



ACAD 32:

Admissions Appeals Committee – Terms of Reference

Effective Date: Friday, April 17, 2026

1.0 PURPOSE

The Admissions Appeals Committee (AAC) is a formal decision-making body responsible for reviewing and adjudicating admissions appeals in a manner that is fair, transparent, and grounded in Anishinaabe aadziwin.

The AAC ensures that admissions decisions are revisited through a holistic, equitable, and accountable process that honours diverse pathways of learning, lived experience, and community knowledge, while upholding institutional quality standards.

2.0 MANDATE

The AAC is mandated to:

- Review appeals submitted under the Admissions Appeals Policy;
- Ensure decisions are consistent with SKG admissions criteria, policies, and procedures;
- Apply a holistic assessment framework that includes academic readiness, lived experience, and equity considerations;
- Render final decisions on appeals;
- Recommend alternative pathways to support applicant success;
- Identify systemic or recurring issues and recommend improvements to admissions processes.

3.0 AUTHORITY AND ACCOUNTABILITY

- The AAC derives its authority from the President/Chief Academic Officer under SKG's Academic and Governance Framework.

- The AAC operates as a quasi-judicial body for admissions appeals.
- Decisions of the AAC are final and binding.
- The AAC is accountable to the Academic Council (or equivalent governing academic body) for reporting and quality assurance oversight.

4.0 GUIDING PRINCIPLES

The Committee will operate in accordance with:

- Mino-bimaadiziwin (Holistic Well-being) – supporting learner success in a good way;
- Relational Accountability – honouring the whole person and their story;
- Fairness and Transparency – consistent, unbiased, and clearly documented decisions;
- Holistic and Inclusive Assessment – recognizing multiple forms of knowledge;
- Equity and Access – addressing systemic barriers and supporting pathways into education;
- Cultural Integrity – ensuring processes reflect Anishinaabe values and protocols;
- Quality Assurance – alignment with IAESC standards and institutional policy.

5.0 SCOPE

The AAC reviews appeals related to:

- Refusal of Admission;
- Conditions applied under Conditional Admission.

The AAC does **not** review:

- Waitlist decisions due to program capacity;
- Decisions external to SKG (e.g., partner institution admissions);
- Non-admissions-related matters.

6.0 MEMBERSHIP

6.1 Composition

The AAC shall include:

- Registrar or designate (Chair)
- Academic Representative (Program Coordinator, faculty, or academic lead)
- Student Services Representative
- Elder or Knowledge Keeper (as available and appropriate)

6.2 Membership Criteria

- Members must demonstrate understanding of:
 - Admissions policy and academic standards;
 - Holistic and culturally grounded assessment;
 - Equity-informed decision-making.
- Members must declare any conflict of interest and recuse themselves where applicable.
- Alternate members may be appointed to ensure continuity.

7.0 ROLES AND RESPONSIBILITIES

Chair (Registrar or designate)

- Oversees the integrity of the appeals process;
- Ensures adherence to timelines and policy;
- Facilitates respectful and balanced deliberations;
- Confirms that decisions are clearly documented and communicated.

Committee Members

- Review all appeal materials in advance;
- Apply the evaluation rubric consistently;
- Engage in holistic, respectful deliberation;

- Contribute to consensus-based decision-making.

Elder / Knowledge Keeper

- Provides cultural guidance to ensure decisions are made in a good way;
- Supports interpretation of lived experience and community context;
- May open/close meetings in a culturally appropriate manner.

8.0 QUORUM AND DECISION-MAKING

- Quorum: Minimum of three (3) members, including the Chair.
- Decision-Making Approach:
 - Consensus is the preferred method;
 - Where consensus cannot be reached, a majority vote will apply;
 - The Chair votes only in the case of a tie.
- Decisions must be supported by:
 - Rubric-based evaluation;
 - Written rationale documenting holistic considerations.

9.0 PROCEDURES

The AAC will:

1. Review appeal submissions and supporting documentation;
2. Confirm alignment with grounds for appeal;
3. Apply the Admissions Appeals Evaluation Rubric;
4. Deliberate collectively, incorporating academic, experiential, and equity perspectives;
5. Determine one of the following outcomes:
 - Uphold original decision;
 - Grant Full Admission;
 - Grant Conditional Admission;
 - Offer Deferred Admission;

- Recommend alternative pathway (e.g., upgrading, PLAR, bridging).

10.0 MEETINGS AND TIMELINES

- Meetings will be convened as required;
- Appeals will be reviewed within **15 business days** of a complete submission;
- Meetings may be held in person or virtually;
- Flexibility will be maintained to ensure timely and culturally appropriate processes.

11.0 CONFIDENTIALITY AND ETHICS

- All proceedings are confidential;
- Members must adhere to SKG privacy policies;
- Decisions must be made free from bias, discrimination, or undue influence;
- Cultural safety and respect must be upheld at all times.

12.0 RECORDS AND REPORTING

- The Registrar's Office will maintain:
 - Appeal submissions;
 - Evaluation rubrics;
 - Decision rationales.
- The AAC will provide annual summary reporting (aggregated, anonymized) to:
 - Academic Council;
 - Senior Leadership.

Reports will support:

- Quality assurance;
- Policy refinement;
- Identification of systemic barriers.

13.0 CONTINUOUS IMPROVEMENT

The AAC will:

- Identify patterns in appeals outcomes;
- Recommend improvements to admissions criteria, processes, or supports;
- Contribute to strengthening equitable access pathways and student success.

14.0 REVIEW OF TERMS OF REFERENCE

This TOR will be reviewed every **3–5 years**, or as required, to ensure alignment with:

- Admissions Appeals Policy;
- Academic and Governance Framework;
- IAESC standards;
- SKG's Seven Strategic Pathways.