

1. To carry out such powers as are delegated by Senate in relation to disciplinary matters.
2. To recommend to Executive of Council changes in the Discipline Regulations, in accordance with section 33(1)(f) of the Act and Senate By-Laws 8.2
3. To recommend to Executive of Council the appeal proceedings that will be followed by the Committee. Students appealing to the Council Discipline Committee have a right to a fair hearing in accordance with the rules of natural justice.
4. To provide a hearing of cases of academic and non-academic misconduct, on request from any student who has been found to have committed an act of misconduct, in accordance with the Senate By-Laws 8.3.
5. To consider petitions from expelled students for permission to apply for re-admission to the University.

6. To publish annually and report to Executive of Council a summary of the Committee's proceedings over the course of the previous year.

Further Information:

Grounds for an appeal of a disciplinary decision to the Council Discipline Committee are based on one or more of the following:

- a) There is additional relevant information which was not considered by the Investigating Dean or the Associate Vice-President (Student Affairs) (in both cases, the University Officer).
- b) There was a problem in procedure during the investigation.
- c) The substance of the case was not considered correctly by the University Officer. 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.

Decisions of the Council Discipline Committee 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*. See: <https://www.uregina.ca/university-leadership/governance/student-appeals.html>

Section A: Procedural Rules

A1. Preparation

1. Meetings of the Committee are scheduled as required.
2. Students wishing to appeal a disciplinary decision must submit a notice of appeal in writing to the University Secretary's Office, within 30 days following the date of the disciplinary decision.
3. Students are required to meet with the University Secretary's Office prior to the hearing being scheduled.
4. Written notice of the hearing, and information about the Committee's procedures, is provided at least twenty (20) business days in advance of the scheduled date to the affected parties (the student and the University Officer). Cases will normally be heard within four (4) months of the date of the first notice of hearing.
5. Each party is required to provide a detailed written submission for the Committee.
6. At least fifteen (15) business days prior to the scheduled hearing, the student is required to provide to the University Secretary a written submission setting out the basis for their appeal, along with all supporting documents and evidence they will be relying on at the hearing. The student's submission should include, as a minimum, the grounds for seeking appeal, the evidence in support of their case and the name and relationship of their advocate (if any). Should a student choose to bring legal counsel as their advocate, the University Officer will also have legal counsel present. This submission will immediately be provided to the University Officer. If the student's submission is not received by the prescribed deadline, the hearing will be cancelled and the student will be deemed to have irrevocably abandoned their appeal (and the disciplinary decision will stand).
7. At least ten (10) business days in advance of the hearing, the University Officer is required to provide to the University Secretary a written submission. The University Officer's submission should include, as a minimum, the evidence relied upon for the finding of misconduct (and any evidence to address matters raised in the student's submission), and the rationale for the disciplinary decision and the penalty assigned.

8. Witnesses are not necessary at most hearings. However, if the student or the University Officer wish to bring witnesses, they must provide the names of such witnesses and a statement about the evidence each witness will provide as part of their written submission. The Chair will review the witness statements in advance of the hearing. If the Chair determines that the evidence of any witness is not relevant to the hearing, the Chair will advise the party seeking to call the witness that the witness will not be allowed to testify at the hearing, citing their reason.
9. The Committee does not summon witnesses. It is up to the parties to make arrangements for the approved witnesses that each wish to call.
10. At least five (5) business days in advance of the hearing, the University Secretary's Office will distribute the student's notice of appeal and the written submission of both the student and the University Officer to members of the Committee, the student, and the University Officer
11. The hearing will be based on the parties' written submissions and the evidence included by them with their written submissions (along with oral testimony and submissions made at the hearing). Written submissions are expected to be comprehensive and complete, as new evidence will not normally be allowed (i.e. "walked on") at the hearing.

