



FOR INFORMATION

PUBLIC

OPEN SESSION

TO: UTSC Academic Affairs Committee

SPONSOR: Prof. William Gough, Vice-Principal (Academic) and Dean
CONTACT INFO: 416-208-7027, vpdean@utsc.utoronto.ca

PRESENTER: Dr. Curtis Cole, Registrar & Assistant Dean (Enrolment Management)
CONTACT INFO: (416) 287-7527, cole@utsc.utoronto.ca

DATE: Tuesday, September 27, 2016

AGENDA ITEM: 5

ITEM IDENTIFICATION:

Annual Report: 2015-16 Subcommittee on Academic Appeals

JURISDICTIONAL INFORMATION:

Section 5.7 of the the Terms of Reference of the University of Toronto Scarborough Academic Affairs Committee (AAC) provides that the Committee receives reports from its Subcommittee on Academic Appeals.

GOVERNANCE PATH:

1. UTSC Academic Affairs Committee [For Information] (September 27, 2016)

PREVIOUS ACTION TAKEN:

The Annual Report: 2014-15 Subcommittee on Academic appeals was presented for information to the UTSC Academic Affairs Committee on September 8, 2015.

HIGHLIGHTS:

The Subcommittee on Academic Appeals considers appeals against the decisions of the Dean's Advisory Committee on petitions from undergraduate students relating to exemption from an academic regulation. The Dean's Advisory Committee must hear all petitions before a student can appeal to the Subcommittee on Academic Appeals. In addition, the Registrar may seek



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HIGHLIGHTS:

The Subcommittee on Academic Appeals considers appeals against the decisions of the Dean's Advisory Committee on petitions from undergraduate students relating to exemption from an academic regulation. The Dean's Advisory Committee must hear all petitions before a student can appeal to the Subcommittee on Academic Appeals. In addition, the Registrar may seek

advice from the Dean’s Advisory Committee on unusual petitions. The Dean’s Advisory Committee plays an integral role in the early resolution process, helping to reduce the number of appeals that are heard by the Subcommittee.

Between the period of September 1, 2015 and August 31, 2016, the Subcommittee heard two appeals, which included the following: a request for late withdrawal from a course after the academic deadline and a request for early return to studies from a 36 month suspension.

During this period, no decisions of the Subcommittee on Academic Appeals were appealed to the Governing Council’s Academic Appeals Committee.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION:

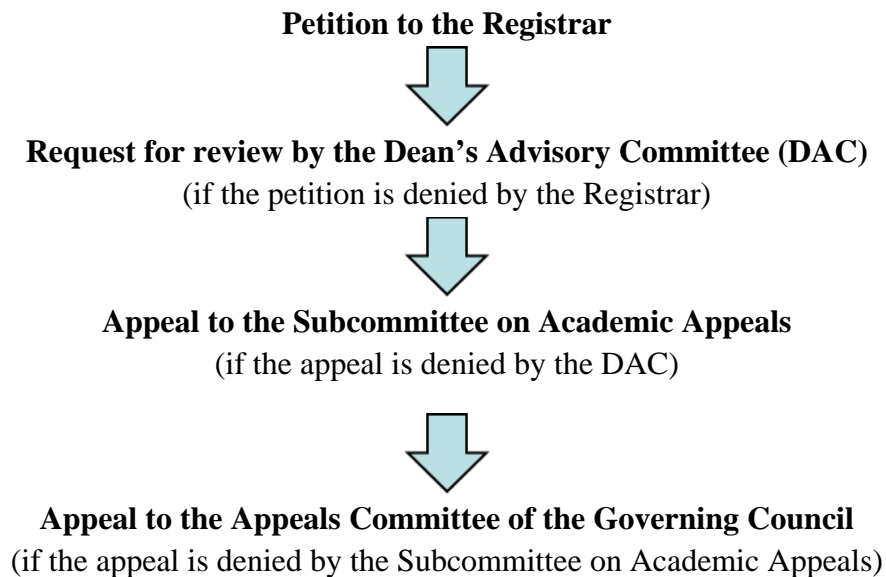
For Information.

