

	Procedure Number	Department Responsible
	S2015-02-01	
	Procedure Name	
	Senate Student Appeals Committee Procedure	
Policy This Procedure is Under		Date of Next Review
Senate Student Appeals Committee Mandate and Structure (S2015-02) Senate Student Appeals (S2015-03)		January 2016
Date Issued	Date Revised	Related Procedures, Reference
September 2015		

The Senate Student Appeals Committee (SSAC) Mandate and Structure (Policy S2015-02) requires the Senate to create written procedures in consultation with the Vice-President Academic and Provost. These procedures govern the conduct of an appeal.

1. An appeal form will be available online. The form will require students to provide the following information:
 - a. all relevant information regarding the appeal including all attempts to resolve the matter;
 - b. any supplemental materials;
 - c. the available grounds for appeal;
 - d. whether the student wants an oral hearing, and if so, for what reason; and,
 - e. the student's contact information.

The deadline for submitting the form is within 21 calendar days of the decision which is being appealed. This will be clearly stated on the form.

2. Students will file an appeal by completing the form and submitting it to the Chair, Senate Student Appeals Committee, along with any supplemental materials.
3. The Chair, SSAC will designate a person who, for the purposes of this procedure, will be named the Case Manager. The Case Manager will speak to the student by phone or in person before the appeal is submitted to SSAC. The purpose of the conversation is to ensure the student understands the appeal process, possible outcomes, timelines, and the potentially limited grounds for appeal. The Case Manager must be from the following list:
 - A dean except the dean from which the appeal originates;
 - Manager, Student Affairs and Services;
 - Harassment/Conflict Resolution Advisor, or;
 - Registrar.
4. The Case Manager must find out whether the student has retained counsel in the matter, or intends to. If the student has retained counsel, the Vice-President Administration and Finance must be informed by the Case Manager to determine whether the University should also retain counsel. All future communication with respect to the appeal will be with the student's lawyer, not with the student.

	Procedure Number	Department Responsible
	S2015-02-01	
	Procedure Name	
	Senate Student Appeals Committee Procedure	
Policy This Procedure is Under		Date of Next Review
Senate Student Appeals Committee Mandate and Structure (S2015-02) Senate Student Appeals (S2015-03)		January 2016
Date Issued	Date Revised	Related Procedures, Reference
September 2015		

5. The Case Manager will create a file containing the appeal form, any submitted supplemental materials, any history of prior discipline, and a summary of his or her conversation with the student. The file will be sent to the chair of SSAC.

6. The chair of SSAC will review the file. If the student has requested an oral hearing, the chair will determine whether that is appropriate. The following factors will assist in that determination:
 - Whether credibility is in issue;
 - Whether there is relevant evidence that can only be received orally;
 - Whether an oral hearing will assist the tribunal in understanding the issues; and
 - The student’s ability to communicate in writing.

7. Each file will be adjudicated by a tribunal made up of three SSAC members, as per the requirements of Policy S2015-02. The chair will form a tribunal, taking into consideration the following:
 - Whether the appeal is academic or non-academic in nature;
 - Any conflicts of interest;
 - The availability and workload of each SSAC member; and
 - Whether a SSAC member is currently serving on a tribunal or tribunals.

8. The chair will provide each tribunal member with a copy of the file. The tribunal members will elect a tribunal chair for the file from amongst themselves.

9. The tribunal chair will then do the following:
 - identify all other parties relevant to the appeal;
 - contact those parties and ask for written submissions on the matter, to be provided within 15 calendar days;
 - once those submissions are made, provide copies to the student (or counsel) and ask for any written reply within 7 calendar days;
 - provide reply materials to the other parties and, if appropriate, ask for a further response within 7 calendar days (i.e. if new issues or evidence are raised); and
 - provide copies of all materials to the tribunal for review.

 CAPILANO UNIVERSITY	Procedure Number	Department Responsible
	S2015-02-01	
	Procedure Name	
	Senate Student Appeals Committee Procedure	
Policy This Procedure is Under		Date of Next Review
Senate Student Appeals Committee Mandate and Structure (S2015-02) Senate Student Appeals (S2015-03)		January 2016
Date Issued	Date Revised	Related Procedures, Reference
September 2015		

10. If an oral hearing is to be held, the tribunal will schedule that hearing within the next 30 calendar days and inform all parties in writing of their right to attend. The student appellant will be informed that his or her failure to attend will result in the appeal's denial. Oral hearings will be conducted under the Oral Hearing Procedures.

11. If no oral hearing is to be held, the tribunal will meet and make a determination of the issue.

12. The student, and any other relevant parties, will be informed of the tribunal's decision and reasons within 15 calendar days of the decision being made. Reasons will be provided in writing.