

## **Faculty of Human and Social Development**

### **Guidelines for Review of Requirements to Withdraw from a School or Program**

1. Any Student who wishes clarification about, or who is dissatisfied with a requirement to withdraw from a program, shall first discuss the matter with the School Director or Program Coordinator. If the student wishes to discuss the requirement to withdraw with the Director of Program Coordinator, the discussion should take place within 15 working days of the student's notification of the requirement to withdraw.
2. If the issue is not resolved at the School or Program level, and the student is still dissatisfied, then the student can appeal to the Dean (or designate) of the Faculty in writing, stating clearly:
  - a. the decision, action or treatment that is being appealed
  - b. details of any previous reviews, appeals or other attempts by the appellant to seek relief or redress with regard to the subject matter of the appeal
  - c. the grounds and reasons for the appeal
  - d. a statement of the material facts on which the Appellant bases the appeal together with any supporting evidence
  - e. the remedy of relief sought by the Appellant
  - f. any provision in the University Calendar, the University Act or policy of the University on which the Appellant relies.
3. A decision requiring a student to withdraw from a School or Program may be overturned where: 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. No appeal will be heard where the sole ground of appeal is a matter purely of academic judgement.
4. The Dean (or designate) will review the following documentation and make a decision on the appeal.
  - a. Statement from the student of the decision which is being appealed; the reasons the student believes the appeal should be considered and the remedy or relief that the student is seeking.
  - 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.
5. The Dean at her/his discretion may employ two strategies in the decision making process. The Dean may use either or both strategies in any one case. The choice of strategies is the prerogative of the Dean although the student or School/Program may make a request of preferred strategy to the Dean. The Dean is responsible for making the final decision on the Appeal.

- a. The Dean may request the presence of the Appellant and School/Program (normally the Director) at a meeting to:
  - i. identify all salient issues that Appellant and School/Program intend to argue
  - ii. determine whether all salient written documentation has been submitted
  - iii. discuss whether the Parties are willing to discuss the resolution of the appeal by mediation
  - iv. discuss any matter that may assist in expediting the appeal
  
- b. The Dean may constitute an Advisory Committee to assist in the determination of the appeal. This Committee is advisory to the Dean and includes:
  - i. 1 representative from the Professional Discipline (external)
  - ii. 1 representative from a School or Program with the Faculty of HSD
  - iii. 1 student member from HSD (with agreement of the Appellant)
  - iv. Dean (ex officio role)

The Advisory committee is charged with the task of reviewing the request for appeal, including all salient documentation, and making a recommendation to the Dean regarding the outcome of the appeal.

6. The Dean's decision will be made in a timely manner and communicated in writing to both the student and the School/Program.
  
7. The student, if dissatisfied with the Dean's decision, may appeal to the Senate Committee on Appeals.