



Memorandum

Office of the Dean of Students

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TO: Senate

FROM: Professor Andre Costopoulos, Dean of Students

SUBJECT: Revision to the Code of Student Grievance Procedures

DATE: May 15, 2013

DOCUMENT #: D12-66

ACTION REQUIRED: INFORMATION APPROVAL

ISSUE: S. 6.1 of the *Code of Student Grievance Procedures* must be amended to maintain consistency with the recently amended *Code of Student Conduct and Disciplinary Procedures*.

BACKGROUND & RATIONALE: At the April, 2013 Senate meeting, Senate approved revisions to the *Code of Student Conduct and Disciplinary Procedures*, including changes to the composition of the Appeal Committee on Student Discipline and Student Grievances.

The Appeal Committee's composition is also outlined in section 6.1 of the *Code of Student Grievance Procedures*, which must be amended as follows to maintain consistency:

~~6.1 The Appeal Committee shall consist of nine voting members, being five academic staff and four students (two graduate and two undergraduate). A legal assessor shall also be appointed as a non-voting member of the Committee. The Senate shall designate one member as Chair. The members of the Appeal Committee shall be nominated by Senate, the staff members to serve staggered three year, renewable terms and the student members to serve one year terms, renewable twice. All terms shall commence on the first day of September. Committee members shall stay on past the end of their terms in order to complete a case where a hearing has begun or proceeded before then. The following additional provisions apply:~~

6.1 The Appeal Committee shall be composed as follows:

6.1.1 The members of the Appeal Committee shall be appointed by Senate for staggered renewable three-year terms, with the exception of student members who shall be appointed on a one-year basis, renewable twice. All terms shall be effective 1 September.

6.1.2 Membership shall consist of:

- i) a Chair, selected from the academic staff;
- ii) eight other members of the academic staff;
- iii) six students (three graduate and three undergraduate);
- iv) A Legal Assessor shall be appointed as a non-voting member of the Committee. The Legal Assessors for the CSD and the Committee on Student Grievances shall in rotation act as Legal Assessors for the Appeal Committee. The Legal Assessor on an appeal shall in no instance be the same individual who served as a Legal Assessor on the original discipline hearing.

6.1.3 As far as possible, members shall be drawn from different faculties.

6.1.4 Committee members shall stay on past the end of their terms in order to complete a case where a hearing has begun or proceeded before then.

**MOTION OR
RESOLUTION
FOR APPROVAL:**

Be it resolved that Senate approve the amendment to the Code of Student Grievance Procedures.

**PRIOR
CONSULTATION:**

All prior consultation was conducted in the long process of revising the Code of Student Conduct and Disciplinary Procedures.

NEXT STEPS:

APPENDICES:
