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University Appeals Committee Procedure

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Approval Authority General Faculties Council	
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1 Purpose

1.1 The purpose of this procedure is to outline both the authority of the University Appeals Committee and the procedures for appeals made to the University Appeals Committee.

2 Scope

2.1 This procedure applies to appeals made to the University Appeals Committee.

3 Definitions

3.1 In this procedure:

a) "Academic Assessment" means the determination of a Student's final level of achievement in a specific course or graduate Student milestone, and includes: final assessment(s); credit or fail designations; graduate thesis examinations and candidacy components; and, if specified in a course outline, assessments of all aspects of professional behavior; and as further defined in the Academic Calendar.

b) "Academic Progression Matter" means a matter regarding a Student's academic achievement in the Student's program. Academic Progression Matters include: assessments of all aspects of professional behaviour as required in University documents other than a course outline; dismissals; or the requirement to withdraw. Academic Progression Matters do not include: decisions regarding Academic Assessments, Admissions/Program Transfers, or Student Academic Misconduct.

c) "Academic Staff Member" means an individual who is engaged to work for the University and is identified as an academic staff member under Article 1 of the

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Collective Agreement between the Faculty Association of the University and the Governors of the University in effect at the relevant time.

d) "Advisor" means an individual who will assist the Appellant or the Respondent during an appeal. Individuals who may be an Advisor include: legal counsel; the Student Ombuds; a Traditional Knowledge Keeper, a peer or a family member.

e) "Appeal Hearing" means either a written or oral process to review and decide an appeal before the University Appeals Committee.

f) "Appeal Review Administrator" means an Academic Staff Member who, as a member of the University Appeals Committee, is given the authority set out in this procedure to decide whether an appeal will be heard.

g) "Appellant" means a Student who appeals a decision about themselves.

h) "Business Days" means days that the University is open for business, excluding weekends and holiday closures.

i) "Faculty Appeals Committee" means the committee constituted to hear appeals of Academic Assessments and includes: the Faculty of Graduate Studies Appeals Committee and the Continuing Education Unit Appeals Committee. The Postgraduate Medical Education (PGME) Appeals Committee is not a Faculty Appeals Committee. If there is no relevant faculty council, the General Faculties Council will establish an appropriate appeals committee.

j) "Ground of Appeal" means a reason that an appeal is being made.

k) "Respondent" means a person who responds to an appeal.

l) "Student" means an individual who is registered in a course or program of study with the University, whether for credit or not, at the time the subject matter of the decision under appeal occurred.

m) "Student Academic Misconduct" means plagiarism, cheating or other academic misconduct as defined in the Student Academic Misconduct Policy.

n) "Student Non-Academic Misconduct" means conduct that is prohibited as outlined in Appendix 1: Prohibited Conduct of the Student Non-Academic Misconduct Policy.

o) "University" means the University of Calgary.

p) "Witness" means someone who attends a hearing on behalf of the Appellant or Respondent and provides evidence that is relevant to the Grounds of Appeal brought by the Appellant.

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4 Procedure

Deadline for Appeal to the University Appeals Committee

4.1 An Appellant must submit an appeal to the University Student Appeals Office on or before 11:59 PM (MT) on the tenth (10th) Business Day after the date of the written document setting out the decision being appealed. Compliance with this deadline will be proven by the University's electronic date and time stamp as affixed to an appeal at the time and date the appeal is received by the University Student Appeals Office.

4.2 The University's Student Appeals Office may decide to extend the deadline in Section 4.1 if a request for extension is made by the Appellant prior to the expiration of the deadline. Requests submitted after the deadline will not be considered.

4.3 An Appellant requesting an extension of the deadline in Section 4.1, prior to the expiration of the deadline, must submit the request in writing to the University Student Appeals Office and with their request shall provide a copy of the decision that is being appealed, the reasons for the request and the length of extension being requested.

Contents of an Appeal

4.4 All appeals must:

a) include the Appellant's UCID number and be submitted in electronic form through the University Student Appeals Office website;

b) attach the decision being appealed and all related documentation, including all relevant correspondence between the Appellant and the person that made the decision;

c) list and explain all Grounds of Appeal, and include all evidence supporting any listed grounds:

i. for appeals of decisions regarding Academic Progression Matters, the Appellant must include evidence detailing the Appellant's plan to improve their academic standing or progress; and

ii. for appeals that claim there is relevant new information, the Appellant must submit all evidence that supports their claim and explain why the Appellant was not able to provide the information earlier;

d) state the outcome(s) the Appellant is requesting from the appeal process, including reference to any University documentation that supports the requested outcome(s);

e) indicate whether the Appellant would prefer to not have a Student sit on the University Appeals Committee panel;

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f) indicate whether a written or oral Appeal Hearing is preferred and why, and if a written hearing is preferred, describe how the appeal fits within the requirements set out in Section 4.14;

g) indicate whether the Appellant requires an accommodation or any special consideration regarding their participation in the appeal process and Appeal Hearing, and, if so, what is being requested and why; and

h) include a statement that all evidence and documentation provided by the Appellant in the appeal is true and accurate.

