## Terms of Reference

**Student Appeals Committee**

<table>
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<tr>
<th>Date last Updated</th>
<th>May 31, 2017</th>
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<tr>
<td>Prepared by</td>
<td>Andrew Riseman</td>
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### 1.0 Purpose
To adjudicate undergraduate student appeals to decisions concerning a student’s academic standing in the Faculty of Land and Food Systems.

### 2.0 Objectives
The Student Appeals Committee considers student appeals arising from decisions made by the Associate Dean, Academic, with respect to:

1. Eligibility for graduation;
2. Eligibility for promotion to Years 2, 3 or 4 of their program;
3. Assignment of a failed year and requirement to discontinue;
4. Assignment of a second failed year and required to withdraw.

### 3.0 Membership
5 faculty members and the Director, Student Academic Services

- Andrew Riseman (Chair)
- Jennifer Black
- Chris Scaman
- Mahesh Upadhyaya
- Christine Klaray

A minimum of three Committee members will adjudicate each appeal. At least one of the Committee members will be from the Program offering the degree sought by the appellant. Each member will serve a three year term with the possibility of re-appointment.

### 4.0 Procedures

1. **Process:**

Only those students with unique and/or extenuating circumstances will qualify for an appeal, and these circumstances must have supporting documentation to support the student’s claim.
Extenuating circumstances are those that prevented the student from performing at their fullest potential and were outside the student’s control. Unsubstantiated claims will not be considered.

Students are to submit their appeal packet (i.e., copy of the original letter from Associate Dean – Academic, student’s response letter, and copies of all supporting documents) to the Chair of the Appeals Committee. For consideration, the Chair of the Committee must receive appeal packets no later than May 28 (subject to change) of that academic year. If accepted for adjudication, the student will be notified of the hearing date and time and will be invited to attend. However, student attendance is not required for an appeal to be considered.

2. Decision Making:

Decisions are rendered by simple majority vote. Results are forwarded to the Dean as a written recommendation within two working days of an individual hearing. The Dean then makes the decision on the appeal and contacts the student with the results and actions to be followed.

5.0 Meetings

Meetings are scheduled as needed, typically once in the spring.