

**SENATE STANDING COMMITTEE FOR STUDENT APPEALS
TERMS OF REFERENCE**

1. The Committee shall be responsible for the creation of impartial tribunals to hear student appeals for matters of academic misconduct, non-academic conduct, and final grades.
2. The Committee shall be responsible for the determination of all procedures relating to the conduct of such tribunals.
3. The Committee shall create tribunals of three (3) members of the Committee, two of whom will be Senators, and shall designate a Chair of each tribunal.
 - a) Tribunals created for the hearing of appeals of student academic misconduct matters shall be comprised of two (2) faculty members and one (1) non-faculty member.
 - b) Tribunals created for the hearing of appeals of non-academic conduct matters shall be comprised of one (1) faculty member and two (2) non-faculty members.
 - c) Tribunals created for the hearing of appeals of final grades shall be comprised of at least one faculty member, at least one student, and a third voting member to be determined by the committee.
 - d) The University Secretary shall not be a member of any tribunal and will be a resource provider for all tribunals.
 - e) The Vice President, Students or designate shall not be a member of any tribunal and will be a resource provider for tribunals.
4. The Committee shall hear an appeal of any other matter forwarded to it by Senate.
5. The Committee shall make recommendations to Senate as to any appeal matter or procedure that Senate directs it to consider.
6. The committee shall review the terms of reference and make recommendations for changes to Senate from time-to-time.

COMPOSITION

Chair:

- A voting faculty member of the committee, nominated by the committee, and approved by Senate

Voting Members:

- 5 faculty members of Senate, none of whom are from the same faculty
- 2 faculty members who are not members of Senate
- 1 faculty member of Senate who may be from a faculty already represented on the appeals committee to serve a one-year term to July 31, 2013
- 3 students, one of whom shall be a Senator
- 3 staff, one of whom shall be a Senator
- Vice President, Students (or designate) (ex officio)
- University Secretary and Registrar (ex officio)

Administrative Support

Office of the University Secretary