4.5 Should an Appellant no longer have access to their UCalgary email address, the Appellant should contact the University Student Appeals Office for instructions on how to send and receive all correspondence related to their appeal.

Receipt of an Appeal

4.6 Normally within two (2) Business Days following the receipt of an appeal, the University Student Appeals Office will:

a) acknowledge receipt of the appeal and provide the Appellant with a link to this procedure and on-campus sources of assistance; and

b) forward the appeal to an Appeal Review Administrator and to the Respondent, including a link to this procedure.

Permission to Appeal

4.7 An appeal will proceed to the University Appeals Committee only after an Appellant has been granted permission to appeal by the Appeal Review Administrator.

4.8 The Appeal Review Administrator has the authority to deny an Appellant permission to appeal where the Appeal Review Administrator decides that:

a) the individual making the appeal is not an Appellant;

b) the Appellant has not yet exhausted the decision making process or appeal processes of the faculty, University unit, Faculty Appeals Committee, or the Student Conduct Office, as appropriate;

c) the appeal does not follow the requirements of the Student Misconduct and Academic Appeal Policy or this procedure;

d) the University Appeals Committee does not have the authority to decide the appeal;

e) the Grounds of Appeal do not fall within the grounds allowed under the Student Misconduct and Academic Appeals Policy, are clearly without merit, or do not otherwise justify an Appeal Hearing;

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f) the relevant new information included in the appeal could have reasonably been presented earlier;

g) the appeal is being brought solely due to the Appellant's dissatisfaction with the decision or with a University, faculty or University unit policy, procedure, regulation or standard;

h) the outcome the Appellant is seeking must be requested through an alternate University process;

i) the appeal has already been decided by the University Appeals Committee; or

j) the Appellant had previously, and in an informed manner, waived their right to appeal.

4.9 If permission to appeal is granted, the Appeal Review Administrator has the authority to decide whether any requested accommodation or special consideration is to be given to the Appellant, including whether the Appeal Hearing is to be prioritized.

4.10 The Appeal Review Administrator will provide their written decision to the University Student Appeals Office normally within ten (10) Business Days of receipt of the appeal. The University Student Appeals Office will distribute a copy of the decision to the Appellant and the Respondent and to such other individuals as the Appeal Review Administrator decides are appropriate or necessary.

Appellant's Responsibility and Standard of Proof

4.11 If permission to appeal is granted, the Appellant is responsible to satisfy the University Appeals Committee that the Appellant's evidence or position is more likely than not to have occurred or to be accurate. This is referred to as the balance of probabilities standard of proof.

Resolution of Appeal Prior to the Appeal Hearing

4.12 In the event the matter is resolved prior to an Appeal Hearing, the Appellant will withdraw the appeal through notice to the University Student Appeals Office.

Procedures Prior to an Appeal Hearing

4.13 Normally within three (3) Business Days following the distribution of the Appeal Review Administrator's decision granting permission to appeal, the University Student Appeals Office will:

a) provide the names of the University Appeals Committee panel members to the Appellant and the Respondent;

b) provide the date, time and location that will be used in the event of an oral Appeal Hearing to the Appellant and Respondent;

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c) advise the Respondent that a written response to the appeal is required within ten (10) Business Days, and that the response is to include the following:

   i. all documents and evidence relating to the decision that is being appealed, including all relevant University, faculty or University unit policies, procedures, regulations and standards and any relevant professional accreditation information;

   ii. a response to the Appellant's Grounds of Appeal;

   iii. for Academic Progression Matters, a response to the Appellant's plan to improve their academic standing;

   iv. a response to the outcome requested by the Appellant, including reference to any University documentation that supports the outcome of the decision being appealed; and

   v. whether a written or oral Appeal Hearing is preferred and why; and

d) advise the Appellant and the Respondent that they are expected to participate in the Appeal Hearing, and that if they do not attend an oral Appeal Hearing or participate in a written Appeal Hearing, that the University Appeals Committee may proceed and make its decision in their absence.