DOCUMENTATION PROVIDED:

Annual Report: 2015-16 Subcommittee on Academic Appeals

Annual Report 2015-16: **Subcommittee on Academic Appeals**

The Academic Appeals process at the University of Toronto follows the following process, which was recently amended in September 2013 to include the Subcommittee on Academic Appeals to resolve further academic appeals at the divisional level:



The Role of the Subcommittee on Academic Appeals is to:

- Considers appeals against the decisions of the Dean's Advisory Committee on petitions from undergraduate students relating to exemption from an academic regulation;
- The Dean's Advisory Committee must hear all petitions before a student can appeal to the Subcommittee on Academic Appeals;
- An appeal to the Subcommittee on Academic Appeals must be filed within 90 calendar days of the decisions of the Dean's Advisory Committee;
- The Subcommittee on Academic Appeal's decision is final within UTSC, but it may be appealed within 90 days to the Governing Council's Academic Appeals Committee.

The membership of the Subcommittee on Academic Appeals includes:

- 14 Teaching Staff (one from each academic department)
- 2 Undergraduate Students

Appeal Hearing Quorum:

- 5 members required; 1 should be a student;
- The Chair must be from among teaching staff;
- The Assistant Registrar, Petitions attends each appeals hearing in a non-voting capacity to defend the decision of the DAC; and
- The Director of Governance, UTSC serves as the Secretary to the Subcommittee.

Procedures of the Subcommittee on Academic Appeals

- The Subcommittee on Academic Appeals meets in camera;
- The appellant may appear in person, with or without a representative;
- The Subcommittee may proceed in the appellant's absence;
- The decision of the Subcommittee is recorded and communicated in writing by the Chair; and
- An oral statement of the decision without explanation is available from the Secretary of the Subcommittee by telephone request on the day following the hearing.

Number of petitions filed annually:

Year (Jan-Dec)	# of Petitions Filed
2013	2230
2014	2220
2015	1292
2016 (up to Aug 30, 2016)	1635

Number of petition decisions reviewed by the DAC

Year	# of petition decisions reviewed by DAC
2013	31
2014	14
2015	20
2016	14

Appeals heard by the Subcommittee on Academic Appeals in 2015-16

Between the period September 1, 2015 and August 31, 2016 the Subcommittee heard two appeals:

1. a request for late withdrawal from a course after the academic deadline.
 2. a request for early return to studies from a 36 month suspension.
- historical data on the number of appeals heard by the Subcommittee on Academic Appeals is listed below:

Year	# of appeals heard by the Subcommittee on Academic Appeals
2013-14	4
2014-15	4
2015-16 (up to Aug 30, 2016)	2

Early resolution at the DAC results in the low number of appeals reviewed by the Subcommittee. In addition, students are referred to various services on campus to seek advice on whether they should proceed to the next stage of the appeals process.

Annual Report: 2015-16

Subcommittee on Academic Appeals

UTSC Academic Affairs Committee
September 27, 2016

Petition to the Registrar



Request for review by the Dean's Advisory Committee
(if the petition is denied by the Registrar)



Appeal to the Subcommittee on Academic Appeals
(if the appeal is denied by the Dean's Advisory Committee)



Appeal to the Appeals Committee of the Governing Council
(if the appeal is denied by the Subcommittee on Academic Appeals)

Dean's Advisory Committee (DAC)

Membership:

- Chair (Vice-Dean, Undergraduate)
- Three *ex officio* (voting) members:
 - Dean (or designate)
 - Registrar (or designate)
 - Equity and Diversity Officer
- Two (non-voting) assessors:
 - Director of the Academic Advising & Career Centre
 - Director of AccessAbility Services
- Members (voting):
 - Four members of faculty selected by the Chair
 - One student recommended by a faculty member

- Reviews the decisions of denied petitions.
- Advises the Registrar on unusual petitions.
- Upholds petition denial or grants the petition.

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Role of the Subcommittee on Academic Appeals

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- The Subcommittee on Academic Appeal's decision is final within UTSC, but it may be appealed within 90 days to the Governing Council's Academic Appeals Committee.

Subcommittee on Academic Appeals Membership

Terms are 1 year, and may be renewed.

Composition:

- 14 Teaching Staff (one from each academic department)
- 2 Undergraduate Students

Appeal Hearing Quorum:

- 5 members required; 1 should be a student.
- The Chair must be from among teaching staff.
- The Assistant Registrar, Petitions attends each appeals hearing in a non-voting capacity to defend the decision of the Dean's Advisory Committee.
- The Director of Governance serves as the Subcommittee Secretary.

Subcommittee on Academic Appeal Hearing Procedure

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- The Subcommittee may proceed in the appellant's absence.
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Appeal Hearings- Sept 1, 2015- Aug 31, 2016

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QUESTIONS?