

Faculty of Architecture  
Rules, Regulations, Student Appeals and Disciplinary Committee  
Policies, Procedures and Terms of Reference

**AUTHORITY:**

Established by the Faculty of Architecture as a standing committee of Faculty Council that will be advisory to the Dean, this Rules, Regulations, Student Appeals and Disciplinary Committee (RRSADC) has authority to consider and make decisions in keeping with the Faculty of Architecture Program and Department Supplementary Regulations, and University of Manitoba Policy and Procedures.

**PURPOSE:**

The Faculty of Architecture Rules, Regulations, Student Appeals and Discipline Committee meets to consider appeals from students who request special consideration in respect of rules and regulations governing their progress and qualifications for graduation, term work and final grade appeals, and disciplinary decisions made in the Faculty of Architecture.

**TERMS OF REFERENCE:**

1. To review appeals brought forward by students regarding decisions enforced by the rules and supplementary regulations of any program or department within the Faculty of Architecture, including disciplinary outcomes and end-of-term assessment results.<sup>1</sup>
2. This Committee can rule on written appeals brought forward. However, giving the student the option to attend the Committee meeting to provide any additional information or explanations is encouraged. Any student wishing to attend may do so with or without the support of a Student Advocate. The Committee will deliberate in a closed session and make a ruling or defer based on additional supporting materials being requested.
3. Committee members will vote on final decisions, and a formal outcome letter will be forwarded to the student-within five business days.
4. A report will be made annually to Faculty Council on matters heard by the Committee.

**COMPOSITION OF COMMITTEE:**

1. The Dean or designate
2. 4 Department Heads (Architecture, City Planning, Interior Design and Landscape Architecture) and Environmental Design Program Chair or designates
3. 1 graduate and 1 undergraduate student, elected by their respective student organization

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<sup>1</sup> The Faculty of Graduate Studies (FGS) handles all academic, research and non-academic misconduct investigations and appeals for graduate students except the department level appeal of a grade, which the student can then appeal to FGS after the department review.

#### PROCEDURES:

Students who wish to appeal decisions resulting from the academic regulations of the Faculty of Architecture must submit a written appeal to the RRSC Committee.

1. Students should first schedule a meeting with the appropriate Student Advisor to discuss their wish to make an appeal, the nature and grounds of the appeal and the related procedure.
2. As stated in the ED Supplementary regulations, student concerns and issues related to courses and grades should first be discussed with the instructor of record and then, if necessary, in a letter of appeal to the ED Chair. If the student is not satisfied with that decision, they can appeal to the RRSADC.
3. Students should contact Student Advocacy if they wish to consult with an advocate to assist in this process. The advocate can also accompany them to the appeal if they wish.
4. A written appeal request should be prepared that includes details about the nature and grounds of the appeal. Supporting documents such as medical certificates should be attached.
5. Appeals should be addressed to the Chair of the Rules, Regulations, Student Appeals and Discipline Committee, Office of the Dean, Faculty of Architecture, University of Manitoba, Winnipeg, MB, R3T 2N2 with a copy sent to the Chair of the Environmental Design Program or the appropriate Department Head. Students who intend to appeal matters affecting their registration for the next Regular Academic Session must submit a written appeal to the Committee Chair no later than one month before the term starts.
6. Students are encouraged to appear before the RRSADC to provide the details of their written appeal to the committee.
7. If students are unsatisfied with the decision of the RRSADC, then their appeal can be directed to the Senate Appeals Committee.

*Approved by Faculty Council at meetings #3/8889, 9 March 1989, and #1/8990, amended October 2, 2012  
Revisions approved by Faculty Council May 18, 2021*