

Academic Council Policy

Student Petitions

1018

Description:

1. A petition is a written request from a student seeking exception to or relief from university rules and regulations with respect to deadlines, fees and refunds because of extenuating circumstances such as illness or family bereavement.
 2. Student Petitions will not be considered when they relate to the following:
 - a) Any matters which are more properly dealt with under other policies or procedures.
 - b) The number of credits required for completion of an area of study and for graduation or the minimum evaluation average required to graduate.
 - c) Admission decisions, admission conditions or acceleration within an area of study after the student has accepted the terms of his/her admission to the university.
 - d) The guidelines for the preparation of the BFA degree, BDes degree, AOCAD diploma or Advanced Visual Studies Certificate program and/or the recording of the approved areas of concentration.
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Approvals:

Approved by Academic Council: June 1994

Revised: May 1997

Updated: February 2003

Approval Authority: Academic Council

Signature:

Policy:

1. Students are responsible for knowing the rules and regulations, Policies and Procedures of the university as outlined in the university Calendar, its supplements, and official communiqués as released by the university. These documents are available from the Office of the Registrar.
2. The university is committed to and shall make every effort in the timely and expeditious resolution of Student Petitions.

3. The Student Petitions Policy and Procedure shall be available to all students and teaching faculty through the university website.

Procedure

1. Students may use the petition process to request relief from fees, deadlines, or refunds **within 20 working days of the deadline** or as soon as practicable, within reason, after a student becomes aware that a deadline has lapsed.

2. Step 1: Consultation with Records Administrator, Office of the Registrar

Student meets with Records Administrator to discuss reasons/grounds for petition. If student has valid grounds, she/he is advised on procedure for submitting a petition, including relevant supporting documentation. Investigation of claims/grounds is undertaken. If student does not have valid grounds for petition, she/he is referred to appropriate university resource(s) to address issue(s) presented.

3. Step 2: Administrative Decision: Registrar

The petition may be approved administratively by the Registrar. The student will be advised of the petition decision, in writing, **within 20 working days of the date that the student filed the petition.**

4. Step 3: Administrative Decision: Dean of Faculty

If the petition is not approved by the Registrar, she/he will consult with the Dean (or designate) of the Faculty in which the student is registered and the Dean of Faculty offering the course.

Student Appeals Committee

Where the petition is denied by the Dean of Faculty, and **only if there was procedural irregularity**, the student may appeal the decision to the Student Appeals Committee. A written request must be received **within 15 working days of the student receiving the petition decision.**

- a) The Student Appeals Committee will decide the outcome of the petition. The Committee will be composed of two Deans or Assistant Deans (or designates) who were not previously involved in the matter, two student members, two faculty members and the Registrar (non-voting).
- b) The Secretary to the Student Appeals Committee will forward a copy of the petitioner's file to all members of the Committee and the petitioner **at least 5 working days before the date of the meeting.** The petitioner will also be informed of the procedure for the meeting.
- c) The proceedings of the Student Appeals Committee are confidential.
- d) The student may attend the meeting to explain his/her reasons for the relief requested and to provide any additional relevant information.
- e) The student may have another person of his/her choice present with him/her during the meeting.
- f) The Committee members may ask the student questions or may seek clarification with respect to the student's filed material.

- g) The student will leave the meeting following the conclusion of his/her submissions and answers to questions.
- h) The Committee shall assess the merit of the student's petition and determine whether to grant it. Where appropriate, the Student Appeals Committee may attach conditions to its decision.
- i) The Secretary to the Student Appeals Committee shall forward the written decision of the Student Appeals Committee to the student **within 5 working days after the meeting was held.**
- j) The decision of the Student Appeals Committee is final and irrevocable.

Time Limits

The time limits in this policy may be extended with the consent of the parties or by the decision-maker at the relevant stage of the proceeding provided that the decision-maker is satisfied that no party will be unduly prejudiced by the extension.

February 2003