



1. Preamble

- a) The Senate Committee on Admission, Re-registration and Transfer Appeals (the "Committee"), a standing committee of Senate, is an impartial appeal body at the University of Victoria. In accordance with the *University Act* (RSBC 1996 c. 468), the Senate has delegated to the Committee the authority and responsibility to decide, on behalf of the Senate, all appeals from students on decisions made regarding undergraduate admission, re-registration, and transfer of credit, including those which are made under exceptional circumstances or special access categories as defined in the Calendar regulations.
- b) Prior to filing an appeal with the Committee, a student must have pursued and exhausted all other reviews, appeals, or remedies provided by the University of Victoria's Undergraduate Admissions and Undergraduate Records offices.

2. Committee Composition

- c) Membership

The membership of the Committee shall consist of eighteen (18) members, twelve (12) of which are voting. The composition of the members are as follows:

- eight (8) regular faculty members representing the faculties, one of whom shall serve as Chair of the Committee, and one of whom shall serve as Vice-Chair (voting)
- the President or nominee (*ex officio*, voting)
- two (2) undergraduate student members of Senate (voting)
- one (1) student appointed upon nomination by the UVSS (voting)
- the Associate Dean, Academic Advising (Faculties of Science, Social Sciences, and Humanities) (*ex officio*, non-voting)
- the Director or equivalent of an Advising Centre from a faculty other than Humanities, Science and Social Sciences, or designate (*ex officio*, non-voting)
- the Director or equivalent of International Centre for Students (*ex officio*, non-voting)
- the Director of Counselling Services or designate (*ex officio*, non-voting)
- the university representative to the B.C. Council on Admission and Transfer, Transfer and Articulation Committee (*ex officio*, non-voting)
- the Registrar (*ex officio*, non-voting)

Total membership - 18 (12 voting members)

- d) The secretary of the committee is an Associate Registrar from the Office of the Registrar (as designated by the University Secretary). A representative from the Office of the Registrar will be the recording secretary.

3. Committee Procedure

- e) A quorum for a meeting of the Committee shall be four of the voting members. Of these members, at least half the voting members present must be faculty members and at least one must be a student.
- f) Committee members will receive an orientation on the processes of administrative tribunals and the principles of relational, procedural and substantive fairness. The Committee will also inform itself on the processes and policies for admission, re-registration, and transfer of credit, and rule on appeals of decisions regarding admission, re-registration, and transfer of credit fairly and expeditiously.
- g) The Faculty of Graduate Studies will rule on admission, re-registration, and transfer appeals related to graduate students. The Faculty of Graduate Studies will provide the Committee with an annual report in October that includes an outline of the process for making appeal decisions, and a summary of the number of graduate appeals heard by general category together with the number of appeals accepted and the number rejected.
- h) Prior to an appeal being heard, the Chair of the Committee may appoint one or more individuals with pertinent expertise to inquire into and to advise or report on any question of fact or opinion relevant to any issue in an appeal, including issues involving disability, language or cultural considerations.
- i) The Committee shall determine its decision regarding an appeal by voting. A simple majority of the voting members present must be in favour for an appeal to be granted (a tie vote fails).
- j) The Vice-Chair shall chair the Committee in the event the Chair is absent or has a conflict of interest with an appellant.
- k) A record of the minutes of meetings and decisions made by the Committee shall be kept in the Office of the Registrar to support consistency in its decisions.
- l) Documentation and discussions regarding appeals shall be held in confidence. Committee members shall not discuss the substance of an appeal outside Committee meetings.

4. Appeal Procedure

- m) The Committee has jurisdiction to hear appeals of decisions made regarding undergraduate admission, re-registration, and transfer of credit, including (but not limited to) the following:
 - withdrawal an offer of admission or re-registration due to unsatisfactory academic performance;
 - refusal of admission, due to unsatisfactory academic performance;
 - special access categories as defined in the Calendar regulations
 - an assigned requirement to withdraw;
 - denial of transfer credit from other institutions
 - decisions related to a violation of the failure to declare studies elsewhere Calendar regulations, such as:
 - denial or cancellation of an application for admission or re-registration