Form of Appeal Hearing

4.14 In certain circumstances, including where:

a) the appeal is only related to whether the sanction imposed was too severe;

b) the Appellant and the Respondent agree on the relevant facts;

c) the appeal is about an Academic Progression matter;

d) the Appellant and the Respondent agree that the Appeal Hearing should be written; or

e) the panel chair determines that an oral hearing is not necessary.

the University Appeals Committee panel chair may decide that a written Appeal Hearing will occur.

4.15 Normally, the University Appeals Committee panel chair will make their decision about the form of the Appeal Hearing within three (3) Business Days of the University Student Appeals Office's receipt of the Respondent's materials.

Challenge to Panel Membership

4.16 The Appellant and Respondent have five (5) Business Days after the receipt of the names of the panel members to submit a challenge requesting that a panel member not participate in the Appeal Hearing.

4.17 Challenges may only be made where it is claimed that a panel member has a conflict of interest that may prevent a fair decision being made.

4.18 Challenges must be submitted to the University Student Appeals Office. The University Student Appeals Office will forward any challenge received to the University Appeals Committee panel chair for a decision. However, where a challenge is about the University Appeals Committee panel chair, the University Student Appeals Office will make the decision.

4.19 If the University Appeals Committee panel chair's or University Student Appeals Office's decision requires the membership of the University Appeals Committee panel to be changed, the University Student Appeals Office will provide the names of the new panel to the Appellant and the Respondent normally within three (3) Business Days of that decision.

Submissions Regarding Process Matters Prior to the Appeal Hearing

4.20 An Appellant or a Respondent must submit any requests in writing relating to the Appeal Hearing process, including requests for time extensions, to the University Student Appeals Office as soon as possible.

4.21 The University Student Appeals Office will forward any requests to the University Appeals Committee panel chair for a decision.

4.22 The University Appeals Committee panel chair may decide to grant a request if the panel chair is of the view that there are reasonable grounds for the request and there is a minimal impact to the other party.

Appeal Hearing Date and Appeal Hearing Materials

4.23 Appeal Hearings are intended to proceed in a timely manner, and the Appeal Hearing date will normally be set to occur within thirty (30) Business Days of the permission to appeal decision.

4.24 For oral Appeal Hearings, the University Student Appeals Office will normally establish pre-set Appeal Hearing dates. The soonest available Appeal Hearing date that allows a Respondent and Appellant a reasonable time to provide their evidence and to receive notice will normally be selected.

4.25 Priority may be given to appeals in the manner decided by the University Student Appeals Office.

4.26 For oral Appeal Hearings, the University Student Appeals Office will provide the panel members, the Appellant, and the Respondent with formal written notice of the Appeal Hearing, including a reminder of the date, time and location, along with a copy of:

a) the appeal;

b) the Respondent's response; and

c) any other documentation received from either the Appellant or the Respondent, or that the University Appeals Committee may consider;

normally at least five (5) Business Days prior to the Appeal Hearing.

Advisors

4.27 An Appellant and a Respondent are expected to speak on their own behalf in an oral Appeal Hearing, including to provide their evidence, to respond to questions, and to ask questions of the other party.

4.28 An Appellant and a Respondent may be accompanied by one Advisor each.

4.29 An Advisor is not a Witness. An Advisor provides assistance and support to an Appellant or Respondent during an oral Appeal Hearing, and does not normally address the University Appeals Committee panel or the other party.

4.30 If either an Appellant or a Respondent plans on having an Advisor attend an oral Appeal Hearing, that party must provide the name and occupation or relationship of the Advisor to the Appellant or Respondent to the University Student Appeals Office as soon as possible, but no later than three (3) Business Days before the Appeal Hearing.

4.31 An Appellant who wishes to have an Advisor speak on their behalf should submit their request as part of their appeal and as a request for accommodation or special consideration. However, requests following the issuance of the permission to appeal decision, or requests from the Respondent to have an Advisor speak on their behalf, may still be made to the University Student Appeals Office no later than three (3) Business Days before the start of the oral Appeal Hearing.

4.32 The University Student Appeals Office will forward any requests to the University Appeals Committee panel chair for a decision.

4.33 An Appellant and a Respondent are each responsible for making all arrangements for their Advisor to attend the oral Appeal Hearing and are responsible for any costs associated with their Advisor's attendance.