A2. Hearing

1. The hearing is not open to the public. Only the parties, their advocates, and their witnesses may attend.
2. The hearing will be recorded, should transcripts be needed for future appeal proceedings. The record of the hearing will be retained by the University Secretary's Office until the appeal process has been exhausted.
3. Each party may choose to bring one advocate. The role of the advocate is to assist in the presentation of the case/submissions. In addition, the University Officer may bring a subject matter expert (e.g. the instructor of the course).
4. Other than with the permission of the Chair in exceptional circumstances, parties will not be entitled to bring forward evidence at the hearing that has not been included with their written submissions.
5. The hearing will proceed as follows:
 - a. The University Officer and/or the Officer's advocate will briefly present the case against the student, and may call any witnesses that have been permitted, in advance, by the Chair.
 - b. The student or their advocate may then ask questions of the University Officer and their witnesses (if any), followed by questions from the Committee members.
 - c. The student and/or their advocate will briefly present the student's case and may call any witnesses that have been permitted, in advance, by the Chair.
 - d. The University Officer or their advocate may ask questions of the student and their witnesses (if any), followed by questions from the Committee members. The student (not their advocate) will be expected to answer questions from the Committee.
 - e. Each party (or the party's advocate) may summarize their case at the conclusion of testimony, with the student or student's advocate speaking last.
6. All parties are asked to state their case concisely and to keep questioning of witnesses to relevant facts; the Chair may set a time limit for testimony or questioning if already-known facts are being reiterated. As a guideline, it is suggested that each party should limit the presentation of their case (including initial and closing summaries and any witness testimony) to 30 minutes.
7. If the student does not appear at the scheduled hearing date (without explanation and without having requested and being granted an adjournment), the case will be heard *in absentia*.

A3. Decision

1. The deliberations of the Committee occur after the parties, their advocates, and witnesses have left the meeting. These deliberations are confidential.
2. If the finding of misconduct is substantiated, the penalty assigned by the Committee may be the same as, or less or more severe than, the original penalty.
3. The decision of the Committee, and the reasons for the decision, will be provided to the parties in writing. If the student is to be suspended or expelled, or if a grade of XF is to be assigned, or if a credential is to be withheld or rescinded, the University Secretary's Office will notify the Registrar for action relative to the student record when the deadline for an appeal to Senate Appeals Committee has expired.

Section B: Rules for Petitioning to Return following a Suspension or Expulsion (Academic or Non-Academic Misconduct)

B1. Preparation

1. Individuals seeking permission to apply for re-admission to the University following an expulsion (a "Petitioner") must submit an application for re-admission and a letter of petition to the University Secretary's Office.
2. Written notice of the hearing, and information about the Committee's procedures, is provided at least twenty (20) business days in advance of the scheduled date to the Petitioner. Petitions will normally be heard within four (4) months of the date of the first notice of hearing.
3. At least ten (10) business days prior to the scheduled hearing, the Petitioner is expected to provide the University Secretary with a written submission articulating why they should be granted permission to apply for re-admission to the University, with any supporting documents and the name of their advocate (if any).
4. At least five (5) business days in advance of the hearing, the University Secretary will distribute the Petitioner's submission to the Committee members and the petitioner, along with any relevant correspondence between the Petitioner and the University related to the Petitioner's academic history, and a copy of all materials submitted for previous appeal hearings (if any).

B2. Hearing

1. The hearing is not open to the public.
2. The Petitioner may bring one advocate. No witnesses are permitted.
3. The Petitioner or their advocate will present their case. The Petitioner has the onus of showing that their petition to return should be granted. The Chair may set a time limit if already-known facts are being reiterated.
4. Committee members may ask questions of the Petitioner.
5. The Petitioner or their advocate will summarize their request.
6. If the Petitioner does not appear at the scheduled hearing date (without explanation and without having requested and being granted an adjournment), their petition will be denied.

B3. Decision

1. The deliberations of the Committee occur after the appellant and their advocate have left the meeting. These deliberations are confidential.
2. The Committee may approve the petition for permission to re-apply or deny the Petitioner their request.
3. The decision of the Committee and the reasons therefore are rendered in writing to the Petitioner and the University Registrar for action relative to the student record.
4. If the petition is approved by the Committee and the Petitioner is granted permission to re-apply to the University, the Petitioner must meet the academic requirements for admission or re-admission to their chosen faculty.
5. If the petition is denied by the Committee, the Committee may either set a new time period before the appellant can petition again or determine that no further petitions will be allowed. The decision of the Committee is final and cannot be appealed further.