

**THE SHERIDAN COLLEGE INSTITUTE OF  
TECHNOLOGY AND ADVANCED LEARNING**

**TITLE: Admission Appeals Procedures**

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Admissions**

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### Grounds for Appeal

To make an appeal, a Student must establish that there are grounds for an appeal. Appeals filed without grounds or appropriate documentation may be dismissed.

There are four grounds that may be considered when filing an Admissions Appeal

Grounds	Explanation	Appropriate Documentation
<b>Medical</b>	An illness or medical condition which seriously impacted application process	Medical Certificate/Letter from Physician (must include: name, date medical attention was sought, the impact the illness/medical condition that impacted the application process, any restrictions/limitations, etc.)
<b>Compassionate</b>	Critical event or circumstance beyond control of, and unforeseen by, the applicant which seriously impacted their application	Documentation <u>may</u> include: <ul style="list-style-type: none"> <li>• Death Certificate/Notice</li> <li>• Relevant Travel Documents</li> <li>• Legal Documentation Letter from Religious Leader</li> </ul>
<b>Admission Processing Error</b>	A belief an admission process was improperly applied or not followed or their submission was recorded or calculated incorrectly	Document any events or evidence that support the alleged error. If appropriate, applicants shall provide transcripts and/or supporting documentation (such as supplemental score sheet).
<b>Admission Evaluation</b>	Applicants may appeal a final decision they believe to be unfair or inequitable	Document the evidence that support the appeal. If appropriate, applicants shall provide transcripts and/or supporting documentation (such as supplemental score sheet)

## Specific Steps for Resolving an Admission Appeal

This section outlines the procedure for resolving complaints about an admission decision. For each step, there is a brief description of specific tasks to follow. Although there are six (6) steps in this process, the majority of complaints should be resolved in Step 1.

Admission Appeal Steps		Admission Appeal Process
<b>Step 1</b>	Informal Request Information	An Applicant who is advised in writing by Sheridan that his/her application has been rejected may contact the Admissions Office to request an explanation of this decision, including specific reasons. All requests received by other Sheridan departments and/or Faculties are to be forwarded to the Admissions Office. When an Applicant is not satisfied with the explanation provided, he/she is informed that a review of the admission decision by an appeal panel may be requested.
<b>Step 2</b>	Formal Request for Admission Appeal	<p>An Applicant must submit a request in writing to the Registrar within ten (10) working days of the date of the original admission decision. For purposes of this policy, Applicants are deemed to have received the decision ten (10) days after the date of mailing by Sheridan to the address contained in the Applicant's application form. The letter must state clearly the reasons why the appeal is being requested, the facts that the Applicant considers to be relevant to the Admission Appeal, as well as any previous attempts to address the situation. <b>The typewritten letter must be 12 pt. font, single-spaced, 600 words maximum.</b></p> <p>Applicants must also submit <b><u>A Formal Request for an Admission Appeal Form</u></b> and receipt of payment of a \$50 (non-refundable) administration fee. An application form is available in the Admissions Office, at all campuses, or online at <a href="http://myotr.sheridancollege.ca">myotr.sheridancollege.ca</a>. Payment can be made at the Office of the Registrar. Applicants may appeal more than one decision but for each appeal, a separate written request, Admission Appeal Form and payment of \$50 must be made.</p> <p>To request an Admission Appeal, the Applicant must meet the academic requirements of the program. All eligible applicants are selected for programs on the assessment of their previous academic achievements.</p> <p>To request an Admission Appeal based on the portfolio score, the Applicants must meet the academic requirements of the program. Eligible Applicants are selected for programs on the assessment of their previous academic achievement and the results of the portfolio assessment. The original portfolio must be sent with the letter, as it is possible it may be referenced along with the portfolio score and the academic marks in the appeal process. The appeal process has been developed to support equity and fairness to Applicants, and does not provide an opportunity for resubmission of new work. New submissions will not be considered or reviewed.</p> <p>The portfolio score may be affected in one of three ways: the score may remain the same, the score may increase or the score may decrease. It is possible that any change in score will not necessarily change the admission decision.</p>
<b>Step 3</b>	Response to Request for Admission Appeal	On receipt of the written request for an Admission Appeal, the Registrar will acknowledge the request and within ten (10) business days convene a review.

<b>Step 4</b>	Admission Appeal	<p>The Admission Appeal Panel will be chaired by the Registrar (or designate) and will include the Dean or Associate Dean, the program coordinator responsible for the program to which admission was denied, the Admissions Office staff responsible for the Applicant record, an academic representative from another Faculty, and a representative from Student Services. Written submissions from the Applicant must be in the Office of the Registrar at least three (3) business days prior to the meeting. Copies of these submissions will be available at the office to all parties at least two (2) business days prior to the meeting.</p> <p>At the Appeal, the Sheridan panel will review the concerns as expressed in writing by the Applicant, and the response from those involved in the initial assessment of the Applicant's suitability to the program. The panel will consider the submissions from the Applicant and the Faculty and render a decision. The decision of the panel is final and binding.</p>
<b>Step 5</b>	Response to Applicant	<p>Within five (5) business days after the hearing, the Registrar will communicate the decision in writing to the Applicant, with a copy to each member of the panel. If the panel finds in favour of the Applicant and, at that point, should the designated program no longer have places available, then alternatives will be investigated.</p>
<b>Step 6</b>	Admission Appeal Record	<p>The Office of the Registrar will retain all documents used by the panel. The panel may make recommendations regarding changes in the admission policies and procedures of Sheridan, the Faculty/Program.</p>