Witnesses

4.34 If either the Appellant or Respondent will have a Witness attend an oral Appeal Hearing to provide evidence, that party must provide a Witness list, including the occupation or relationship of each Witness to the Appellant or Respondent, to the University Student Appeals Office no later than five (5) Business Days before the Appeal Hearing.

4.35 The University Student Appeals Office will advise the University Appeals Committee panel and the other party know of a Witness' planned attendance at

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the oral Appeal Hearing shortly after receiving the information provided in Section 4.34.

4.36 If the University Appeals Committee panel chair decides that a written summary of the evidence a Witness will provide would be useful in addition to having the Witness appear at the oral Appeal Hearing, the panel chair will request a written summary and direct the University Student Appeals Office to amend the Appeal Hearing schedule so that such a summary can be received and reviewed prior to the Appeal Hearing.

4.37 An Appellant and a Respondent are each responsible for making all arrangements for their Witness(es) to attend the oral Appeal Hearing and responsible for any costs associated with their Witness(es) attendance.

4.38 The University Appeals Committee panel may limit the statements and questioning of Witnesses to those matters the panel considers relevant to the appeal.

4.39 A Witness will normally only attend an oral Appeal Hearing during the time they are responding to questions.

Conduct of Written Appeal Hearings

4.40 Where the University Appeals Committee panel chair decides that the Appeal Hearing will be in writing, the University Student Appeals Office will provide the panel members, the Appellant and the Respondent with written notice of the panel chair's decision, along with:

a) a copy of this procedure;

b) the appeal;

c) the Respondent's response to the appeal;

d) any other documentation received from either the Appellant or the Respondent, or that the University Appeals Committee may consider;

e) if the panel has questions for the Appellant or the Respondent, what those questions are and the date that responses must be provided; and

f) the date on which the Appellant must provide any final submissions to the panel for consideration.

4.41 Following receipt and review of all appeal documentation, the University Appeal Committee panel will deliberate and make its decision. Members of the University Student Appeals Office, legal counsel for the University Appeals Committee, or both, may attend University Appeals Committee deliberations.

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Conduct of Oral Appeal Hearings

4.42 The University Appeals Committee panel chair will conduct an oral Appeal Hearing in a manner that the panel chair considers fair and reasonable.

4.43 An oral Appeal Hearing will normally follow these procedures:

a) the panel chair will introduce everyone in the room, provide an overview of the process, confirm that there are no conflict of interest matters, and summarize the appeal and the issues to be decided;

b) the panel chair will invite the Appellant to present their case;

c) the panel chair will invite the Respondent to question the Appellant. All questions will be directed through the panel chair;

d) the panel may question the Appellant;

e) if the Appellant has Witnesses, the Appellant's Witnesses will be called one at a time and will be invited to respond to questions;

f) the panel chair will then invite the Respondent to present their case;

g) the panel chair will invite the Appellant to question the Respondent. All questions will be directed through the panel chair;

h) the panel may question the Respondent;

i) if the Respondent has Witnesses, the Respondent's Witnesses will be called one at a time and will be invited to respond to questions;

j) the panel chair will invite the Respondent to make a brief summary statement in closing;

k) the panel chair will invite the Appellant to make a brief summary statement in closing;

l) the panel chair will adjourn the oral Appeal Hearing and excuse the Appellant and the Respondent and their Advisors, so that the panel can deliberate in private. Members of the University Student Appeals Office, legal counsel for the University Appeals Committee, or both, may attend University Appeals Committee deliberations; and

m) breaks will be built into the hearing agenda as needed.

Attendance at Oral Appeal Hearings

4.44 An Appellant and a Respondent are expected to attend an oral Appeal Hearing.

4.45 While attendance in person at an oral Appeal Hearing is preferred, the Respondent, Appellant, an Advisor or a Witness may attend over teleconference,

videoconference or through some other electronic means if necessary and if so decided by the panel chair.

4.46 If an Appellant or Respondent do not attend an oral Appeal Hearing at all, the University Appeals Committee panel may choose to proceed with the Appeal Hearing in the absence of the Appellant or Respondent and may accept the written documentation submitted by the non-attending party in lieu of oral submissions made in person.

Recording of Oral Appeal Hearings

4.47 Oral Appeal Hearings will be audio recorded by the University Student Appeals Office. The recording is done for convenience purposes only and the malfunction of the recording device or loss of the recording will not invalidate, in any way, the related Appeal Hearing or University Appeals Committee decision.

