



**FOR INFORMATION**

**PUBLIC**

**OPEN SESSION**

**TO:** Academic Affairs Committee

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**PRESENTER:**  
**CONTACT INFO:**

**DATE:** April 30, 2018 for May 7, 2018

**AGENDA ITEM:** 7

**ITEM IDENTIFICATION:**

Annual Report (2016-17): Academic Appeals Subcommittee

**JURISDICTIONAL INFORMATION:**

Under section 5.7 of its terms of reference, the Academic Affairs Committee receives reports from its subcommittee on academic appeals.

**GOVERNANCE PATH:**

- 1. Academic Affairs Committee [For Information] (May 7, 2018)**

**PREVIOUS ACTION TAKEN:**

The annual report was provided for information to the Academic Affairs Committee on April 25, 2017.

**HIGHLIGHTS:**

The purpose of the information package is to fulfill the requirements of the Academic Affairs Committee, in so doing, inform the Committee of the subcommittee's work and the matters it considers, and the process it follows. It is not intended to create a discussion regarding individual cases or their specifics, as they were dealt with by a body, which was bound by due process and fairness. The Academic Appeals Subcommittee's decisions are based on the materials submitted by the parties and are subject to appeal to the Academic Appeals Committee of the Governing Council.

The report covers the period between September 1, 2016 and August 31, 2017.

For this period, there were a total number of 7 appellants, comprising 7 appeals, with 1 appeal granted and 6 refused. The Subcommittee convened 3 times during the 2016-17 academic year.

UTM Appeals Process:

PETITION TO THE UTM OFFICE OF THE REGISTRAR



APPEAL TO THE COMMITTEE ON STANDING (COS)  
(if the petition is denied by the Office of the Registrar)



APPEAL TO THE UTM ACADEMIC APPEALS SUBCOMMITTEE  
(If the appeal is denied by the COS)



APPEAL TO THE ACADEMIC APPEALS COMMITTEE OF THE GOVERNING COUNCIL  
(if the appeal is denied by the UTM AAS)

**FINANCIAL IMPLICATIONS:**

There are no financial implications.

**RECOMMENDATION:**

For information.

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**DOCUMENTATION PROVIDED:**

Annual Report (2016-17): Academic Appeals Subcommittee

## **Annual Report to the Academic Affairs Committee**

**September 1, 2016 – August 31, 2017**

### **Role of the Academic Appeals Subcommittee (AAS)**

The Academic Appeals Subcommittee (AAS) considers appeals against decisions of the University of Toronto Mississauga Committee On Standing (COS) with respect to petitions from undergraduate students relating to exemption from the application of academic regulations or standards pertaining to courses at UTM. The Terms of Reference for the AAS is available at: <http://uoft.me/AAS>

### **Procedure**

Appellants are required to present their case in person, at a meeting convened to hear their case and may bring counsel. At the meeting, it is the responsibility of the appellant to convince the subcommittee that due to circumstances beyond their control, they should be exempt from an academic regulation

### **Membership**

AAS is chaired by a teaching staff member appointed by the Vice-Principal Academic and Dean from the members of the Academic Appeals Subcommittee. Each hearing panel is comprised of up to 7 members (including the Chair). Panel members are drawn by the Secretary from a pool of 15 teaching staff members (one appointed by each department) and two undergraduate students. The teaching staff members of the panel are drawn with due consideration to continuity, discipline relevance and quorum needs. Undergraduate student members are approved by the committee on the recommendation of the Chair. In addition, the Secretary and representatives from the COS and/or the Office of the Registrar shall attend hearings in a non-voting capacity.

**AAS Cases: September 1, 2016 – August 31, 2017**

Appeal Type	No. of Appellants	No. of Appeals	Appeals Granted	Appeals Refused
Deferral of Unwritten Exam	1	1	-	1
Course Overload	1	1	-	1
Late Withdrawal	1	1	-	1
Lift – One Year Suspension	2	2	1	1
Early Return or Lift – Three Year Suspension	1	1	-	1
Lift – Refused Further Registration	1	1	-	1
<b>Total</b>	<b>7</b>	<b>7</b>	<b>1</b>	<b>6</b>