

**Student Preparation Guide for the Written Submission
to the Council Committee on Student Appeals**

Before filling out this form, appellants are advised to read carefully the Terms of Reference of the Council Committee on Student Appeals.

This document is available at <http://www.uregina.ca/president/executive-team/ed-governance-univ-secretary/student-appeals/academic-appeals.html> and may be extended to accommodate your needs.

Please contact the University Secretariat at 306-585-4956 or Sarah.Stewart@uregina.ca if you would like an appointment with the University Secretary.

Point form is acceptable. Please type this form and be sure to provide your signature.

Name:
Student Number:
Address:
E-mail Address:
Phone Number:
Date of this written statement:
Faculty's decision you are appealing: <i>(please indicate if this is not your home faculty)</i>
Signature of appellant:

One week prior to the scheduled hearings, the two parties are expected to provide a written submission making their respective cases.

STATEMENT OF CASE *(All parties are asked to present their case concisely in writing and verbally during the hearing. Each party is asked to keep questioning of the witnesses to relevant facts; the Chair may set a time limit for testimony if already stated facts are being repeated).*

- State the academic decision of the Faculty.
- State the grounds of your appeal as based on one or more of the following (as per the CCSA Terms of Reference)
 - There is additional relevant information which was not considered at the Faculty level.
 - There was a problem in procedure at the Faculty level.
 - The substance of the case was not considered correctly at the Faculty level. For example, relevant rules and regulations were applied incorrectly.
 - Even if relevant rules and regulations were applied correctly the resulting decision is unfair or unreasonable in the circumstances.

- Explain in detail the basis of your appeal (i.e. why you are appealing).
- Please list any supporting documents you have provided for your submission. (You may wish to include any correspondence between the University of Regina and yourself, course assignments, course syllabus, academic record, a timeline of events...if these documents relate specifically to your appeal.)

REPRESENTATION/SUPPORT PERSON

- Name of representative or support person who will accompany you at the hearing.
- Will your representative make your presentation on your behalf?

WITNESS (ES) *(although witnesses are not necessary at most hearings, each party may choose to call witnesses. Following the review of the witness statements, the Chair may state that the evidence of a witness is not relevant to the hearing, giving his or her reason, and decline to have the witness called.)*

- Names and phone numbers of witnesses, if any.
- Relationship of witnesses to you – e.g. fellow student, friend, relative, professor, etc.
- Will the witnesses be able to attend the hearing to answer questions if the committee has any? *(If so, please arrange for witnesses to be on call.)*
- Brief statement from the witnesses, if any, to help answer some of the questions the committee may have *(can be typed on a separate page)*.

HEARING OUTCOME *(You will present your defence and Dean and the committee members will have an opportunity to ask questions of you. The Dean will present their case, and you and the committee members may ask questions of the Dean. Each party may summarize their case at the conclusion of testimony, as the student will speak last).*

- What outcome(s) would you like to suggest to the Committee.
- Briefly state why you think these are justified outcomes.
- What impact does the decision have you and your studies.
- Any final points you wish to add.

***Return this completed form, including any attachments, to the:
University Secretariat
Administration-Humanities Building Room 509
University of Regina
Regina, SK S4S 0A2***