4.48 No other recordings, audio or otherwise, of an oral Appeal Hearing are permitted.

4.49 The deliberations of the University Appeals Committee will not be recorded.

University Appeals Committee Decisions

4.50 Following deliberation, the University Appeals Committee panel will reach a decision. If a decision is not reached by consensus, decisions will be made by majority vote and any vote or opinion that does not align with the majority will not be recorded or included in the written decision.

4.51 The University Appeals Committee panel may seek assistance from the University Student Appeals Office and legal counsel regarding the precise form or wording of any decision.

4.52 The University Appeals Committee panel will normally provide its written decision to the University Student Appeals Office for distribution to the Appellant and Respondent within ten (10) Business Days of the decision being reached. The University Student Appeals Office may distribute a copy of the decision to such other individuals as the appeal panel has decided are appropriate or necessary.

4.53 Subject to Section 4.5, written decisions of the University Appeals Committee will be distributed to UCalgary email addresses.

4.54 A decision of a University Appeals Committee panel will normally include:

a) the membership of the panel;

b) a summary of the background to the appeal;

c) a summary of the evidence of the Appellant and the Respondent;

d) the panel's findings of fact;

e) the panel's decision and the reasons for the decision; and

f) information regarding any further appeal.

Appeals

4.55 University Appeals Committee panel decisions regarding appeals of Academic Assessments are final and not appealable at the University. All other decisions of the University Appeals Committee panel may be appealed to the University Appeals Tribunal.

Confidentiality, Records and Reporting

4.56 All appeal records will be maintained as confidential records of the University Student Appeals Office as required by applicable law and the University's policies and records retention schedule. Appeal records will only be made available by the University Student Appeals Office to authorized users with a legitimate need for the information. Any other request for appeal records must be handled through the University's access to information process.

4.57 Reports and statistics compiled by the University Student Appeals Office will not include identifiable information about an individual.

4.58 Oral Appeal Hearings will not be open to the public.

4.59 Members of the University Student Appeals Office or legal counsel, or both, may attend oral Appeal Hearings in support roles for the University Appeals Committee. At the discretion of the University Appeals Committee panel chair, observers may attend an Appeal Hearing, but will not play an active role in the Appeal Hearing.

Concerns Regarding Implementation of University Appeals Committee Decision

4.60 Should an Appellant have a concern that the Respondent has not carried out any action required by the University Appeals Committee in a University Appeals Committee decision, the concern should be submitted to the University Student Appeals Office.

4.61 The University Student Appeals Office will forward the concern to a University Appeals Committee panel chair for determination of whether any further investigation or direction is needed.

Service and Notification

4.62 All submissions made to the University Student Appeals Office must be made in written electronic form in accordance with the process set out on the University Student Appeals Office Website: www.ucalgary.ca/student-appeals

4.63 All communication from the University Student Appeals Office regarding an appeal will be sent from appeals@ucalgary.ca.

4.64 Correspondence from the University Student Appeals Office is deemed to have been received two (2) Business Days following the date of an email correspondence.

Decisions of the Appeal Review Administrator, University Student Appeals Office or University Appeals Committee Panel Chair

4.65 A decision made by an Appeal Review Administrator, the University Student Appeals Office or a University Appeals Committee panel chair in accordance with this procedure is final and not appealable at the University.

4.66 In making a decision, the Appeal Review Administrator, University Student Appeals Office or the University Appeals Committee panel chair may request further information, consult with the University Student Appeals Office or legal counsel, or, in the case of a University Appeals Committee panel chair, with the members of the University Appeals Committee panel.

Authority and Responsibility of the University Appeals Committee

4.67 The General Faculties Council has delegated to the University Appeals Committee the authority and responsibilities detailed in this procedure.

4.68 The University Appeals Committee will hear and decide appeals regarding:

a) Academic Assessments,

b) Academic Progression Matters,

c) Student Non-Academic Misconduct, and

d) Student Academic Misconduct,

as contemplated in the Student Misconduct and Academic Appeals Policy.

4.69 The University Appeals Committee has the authority to:

a) confirm a decision being appealed;

b) reverse a decision, or part of a decision being appealed;

c) void the decision being appealed and substitute its own decision, except that decisions being appealed regarding Academic Assessments must instead be returned to the Faculty Appeals Committee or University unit for reconsideration; and

d) assess a different sanction or outcome, including a more onerous sanction, in accordance with the University's, faculty's, or University unit's policies, procedures, regulations or standards.

4.70 Subject to the rights of an Appellant and a Respondent set out in the Student Misconduct and Academic Appeal Policy:

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a) the University Appeals Committee is not required to observe strict legal procedures or rules of evidence; and

b) if any procedural matter is not dealt with in this procedure, a constituted panel of the University Appeals Committee may establish an appropriate procedure for the appeal it is hearing.

