



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
CONTACT INFO: Management)
416- 287-7527, cole@utsc.utoronto.ca

DATE: September 6, 2018 for September 13, 2018

AGENDA ITEM: 3

ITEM IDENTIFICATION:

Annual Report: 2017-18 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 the Subcommittee on Academic Appeals.

GOVERNANCE PATH:

1. **UTSC Academic Affairs Committee [For Information] (September 13, 2018)**

PREVIOUS ACTION TAKEN:

The Annual Report: 2016-17 Subcommittee on Academic Appeals, was presented for information to the UTSC Academic Affairs Committee on September 14, 2017.

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, 2017 and August 31, 2018, the Subcommittee heard one appeal regarding a request for degree credentials.

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:

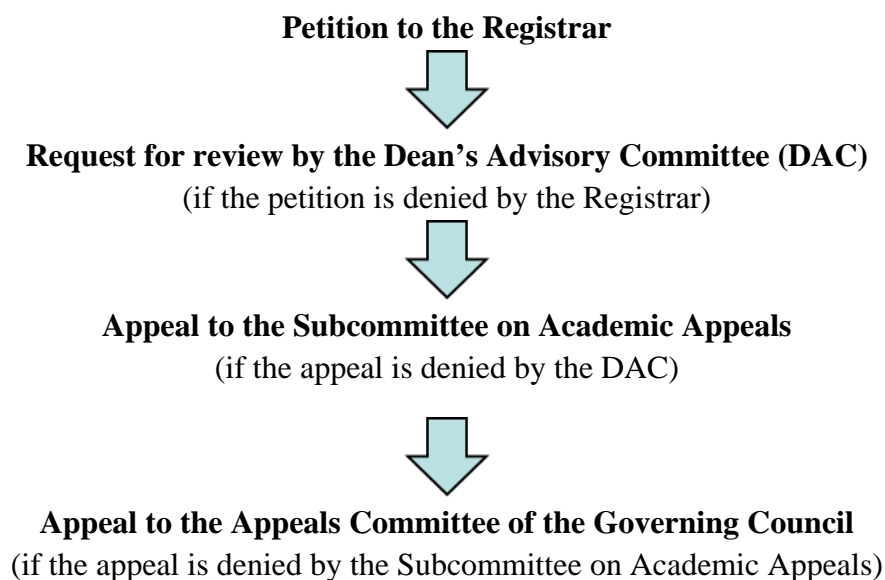
Presented for Information.

DOCUMENTATION PROVIDED:

Annual Report: 2017-18 Subcommittee on Academic Appeals

Annual Report 2017-18: **Subcommittee on Academic Appeals**

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

- 15 Teaching Staff (one appointed by each department or academic centre)
- 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 or a designate 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
2015	2435
2016	2466
2017	2727
2018 (up to Aug 31, 2018)	1844

Number of petition decisions reviewed by the DAC

Year	# of petition decisions reviewed by DAC
2015	22
2016	12
2017	15
2018 (up to Aug 31, 2018)	5

Appeals heard by the Subcommittee on Academic Appeals in 2017-18

Between the period September 1, 2017 and August 31, 2018 the Subcommittee heard one (1) appeal pertaining to:

1. a request for degree credentials
- 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
2015-16	2
2016-17	3
2017-18 (up to August 2018)	1

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: 2017-18

Subcommittee on Academic Appeals

UTSC Academic Affairs Committee
September 13, 2018

University of Toronto Academic Appeals Process

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)
 - Sr. Advisor, Equity and Diversity
- Two (non-voting) Assessors:
 - Senior Manager: 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; and
- Upholds petition denial or grants the petition.

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of Petition Decisions reviewed by DAC

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Role of 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;
- An appeal to the Subcommittee on Academic Appeals must be filed within 90 calendar days of the decisions of the Dean's Advisory Committee; and
- 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:

- 15 Teaching Staff (*one appointed by each department or academic centre*)
- 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, or designate, serves as the Secretary to the Subcommittee.

Subcommittee on Academic Appeal Hearing Procedure

- 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.

Appeal Hearings- Sept 1, 2016- Aug 31, 2017

- Between the period September 1, 2017 and August 31, 2018 the Subcommittee heard **one (1)** appeal:
 1. a request for degree credentials

Historical data on the number of appeals heard by the Subcommittee on Academic Appeals is listed below:

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Questions?