

**Proposed Graduate Academic Calendar Regulation Amendment  
Section – Appeal of unsatisfactory research progress evaluation  
Academic Council – January 22, 2019**

**Rationale for proposed changes:** To clarify that faculty members participating in an appeal of unsatisfactory research progress evaluation must have a graduate faculty appointment.

**Appeal of unsatisfactory research progress evaluation**

Students may, with sufficient academic grounds, request that an unsatisfactory research progress evaluation be appealed. Students are normally expected to contact their research supervisor to discuss their evaluation and seek an informal resolution. If the concern is not resolved, he or she may request a research progress evaluation appeal. The student shall lodge the appeal with the supervisor's dean(s), specifying the rationale for the request and making clear the components to be re-evaluated. The deadline for appealing a research progress evaluation is the last day of the final examination period or three weeks after receiving the evaluation, whichever is later.

The appeal will be reviewed by a research progress appeal committee. This committee will be established by the supervisor's dean(s) and the program dean(s), should these be different. Should there be more than one dean involved, the deans will establish which dean(s) shall be responsible for managing the appeal. The research progress appeal committee will be comprised of the dean(s) delegate as chair and two **graduate** faculty members with a graduate faculty appointment to the student's program. In reviewing the appeal, the committee shall meet with the student, who is entitled to be accompanied by a campus advisor at this meeting, provided 48 hours' notice is given as to the identity of the advisor. The committee may also meet with the research supervisor and the supervisory committee involved in the assessment. The committee will then conduct a thorough review of the matter and recommend a resolution to the dean. The dean will notify the student of the decision in writing. It is expected that every effort will be made to render the decision within 30 days of the committee having received the request.

In the event that a student feels that the procedures have not been followed appropriately, the student may submit, in writing, a formal request for an appeal to the Graduate Studies Committee. Such appeals can only be considered on the grounds of procedural irregularity. Appeals must be submitted within 15 working days of notification of the decision. Appeals shall be heard by a panel of a minimum of three committee members, as determined by the Dean of Graduate Studies, including at least one student and at least two faculty members with a graduate faculty appointment. The appeal hearing shall be chaired by the Dean of Graduate Studies or designate, who shall be counted as a panel member. At the discretion of the relevant appeals panel, the student and/or the **faculty-member** research supervisor may be invited to meet with the panel to present their case(s) orally. The panel's decision is taken in camera, and it is expected that the parties will be informed of the decision in writing within 20 working days of the filing of the appeal.