

# Honours Discontinuation and Re-admittance Appeal Timeline

Step	Reference	Timeline	Action
1	Rule 5, clause (13) and Section 8	day 1	Faculty Board agrees to discontinue or School refuses readmission of student
2	Rule 5, clauses (14) and (20)	within 10 days or 3 months of step 1	Appeal Against Discontinuation of Enrolment or refusal to readmit by student
3			Appeal letter received by Secretary of Academic Board Appeals Committee
4	Procedure	within 5 days of step 3	Secretary verify procedure followed as set out in Rules Relating to Awards
5	Procedure		Letter to student confirming receipt of letter
6	Procedure		Send appeal to Principal Supervisor and Chair of Faculty Board for their comments
7		within 5 days of step 6	Principal Supervisor and Chair of Faculty Board reply
8	Procedure		Secretary compile all necessary information
9	Procedure	within 2 days of step 7	Secretary sends Appeal and all related information to Chair of Appeals Committee
10	Procedure	within 2 days of step 9	Chair makes determination to: (a) attempt to resolve through negotiation OR (b) reject OR (c) hold a hearing by Appeals Committee
11		11 within 5 days of step 10	Chair negotiate with relevant staff as appropriate OR
12			Secretary write to student informing them their Appeal is rejected
13			Secretary write to student informing them their Appeal is going to a Hearing
14	Procedure	within 10 days of step 13	Hearing of Appeal by Appeals Committee

Step	Reference	Timeline	Action
15	Procedure	within 5 days of step 14	Student advised in writing of determination of Appeals Committee
16	Procedure		Copies of the determination of Appeals Committee provided to: <ul style="list-style-type: none"> <li>• Principal Supervisor</li> <li>• Chair of Faculty Board</li> <li>• Student Services</li> </ul>
17	Procedure		Memo to Principal Supervisor and Chair of Faculty Board notifying of result and raising any issues referred by the Appeals Committee
18	Procedure		Memo to Academic Board raising issues referred by the Appeals Committee and where appropriate making recommendations
<b>35 days from Step 5</b>			