4.71 The University Appeals Committee will, with the assistance of the University Student Appeal Office, submit an annual report on the nature and number of appeals and decisions to the General Faculties Council.

Composition of the University Appeals Committee

4.72 Membership of the University Appeals Committee will be appointed as follows:

a) ten (10) Appeal Review Administrators will be appointed by the General Faculties Council Executive Committee. To the extent possible, each Appeal Review Administrator will come from a different faculty at the University. These may be the same individuals as those appointed to the University Appeals Tribunal.

b) the Student Appeals Office may request additional Appeal Review Administrators be appointed by the General Faculties Council Executive Committee for periods where there is expected to be a high volume of appeals. These additional appointments can be temporary or full term.

c) at least one (1) Academic Staff Member will be appointed by each faculty to serve as University Appeals Committee panel chairs or members. These may be the same individuals as those appointed to the University Appeals Tribunal.

d) six (6) full-time undergraduate students who are in good academic and conduct standing will be appointed by the Students' Union to serve as University Appeals Committee members. To the extent possible, the Students will represent different disciplines at the University. These may be the same individuals as those appointed to the University Appeals Tribunal.

e) four (4) full-time graduate students who are in good academic and conduct standing will be appointed by the Graduate Students' Association to serve as University Appeals Committee members. To the extent possible, the Students will represent different disciplines at the University. These may be the same individuals as those appointed to the University Appeals Tribunal.

f) two (2) Management and Professional Staff (MaPS) will be appointed by the MaPS executive to serve as University Appeals Committee panel chairs or members. MaPS will be selected as panel chairs or members only for appeals regarding Student Non-Academic Misconduct decisions, and will be from different units at the University.

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Quorum and Constituting a Specific Panel

4.73 Quorum of the University Appeals Committee for the purposes of hearing and deciding appeals in accordance with this procedure is three (3) members appointed pursuant to this procedure.

4.74 The University Student Appeals Office will form and organize panels of three (3) University Appeals Committee members from the roster of appointed members to hear appeals, including designating one member of each panel as the University Appeals Committee panel chair. In forming University Appeals Committee panels, the University Student Appeals Office will make reasonable attempts to keep the membership broadly representative of the University community, given the available pool of members.

4.75 Subject to Section 4.74, University Appeals Committee panels will be formed by the University Student Appeals Office as follows:

a) for a panel hearing Student Non-Academic Misconduct decisions, one (1) Academic Staff Member, one (1) MaPS and one (1) Student; and

b) for a panel hearing decisions regarding Academic Misconduct decisions, Academic Progression Matters and Academic Assessments, two (2) Academic Staff Members and one (1) Student.

4.76 If the Appellant is an undergraduate Student, an undergraduate Student will be selected to sit on the panel. If the Appellant is a graduate Student, a graduate Student will be selected to sit on the panel. For the purposes of forming panels, graduate Students are considered to be both from the faculty where they receive supervision and the faculty of their home graduate program.

4.77 If an Appellant informs the University Student Appeals Office that they would prefer that a Student not sit on the panel, the University Student Appeals Office will form the panel so that it does not include a Student member. In this scenario, the panel will be formed as follows:

a) for a panel hearing appeals of Student Non-Academic Misconduct decisions, two (2) Academic Staff Members and one (1) MaPS; and

b) for a panel hearing appeals of decisions regarding Academic Misconduct decisions, Academic Progression Matters and Academic Assessments, three (3) Academic Staff Members.

4.78 University Appeals Committee panel members will be from different faculties or University units from each other, the Appellant and the Respondent.

4.79 No University Appeals Committee member placed on a panel may have had any involvement in the decision being appealed. Panel members will be asked in advance of an Appeal Hearing to declare any possible conflicts of interest.

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4.80 Should a member of the University Appeals Committee panel be unable to attend the Appeal Hearing, the University Student Appeals Office will determine a replacement as soon as is reasonably possible so as to minimize any delay.

Term of Office

4.81 Except where a member has a change in status, members of the University Appeals Committee will serve in their roles for staggered terms of three (3) years, except in the case of Student members who will serve in their role for terms of one (1) years. Terms are renewable.

4.82 Any University Appeals Committee panel member who has been included on a panel for a particular case may continue to complete their service on that case even if their term expires.

5 Parent Policy

Student Misconduct and Academic Appeals Policy

6 History

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