

## UNIVERSITY OF MANITOBA POLICY

<b>Policy:</b>	<b>SENATE COMMITTEE ON ADMISSION APPEALS</b>
<b>Effective Date:</b>	June 24, 2015
<b>Revised Date:</b>	
<b>Review Date:</b>	June 24, 2025
<b>Approving Body:</b>	Senate
<b>Authority:</b>	<i>The University of Manitoba Act</i>
<b>Responsible Executive Officer:</b>	University Secretary
<b>Delegate:</b>	
<b>Contact:</b>	Student Appeals Coordinator
<b>Application:</b>	Faculty Councils, School Councils, College Councils and Students

### Part I Reason for Policy

- 1.1 The purpose of this Policy and related Procedures is to provide guidance to those individuals charged with determining appeals from decisions of Faculty, School or College selection admissions committees, administrative decisions affecting the admission process, decisions related to the transfer of credit policy of the Faculty/School/College and the possible granting of advance standing.
- 1.2 In addition, the purpose of this Policy and related procedures is to provide guidance to Appellants and their right of appeal to the Senate Committee on Admission Appeals.

### Part II Policy Content

- 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 of a Faculty/School/College affecting the student’s own admission to the University.

- (b) **“Chair”** - the Chair of the Senate Committee on Admission Appeals or the Chair of a Panel of the Senate Committee on Admission Appeals.
- (c) **“Committee”** - the Senate Committee on Admission Appeals.
- (d) **“Panel”** - members of the Senate Committee on Admission Appeals convened for the purpose of:
  - (i) determining its jurisdiction;
  - (ii) determining whether there are grounds of appeal;
  - (iii) or hearing appeals.
- (e) **“Respondent”** - a representative or representatives of the Faculty/School/College designated by the Dean/Director to represent the Faculty/School/College in relation to an appeal.
- (f) **“Faculty/School/College”** - the Faculty Council, School Council, College Council or appeal body whose decision is being appealed.

2.2 For the purpose of this Policy, and related procedures:

- (a) the Extended Education Division and/or University 1 shall be considered a Faculty/School/College;
- (b) the Colleges/Schools within the Faculty of Health Sciences listed below shall be the lower level decision making body, and shall be considered individual Faculties:
  - (i) School of Dental Hygiene
  - (ii) College of Dentistry
  - (iii) College of Medicine
  - (iv) College of Nursing
  - (v) College of Pharmacy
  - (vi) College of Rehabilitation Sciences.

### **Committee’s Duties**

2.3 The Committee shall:

- (a) establish Panels to hear appeals as set out in the related Procedures;

- (b) determine a Chair for each Panel of the Senate Committee on Admission Appeals;
- (c) review this Policy and related Procedures periodically and, if necessary, recommend changes.

### **Jurisdiction to Hear Appeal**

- 2.4 A Panel of the Committee shall hear an appeal by an Appellant against:
- (a) decisions of Faculty/School/College admission selection committees, and these only when the Appellant has sought reconsideration by the admission selection committee as set out in the Procedures, and
  - (b) administrative decisions which affect the admission process;
  - (c) decisions of Faculties/Schools/Colleges or Admissions Office personnel regarding eligibility requirements;
  - (d) decisions of Faculties/Colleges/Schools regarding granting of transfer of credit at the point of admission and the possible granting of advance standing.
- 2.5 In a dispute over the appropriate avenue of appeal at either the Faculty/School/College or University level, the President shall decide where jurisdiction lies.
- 2.6 To ensure that admission decisions are made by those within the University who have the academic or professional expertise in the discipline concerned, the Panel should be careful not to substitute its own academic judgment or standards for those in the discipline concerned.
- 2.7 The Committee shall form a Panel to hear an appeal from the same Appellant against the same decision only once.
- 2.8 The decision of a Panel is final and binding, without further right of appeal.

### **Committee Membership**

- 2.9 The composition of the Committee shall be:
- (a) one member holding academic appointment in the University appointed as Chair of the Committee for a three year term by the Senate Executive Committee;
  - (b) one member holding academic appointment in the University appointed as Vice-Chair of the Committee for a three year term by the Senate Executive

Committee. The Vice-Chair shall not be from the same Faculty/School/College as the Chair;

- (i) the Chair and Vice-Chair shall not be members of a Faculty/School/College admission selection committee;
  - (c) eight members with broad representation across Faculties/Schools/Colleges holding academic appointments in the University, nominated by the Senate Committee on Nominations and appointed by Senate;
  - (d) the President of UMSU (or designate);
  - (e) two Students nominated by the Senate Committee on Nominations and appointed by Senate;
  - (f) the Director of Admissions (ex-officio) (non-voting).
- 2.10 Committee members will not be on a Panel that is hearing an appeal from their own Faculty/School/College, with the understanding that a member of a professional college in the Faculty of Health Sciences may hear an appeal from one of the other professional colleges.
- 2.11 A quorum for a meeting of the Committee shall be one-third members of its membership including the Chair. The quorum shall consist of a minimum of fifty (50%) percent academics and at least one student.
- 2.12 If the Chair of the Committee is unable to sit for any reason, the Vice-Chair shall assume the Chair's duties. Should the Vice-Chair be unable to sit, another member of the committee shall be appointed by the Chair as an Acting Chair.

### **Part III Accountability**

- 3.1 The Office of Legal Counsel is responsible for advising the University Secretary that a formal review of this Policy is required.
- 3.2 The University Secretary is responsible for the communication, administration and interpretation of this Policy.
- 3.3 All Faculty/School/College Councils and Students are responsible for complying with this Policy.

**Part IV**  
**Authority to Approve Procedures**

- 4.1 The Senate may approve Procedures which are secondary to and comply with this Policy.

**Part V**  
**Review**

- 5.1 Governing Document reviews shall be conducted every ten (10) years by the University Secretary. The next scheduled review date for this Policy is June 24, 2025.
- 5.2 In the interim, this Policy may be revised or repealed if:
- (a) the University Secretary or Approving Body deems it necessary or desirable to do so;
  - (b) the Policy is no longer legislatively or statutorily compliant; and/or
  - (c) the Policy is now in conflict with another Governing Document.
- 5.3 If this Policy is revised or repealed all Secondary Documents, if applicable, shall be reviewed as soon as possible in order 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) The Senate Committee on Admission Appeals Policy, June 3, 1980, last revised April 5, 2000;
  - (b) all previous Faculty/School Council Procedures stemming from the Faculty/School Council Bylaw and academic and admission Regulations and any resolutions on the subject matter contained herein;
  - (c) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
  - (d) all previous Administration 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) [Senate Committee on Admission Appeals Procedure](#)