PART I

Reason for Policy

1.1 The Student Academic Appeals Policy (the “Policy) and related Procedures (the “Procedures”) provide guidance to College of Dentistry/School of Dental Hygiene members charged with determining appeals of an academic nature upon application by the Appellant. These include, but are not limited to: appeals of term work; final grades; and decisions of Dental College Council.

1.2 The Policy, and related Procedures, also provides guidance to Appellants and their right of appeal to the Student Academic Appeals Committee (the “Committee”).

PART II

Policy Content

2.1 Definitions:

2.1 The following terms have the following defined meanings for the purpose of this Policy and its Procedures:

(a) Appellant – the student appealing a decision affecting the students’ own academic standing within the College of Dentistry/School of Dental Hygiene

(b) Chair – the Chair of the Student Academic Appeals Committee

(c) Committee – the Student Academic Appeals Committee

(d) Members – members of the Student Academic Appeals Committee convened for the purpose of:
   (i) Determining its jurisdiction;
   (ii) Determining the Appellant’s standing and whether there are grounds of appeal; or
   (iii) Hearing appeals

(e) Respondent – a representative or representatives of the College/School designated by the Dean/Designate or Director to represent the College/School in relation to an appeal.
2.2 There shall be a Student Academic Appeals Committee:

(a) that shall make decisions on appealable matters that shall be final and binding within the College.
(b) That shall review the Student Academic Appeals Policy and related Procedures periodically and if necessary, recommend changes to Dental College Council.
(c) That shall hear academic appeals from decisions of Department Heads/Director regarding marks assigned to term work, final grades and/or decisions of Dental College Council upon request by students.
(d) That shall inform the Dean/Designate of the results of all appeals submitted to it.
(e) That shall prepare and submit an annual report by March 31st for presentation to Dental College Council.

2.3 The grounds for an appeal to be heard by the Committee shall include:

a) a decision by a Department Head/Director regarding an appeal of one or more marks assigned to term work;
b) the outcome of an appeal of one or more final grades that was initiated through the Registrar’s Office;
c) a College Council decision of an academic nature that directly affects them;
d) there is evidence that a College/School or Senate regulation has been unfairly applied;
e) the regulation itself seems to impose undue hardship on an individual in the College/School;
f) or has become inapplicable through lapse of time or changes made;
g) there is apparent conflict between Senate policy and a Dental College Council decision;
h) there are conflicting interpretations of a Senate or College regulation i) other circumstances that seem to warrant special consideration.

2.4 Composition of Committee:

a) One (1) faculty member appointed by the Dental College Council Executive as Chair
b) Two (2) faculty members from the College of Dentistry (One basic scientist and one clinician) and one (1) faculty member from the School of Dental Hygiene elected by Dental College Council
c) One (1) dental student and one (1) dental hygiene student appointed annually by their respective Students’ Association and ratified by Dental College Council. A student member shall serve at appeal hearings only if the appellant is from their constituency.
d) Where possible the composition of the Committee shall maintain an equitable gender balance.
e) A list of alternate membership will be established to act in reserve, pending availability and/or suitability (i.e. conflict of interest situations) of original committee membership. Members of this alternate list will be called upon to serve as necessary and in a manner which maintains the composition of the committee as detailed above.

2.5 A quorum for a meeting of the Committee shall be three (3) members including the Chair; except for appeal hearings where the quorum is four (4) members, including the Chair.

2.6 The Chair of the Committee shall be appointed by Dental College Council Executive.

2.7 Committee Members shall serve three (3) years unless otherwise specified.

2.8 Vacancies on the Committee shall be filled by the original bodies that made the appointment or conducted the election.
Part III
Accountability

3.1 The Dean of the College of Dentistry is responsible for advising the Chair of the Student Academic Appeals Committee that a formal review of this Policy is required.

3.2 The Dean or Designate is responsible for the implementation, administration and review of this policy.

3.3 Dental College Council, Academic Staff and Students are responsible for complying with this Policy.

Part IV
Authority to Approve Procedures

4.1 The Approving Body may approve Procedures, if applicable, which are secondary to and comply with this Policy.

Part V
Review

5.1 Governing Document reviews shall be conducted every five (5) years. The next scheduled review date for this Policy is January, 2021.

5.2 In the interim, this Policy may be revised or repealed if:
   (a) Senate or Approving Body deem necessary or desirable to do so; or
   (b) The relevant Governing Documents are revised or rescinded.

5.3 If this Policy is revised or repealed, all Secondary Documents will be reviewed as soon as reasonably possible in order to ensure that they:
   (a) comply with the revised Policy; or
   (b) are in turn repealed.

Part VI
Effect on Previous Statements

6.1 This Policy supersedes all of the following:
   (a) Student Appeals Committee (approved October 5, 1981); and
   (b) All previous Governing Documents on the subject matter contained herein

Part VII
Cross References

7.1 This policy should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
   (a) Student Academic Appeals Procedures