

## Royal Roads University Procedure

Effective Date:

October 29, 2015

There are two general steps in appealing an admission selection decision, with the first being a 'request for reconsideration' and the second being a formal 'appeal'.

**THE REQUEST FOR RECONSIDERATION:** The applicant who has been denied admission may initiate a request for reconsideration by putting such a request in writing to the appropriate manager of admissions within ten business days of notification and by supporting the request with rationale that outlines:

1. how the applicant believes s/he meets the published admission criteria,
2. what information the applicant thinks may have been overlooked in the original assessment or adjudication, and
3. what additional information (including whatever additional documentation might be necessary to support these claims) might have been useful in providing a more complete picture of an applicant's admissibility.

This request for reconsideration will be reviewed by:

1. the original adjudicator(s),
2. the program head (if the program head was not the original adjudicator) or the school director (if the program head was the original adjudicator), and
3. the appropriate manager of admissions.

This review is meant to focus on the strength of the application itself, including all of the supporting material that has been submitted. A decision on this request for reconsideration will normally be communicated to the applicant within 15 business days after the request is received.

**THE APPEAL:** If the original denial of admission is confirmed after this review, the applicant may appeal. The applicant initiates such an appeal by putting a request in writing within ten business days of notification to the appropriate manager of admissions and by supporting the request with rationale that outlines what administrative error the applicant believes may have occurred that may have biased the admission decision.

This appeal will be reviewed by:

1. the dean of the appropriate faculty, and
2. the director of admissions



This review is meant to focus on the fairness of the admission process insofar as it may have affected the admission decision for this applicant; for the sake of clarity, it is not meant to focus on disagreements about the evaluation of admissibility or arguments concerning the authenticity of any document submitted. To ensure that admission decisions are made by those within the University who have the academic or professional expertise in the discipline concerned, those considering the appeal should be careful not to substitute their own academic judgment or standards for the discipline-specific adjudicators. The allegations raised by the appellant will be considered alongside a written response to the allegations by the adjudicators and/or program area and/or the appropriate admissions office. If a decision is made to deny the appeal, the admission appeal process is completed. If, on the other hand, a decision is made to support the appeal, the administrative error will be identified and the application will normally be sent back to the program area for a final review of admissibility. A decision on this appeal will normally be communicated to the applicant within 20 business days after the request is received.

This completes the admission appeal procedure. Royal Roads University reserves the right to refuse admission to any applicant, and admission appeal decisions are final, without further right of appeal.

When a request for reconsideration or an appeal results in a decision to offer an acceptance, RRU cannot guarantee that the student will be able to enter the program offering at the start date originally applied for; the new offer of acceptance will normally be for the next available intake of that program.

Approved by Admissions Committee - 29 October 2015

**Source URL (modified on 2017-08-23 09:45):**

<https://policies.royalroads.ca/procedures/admission-appeals-practice>