- rescinding an offer of admission or re-admission and a ban on any application for at least one term
 - cancellation of current registration;
 - the denial of transfer credit from institutions where attendance was not disclosed
 - the display on the official transcript of all penalties assigned
 - placement on disciplinary probation
- n) A student or applicant wishing to appeal a decision to the Committee (the “appellant”) shall complete a Senate Committee on Admission, Re-registration and Transfer Notice of Appeal Form with supporting documentation. Should the Office of the Registrar deem that the appeal lacks sufficient supporting documentation, the appellant will be notified and given the opportunity to supplement the appeal before it goes to the Committee.
- o) Grounds for appeal are limited to:
 - i) unforeseen extenuating circumstances supplemented with relevant documentation;
 - ii) significant physical affliction or psychological distress documented by a physician or other health care professional;
 - iii) documented significant distress, or documented significant responsibility as a caregiver, as a result of an immediate member of the family suffering from serious trauma or illness;
 - iv) evidence of incorrect advice or errors of administration by authorized University personnel, with evidence that the appellant's studies were adversely affected;
 - v) new, material information is available which, despite the exercise of due diligence by the appellant, could not have been presented at the time of the decision giving rise to the appeal, and the relevance and significance of the new information is such that if it had been submitted at the time of the decision, could reasonably have been expected to have altered the outcome.
- p) Dissatisfaction with University regulations, or disagreements concerning the evaluation of admissibility of evaluation of credit value equivalency (e.g. calculation of G.P.A., credit conversion, or questions regarding satisfaction of English proficiency) or failure to meet published deadlines do not constitute grounds for appeal.
- q) For each appeal, the Director of Undergraduate Admissions or Undergraduate Records (or designate) shall be present to provide information on applicable university calendar regulation, policy and procedures to the Committee.
- r) Appellants do not attend Committee meetings. An appeal is decided based on the appellant’s written documentation provided and the information package submitted through the Office of the Registrar, which includes (but is not limited to) a summary of the students’ academic record, student’s transcripts, and additional information provided for the appeal submitted by the student.

- s) The Committee may defer an appeal decision pending receipt of more information and may request additional documentation. If any Committee members request additional information, this will only be done if the Committee Chair decides that this additional information would be both relevant and cogent to deciding the appeal.
- t) Appeal decisions are communicated to the student in writing by the Office of the Registrar (Undergraduate Admissions or Undergraduate Records units) within one week of the decision.
- u) The Committee's decision may be appealed to the Senate Committee on Appeals only on the grounds of specific procedural error.

5. Delegated Authority

The Committee may delegate to the Office of the Registrar the Committee's authority to approve an admission or re-registration appeal in the following circumstances:

Admission:

- circumstances in which the student is denied admission due to being below the current cut-off but is above the calendar-stated university minimum; or,
- circumstances in which the student's admission offer is being withdrawn due to being below the current retaining average/GPA but is above the calendar-stated university minimum.

Re-registration:

- circumstances in which the student is denied re-registration due to the first assignment of a requirement to withdraw with documentation as described below; or,
- circumstances in which the student is denied re-registration due to the first assignment of a requirement and the student has, at maximum, two outstanding courses required for degree completion.

The approval of delegated appeals will be based on (but not limited to) demonstrated medical or other exceptional grounds in which the student has provided documentation for the period described (e.g. additional academic information such as, SAT/ACT scores, institutional comparative ranking etc.), and in consultation with the appropriate academic unit in the case of selective program decisions.

6. Annual Report to Senate

- v) The Committee's annual report to Senate shall contain the following information:
 - the number of appeals that have been heard and decided since the last report to Senate;
 - a summary of the appeals heard by general category together with the number of appeals allowed and the number rejected;
 - the report from the Faculty of Graduate Studies described in section 3g)
- w) The Committee may request further information from the Faculty of Graduate Studies following receipt of the report described in section 3g).

- x) If the Committee finds any university policy, regulation, procedure, or practice related to admission, re-registration, or transfer – including these Terms of Reference – that appears to need review and revision, the Committee may advise the Senate and recommend appropriate action.

Approved and Revised by Senate:

December 1, 1976

April 1, 1992

November 4, 1992

October 5, 1994

February 4, 2011

February 7, 2014

May 2, 2014

May 5, 2017

January 11, 2019

October 1, 2021