

COUNCIL COMMITTEE ON STUDENT APPEALS

TERMS OF REFERENCE

Purpose:

The Council Committee on Student Appeals ensures that the Council has appointed a committee that will hear and decide upon all appeals by students or others on academic matters in connection with any faculty of the university.

Membership: 4 members of Council holding academic appointments (and 4 alternates)
3 students appointed by URSU and GSA (and 3 alternates) including at least one member and one alternate from the GSA
Ex officio: Chair, Council Committee on Undergraduate Admissions and Studies
Chair, Graduate Studies PhD Committee
University Secretary (non-voting)

Resources: University Secretariat

Chair: The committee will select its own chair who will serve for one year.

Quorum: 7 voting members as follows: 4 members of Council, 2 student members and 1 *ex officio* voting member

NOTE: In the event that quorum is not met when a hearing is scheduled, the Chair may ask the Appellant and the Respondent if they agree to waive the quorum requirement and are prepared to proceed before the Committee members present at that hearing. The Appellant and the Respondent must both agree prior to do so. Otherwise, the hearing will be rescheduled.

Roles and Responsibilities:

1. Appeals by students in connection with academic decisions of any Faculty will be heard by the Council Committee on Student Appeals except for matters of discipline which will be heard by the Council Discipline Committee. Matters such as grades assigned for individual classes or credits given for classes transferred from other institutions will usually not be considered by the Council Committee on Student Appeals.
2. Students must apply, in writing, to appeal academic decisions to the Council Committee on Student Appeals. Applications are to be made to the University Secretary within 30 days of the decision by the relevant Faculty-level appeal body.
3. Grounds for an appeal to the Council Committee on Student Appeals should be based on one or more of the following:
 - a) There is additional relevant information which was not considered at the Faculty level.
 - b) There was a problem in procedure at the Faculty level.
 - c) The substance of the case was not considered correctly at the Faculty level. For example, relevant rules and regulations were applied incorrectly.
 - d) Even if relevant rules and regulations were applied correctly the resulting decision is unfair or unreasonable in the circumstances.
4. To recommend to Council the appeal proceedings that will be followed by the Committee. Students appealing to the Council Committee on Student Appeals have a right to a fair hearing in accordance with the rules of natural justice.

5. Decisions of the Council Committee on Student Appeals can be appealed to the Senate Appeals Committee under Section 33 (1) (e) of The University of Regina Act and The University of Regina Senate By-Laws.
6. The meeting dates of the Council Committee on Student Appeals will be pre-set for each semester to consider appeals pertaining to the previous semester and additionally as required at the discretion of the University Secretary.
7. The Council Committee on Student Appeals will report at least annually on its activities to Executive of Council.
8. Procedural rules are available at: <http://www.uregina.ca/president/executive-team/ed-governance-univ-secretary/student-appeals/index.html>

PROCEDURES

A. Preparations

1. Written notice of the hearing is provided to the student and Dean/designate, at least two weeks in advance of the scheduled date with the statement that the case will be heard *in absentia* unless rescheduling is requested in writing for a compelling reason at least three days prior to the scheduled hearing. Cases must be heard within 4 months of the date of the first notice of hearing.
2. One week prior to the scheduled hearing, the two parties are expected to provide the University Secretary with a written submission making their respective cases, along with any supporting documents, the name of their representative (if any), and a statement about the evidence to be presented by witnesses (who must also be named).
3. The University Secretary makes the submission available to the parties and the Committee members at least three days in advance of the hearing.

B. Hearing

1. The hearing is not open to the public. Only the parties and their representatives may attend.
2. Procedures for the appeal hearings before the Council Committee on Student Appeals will normally follow this sequence:
 - a) the student's or representative's presentation, of no more than 10 minutes, with an opportunity for the Dean or designate and Committee members to ask questions of the student/representative;
 - b) the Dean's or designate's presentation, of no more than 10 minutes, with an opportunity for the student or representative and Committee members to ask questions of the Dean/designate;
 - c) although witnesses are not normally required at most hearings, they may be called upon at the discretion of the committee;
 - d) opportunity for final statements from the Dean or designate and lastly from the student or representative;
 - e) committee members may ask any final questions of the student/representative or Dean/designate;
 - f) the student/representative and Dean/designate will withdraw from the hearing and the Committee will make its decision on the appeal;
 - g) the presentations and questions portion will be tape recorded, should transcripts be needed in the future. The record of the hearing will be kept in the University Secretary's Office;
 - h) the student will be informed in writing as quickly as possible of the results of the appeal and reasons for the decision.