associate Dean Academic, normally within 15 working days. Appeals made after 15 working days may not be considered by the Associate Dean. In the letter of appeal the student will communicate:

- a. the decision, action or treatment being appealed;
- b. details of any previous reviews, appeals or other attempts to seek relief with regard to the appeal;
- c. the grounds and reasons for the appeal;
- d. a statement of the facts on which the appeal is based, including supporting evidence;
- e. the remedy or relief sought; and
- f. any provision in the University Calendar, the University Act, or policy of the university on which the Appellant/Student relies.

In reviewing the appeal the Associate Dean focuses on the fairness in applications of academic policies and procedures including opportunities for student input. The Associate Dean will not consider an appeal on which the sole ground of appeal is a matter of academic judgement of a faculty member of the School making the decision.

The Associate Dean may overturn a decision requiring a student to withdraw from a school or program if: **a)** there was an error in the procedures or their application leading to the decision; or **b)** the decision was clearly unreasonable considering the evidence.

The Associate Dean Academic will review the following documentation and make a decision on the appeal:

- a. Statement from the student of the decision being appealed and other details listed in a-f above.
- b. Statement from the school/program articulating their decision-making processes including communication with the student and timelines.
- c. Student's response to the documentation of the school's/program's decision making process.

1. Program refers to the Indigenous Governance Program which is not a designated School.

At the discretion of the Associate Dean two strategies in the decision making process may be employed.

- a. The Associate Dean may request a meeting with the Student/Appellant and the School Director or Program Coordinator to:
 - i. identify all salient issues the Student and School/Program intend to argue,
 - ii. determine whether all pertinent documentation has been submitted,
 - iii. discuss whether the Parties are willing to discuss the resolution of the appeal by mediation, and
 - iv. discuss any matter that may assist in expediting the appeal.

- b. The Associate Dean may constitute an Advisory Committee to assist in the determination of the appeal. This Committee is advisory to the Associate Dean and includes:
 - i. one representative from the Professional Discipline (external),
 - ii. one representative from a school or program with the Faculty of HSD,
 - iii. one student member from HSD (with agreement of the Appellant), and
 - iv. Associate Dean (ex officio role).

The Associate Dean may use either or both strategies in any one case. The choice of strategies is the Associate Dean's decision, although the student or School/Program may make a request of preferred strategy. The Associate Dean is responsible for making the final decision on the Appeal.

If an advisory committee is used, the members are given the task of reviewing the request for appeal, including all documentation, and making a recommendation to the Associate Dean regarding the outcome of the appeal.

The Associate Dean's decision will be made in a timely manner, usually within three months, and communicated in writing to both the student and the School/Program.

The student, if dissatisfied with the Associate Dean's decision, may appeal to the Senate Committee on Appeals within 2 months of receiving the Associate Dean's decision (See academic calendar: Appeals to Senate).