

## Senate Committee for Student Appeals Terms of Reference

### RESPONSIBILITIES

1. The committee shall be responsible for the creation of impartial tribunals to hear student appeals to Senate relating to process for matters of academic misconduct, final grades, and decisions involving suspension or expulsion.
2. The committee shall be responsible for the determination of all procedures relating to the conduct of such tribunals.
  - a. The committee shall create a standing intake subcommittee, which shall designate a panel to screen appeals by determining whether a prima facie case exists to proceed to an appeal tribunal, or the appeal should be dismissed.
  - b. The committee shall create tribunals to hear appeals to Senate which shall consist of three committee members, two of whom shall also be senators. The committee must consist of at least one faculty member and at least one student member. In the event of the creation of a tribunal during the months of June, July and August, and the inability of the committee to name an available student committee member within thirty days, and after using all reasonable efforts, a tribunal could be created which does not include a student member. The committee shall designate a chair for each tribunal.
  - c. The University Registrar shall not be a member of any tribunal and may be a resource to the tribunals.
  - d. The Vice President of Students, or designate, shall not be a member of any tribunal and may be called upon to provide information.
3. The tribunal may decide the following outcomes: refuse to hear; hear and uphold decision; hear and return decision to be heard by the original appeals committee, with instructions, if deemed by the tribunal to be appropriate; hear and uphold decision but alter penalty; or hear and replace decision.
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 its terms of reference and membership composition annually, and make recommendations for changes to Senate.

### COMPOSITION

#### **Chair**

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

#### **Vice-Chair**

A voting member of the committee, nominated annually and approved by the committee

**Voting Members**

- Seven faculty members, at least three of whom are senators, who are preferably from different faculties.
- Five students, at least one of whom shall be a Senator
- Three staff members, at least one of whom shall be a Senator
- Vice President, Students (or designate) (ex officio)
- Registrar & Associate Vice-President, Enrolment Management (ex officio)

**Administrative Support**

- Office of the University Secretariat