


<b>SECTION:</b> Graduate Studies	
<b>TOPIC:</b> Continuance Review Committee	
<b>EFFECTIVE DATE:</b> March 15 2012	<b>REPLACES:</b>
<b>RECONFIRMED DATE:</b>	
<b>REVISION DATE:</b>	<b>ARCHIVED:</b>
Approved by President + CEO 	

### Process

The Continuance Review Committee is the final adjudicating body for evaluative appeals for the Graduate Studies program. All issues regarding the ability of the student to progress must come before this committee.

### Appeals Process

1. All evaluative issues referred to this Committee must be made through the Director of Graduate Studies and copied to the Registrar, in writing and with necessary documentation, within 15 working days of the arrival of the decision in question.

Any appeal must clearly state the decision being appealed, the reason(s) why the decision is considered to be unwarranted as well as what decision would be considered an appropriate reflection of the learning outcomes achieved and the basis for arriving at those conclusions.

2. Within 5 working days of receipt of the referral, the Director of Graduate Studies must:
  - compile all relevant documentation, and
  - form the Continuance Review Committee, and distribute all relevant documentation to the Committee members.
3. Within 15 working days of the receipt of the referral by Director of Graduate Studies:
  - the Continuance Review Committee must meet and render a decision, and
  - the Director of Graduate Studies must inform the student of that decision.

The Continuance Review Committee is the final adjudicating body and all decisions of this committee are final.

If an evaluative issue is in process, the student in question cannot register for the following semester.

### Continuance Review Committee membership is:

- Director of Graduate Studies as Chair,
- the student's Supervisor, and
- one Graduate Teaching Faculty member from outside of the student's program, as appointed by the Vice President Research + Academic Affairs.