

Principles and Procedures of the Student Academic Affairs Committee Related to Faculty Actions and Readmissions

1. Principles

It is not in the student's or College's best interest to allow a student to return to the College or to allow to continue with his/her program of study when there are strong signals that the student would not be successful. In making decisions, SAAC members would consider the likelihood of success of a student if he/she is allowed to return to the College or allowed to continue with his/her program of study. The principles that will guide SAAC deliberations and decisions are: equity, transparency, second chance and compassion.

2. Structure

The SAAC will form two subcommittees; an Appeals Sub-committee and a Readmissions Sub-committee whose membership will be drawn from the SAAC. The Sub-committees may co-opt additional members from the College Faculty Council. No one will serve on both sub-committees at the same time.

3. Procedures

Faculty actions based on the college promotion requirements are determined by reviewing students' academic progress and the letters are issued by the Engineering Student Centre (ESC). The letters are signed by the Director/Associate Director of the ESC.

Where faculty actions require judgment, the Director/Associate Director of the ESC consults with the Assistant Dean and the letters are issued by the Engineering Student Centre (ESC). The letters are signed by the Director/Associate Director of the ESC.

All letters from the Engineering Student Centre are delivered by post and as attachment to email messages sent to students' university account.

3.1 Informing the Student of the Faculty Action

A letter informing a student of a Faculty Action will include a statement that the student may appeal to the Student Academic Affairs Committee (SAAC) within 30 days from the date of the issue of the letter.

An Advised/Required to Discontinue letter to a student will include all conditions if any that the student must meet before returning to the college and all the conditions that the student must meet after returning to the college.

A Required to Withdraw letter to a student will include all conditions if any that the student must meet to be considered for readmission to the college, and all the conditions that the student must meet if readmitted to the college.

Typical conditions may include working preferably in an engineering related area, taking courses in the relevant area from another institution and providing a self-assessment concerning why he/she was unsuccessful in past and how he/she is ready now.

On return from an Advised/Required to Discontinue or Required to Withdraw faculty action, a student must repeat all courses below 60% and obtain an average of 60% or higher in repeat courses and maintain a sessional weighted average of 60% or higher.

3.2 Readmission to the College

A student who has received a Required to Withdraw Faculty action and stayed out of the College of Engineering for at least one year and believes is prepared to come back may apply to the Readmissions Sub-committee of the SAAC for readmission. Applications for readmission must be received by the May 31 preceding the Fall Semester for which readmission is being requested. Applications must include all relevant supporting documents; the onus is on the student to provide evidence to demonstrate that there is reason to believe the student will be academically successful. A student may wish to appear before the Readmissions Sub-committee to present his/her case.

The Readmissions Sub-committee, at its discretion, may grant the student readmission based on the evidence presented. A student seeking readmission may not make more than one request within any 12 month period.

In exceptional cases, The Readmissions Sub-committee may table making a decision and request additional information or documentation deemed pertinent to the case.

3.3 Appeals

Appeals on the matters of Faculty Actions and other academic decisions will be heard by the Appeals Sub-committee of the SAAC. A student may appeal to the Appeals Sub-committee of the SAAC only once with respect to a Faculty Action or an academic decision. Appeals must be made in writing within 30 days of the issue of a letter informing the student of the faculty action.

A student may appeal based on medical or extraordinary circumstances. It is the responsibility of the student to ensure that all supporting documents are attached with his/her appeal. A student may contact the ESC for guidance and assistance with respect to his/her appeal. A student may wish to appear before the Appeals Sub-committee to present his/her case.

In exceptional cases, the Appeals Sub-committee may table making a decision and request additional information or documentation deemed pertinent to the case.

3.4 Appeals to the Dean

As per the Council regulations, a student may appeal any decision rendered by the Appeals or the Admissions Subcommittees of the SAAC to the Dean of the College of Engineering. Such appeals must be made within 30 days of the issue of the letter informing the student of the Subcommittee's decision, and may be on procedural grounds only. The Dean may override the decision by the Sub-committees of the SAAC or may refer the case to a University Appeals committee.