Admission Appeals Procedures and Guidelines

Terms of Reference

The terms of reference for the Senate Committee on Admission Appeals are as follows:

1. In the name of the Senate, to hear and determine appeals from decisions of Faculty and School Selection Committees*, administrative decisions affecting the admission process, decisions related to the transfer of credit policy of the Faculty/School and the possible granting of advance standing. Once the Committee has determined jurisdiction of an appeal, any decision resulting from the appeal hearing is final and binding on all other committees and the parties concerned.

   In a dispute over the appropriate avenue of appeal at either Faculty, School or University level, the President shall decide where jurisdiction lies.

2. To verbally report to the Senate on the determination of all appeals submitted to it, but in such a way as to preserve the confidentiality of the individuals involved.

3. To report and recommend on any changes in admission policies and procedures which should be considered as a result of the appeal.

Composition

a) One (1) member appointed by the Senate Executive as Chairperson, and one (1) member appointed by Senate Executive as Vice-Chairperson.**

b) Four (4) members of the academic staff from the Faculties of Arts, Music and Science and the School of Art. Of these, at least one (1) each shall be from the Faculty of Arts and the Faculty of Science, and at least one (1) shall be from either the School of Art or the Faculty of Music.

c) Four (4) members of the academic staff from Faculties or Schools other than the Faculties of Arts, Music or Science and the School of Art. No two (2) shall be from the same Faculty or School.

d) Two (2) students and the President of UMSU (ex-officio).

e) Director, Enrolment Services (ex-officio) (non-voting).

Notes

1. * For the purposes of this document, “Faculty/School” or “Faculty or School Selection Committees” shall include Colleges and College Selection Committees, where the authority over admissions has been so delegated by the Faculty/School or Faculty Council.

2. ** Not a member of a Faculty/School Selection Committee. The Chairperson and the Vice-Chairperson shall not be drawn from the same Faculty.
3. Representatives will remove themselves from the Committee if hearing an appeal against the Faculty/School for which they have served as a member of a Selection Committee.

4. The Admissions Officer responsible for the appellant's file will serve as resource person.

5. A member of the Office of the University Secretary will serve as recording secretary.

Guidelines

1. The Committee shall decide which appeals it will consider, but, if it refuses to hear an appeal, it shall report the reasons for this action to Senate.

2. The Committee shall hear appeals from:

   a) decisions of Faculty and School Selection Committees, and these only when the individual has sought timely reconsideration by the Selection Committee, and if there is some evidence that the procedures followed by the Selection Committee were improper. (Note: It is not the responsibility of the Committee to direct Faculty and School Selection Committees in their choice or weighting of criteria, but to examine in connection with appeals the manner in which existing criteria were applied in selection decisions).

   b) administrative decisions which affect the admissions process.

   c) decisions of Faculties/Schools or Admissions Office personnel regarding eligibility requirements.

   d) decisions of Faculties and Schools regarding granting of transfer of credit at the point of admission.

3. The Committee shall be properly constituted if four (4) or more members are in attendance, with at least one (1) member present from categories (b), (c) and (d).

Procedures

The Senate, in approving the procedures outlined herein, wishes to impress upon the parties appearing before the Senate Committee on Admission Appeals that the hearing is intended to be a search for the facts which bear on the issues before the Committee. Thus, questions by the Committee members during the course of the hearing should be expected by the Faculty/School representatives and by the appellant. The Committee may, in its discretion, request and introduce at the hearing any evidence it deems relevant. Nothing in these procedures should be taken, however, as relieving the appellant of the responsibility of presenting evidence and arguments in support of the appeal.

1. Persons wishing reconsideration of the decision of a Faculty/School Selection Committee shall direct their request in writing to the Chair of that Committee (within ten (10) days of the mailing of the decision).

2. If not satisfied with the result of reconsideration, a person may direct an appeal to the Office of the University Secretary for transmission to the Senate Admission Appeals
Committee. **This must be done within ten (10) days following the mailing of the results of Selection Committee reconsideration.**

3. All appeals shall be filed on the approved form, which may be obtained from the Office of the University Secretary or from the Admissions Office. On this form, the appellant must state the reasons for his/her appeal.

4. All appellants shall have the right to appear before the Committee, and shall indicate on the form whether they wish to exercise that right.

5. a) Appellants shall have the right to be accompanied by a spokesperson.

   b) If he/she intends to have legal counsel present at the hearing, he/she shall notify the chair of the Committee at least seven (7) days prior to the hearing. In that event, the Committee may obtain the services of a legal counsel for its own use.

6. As a first item of business in respect to any appeal, the Committee shall consider whether, on the evidence presented, the appeal falls within its jurisdiction. If it is decided that the appeal may properly be heard, the Committee will then determine if it is to be in open or closed session.

7. Where a member of the Committee is challenged by the appellant on grounds such as conflict of interest, bias or malice, the remaining members of the Committee shall consider the merits of the challenge and determine whether or not the member is disqualified from hearing the appeal. Should a challenge result in a loss of quorum, the Committee will adjourn and a subsequent hearing will be scheduled.

8. The Committee may request the appellant, a representative of a Faculty/School Selection Committee, or any other party to appear or to provide additional information in a particular case before reaching a decision.

9. The Chair shall report to the parties concerned the disposition of the appeal, and shall provide to the appellant reasons for a negative decision of the Committee.

10. Actions taken by the Committee shall be reported to Senate, but in such a way as to preserve the confidentiality of the individuals involved.

11. All Committee records shall remain confidential, and shall be lodged with the Director of Admissions.

**Remedies**

When an appeal is allowed, the Faculty or School concerned shall take such steps as are necessary to insure that the appellant has the same right of entrance as he/she would have held if his/her original application had not been rejected. However, the Committee must be satisfied that the selection and notification procedures in each Faculty are such as to permit redress for successful appellants.