

COMPOSITION AND PROCEDURES OF THE FACULTY OF SCIENCE ACADEMIC APPEALS COMMITTEE (FAC)

I Composition of the Faculty of Science Academic Appeals Committee

- 1) The Dean of Science (or delegate) shall appoint a member of the academic staff to serve as Chair of the Faculty of Science Academic Appeals Committee (FAC). In addition, a Faculty of Science Academic Appeals Panel, consisting of three (3) members of the academic staff (as defined by A1.1 of GFC Policy 5.1.4) of the Faculty and three (3) undergraduate students registered in a degree program in the Faculty of Science, shall be formed.
- 2) The academic staff members on the Panel shall be nominated by Department Chairs and approved by Faculty Council during the Fall meeting. Student members on the Panel shall be selected by the existing undergraduate Science Student Society. If vacancies occur, the Dean (or delegate) may appoint staff or student members to the panel.
- 3) The term of service of Panel members shall normally be two (2) years. The selection of new members for the Panel will be made each year, normally in a manner that results in at least one student member and at least one academic staff member continuing on the Panel.
- 4) The functions of the Chair shall be to serve as Chair of each Appeals Committee, to supervise the appeal procedures and appoint in rotation, as available, the additional two members (one academic staff and one student) of each Appeals Committee from among those on the Appeals Panel.
- 5) The Dean, Associate Deans, Assistant Deans, Student Service Officers, and Department Chairs are not eligible for membership on the Appeals Panel.

II Procedures to be Followed by the FAC

- 1) When an appeal is to be scheduled, the Chair shall appoint a Faculty of Science Academic Appeals Committee (FAC). The FAC shall consist of the Chair plus one (1) academic staff member and one (1) student member chosen by the Chair from the Faculty of Science Academic Appeals Panel. The Chair shall have the authority to make ad hoc appointments of a Science student and an academic staff member to the FAC in the event that members of the Panel are absent from the campus. A quorum shall be three (3) members. A student's academic advisor shall not be appointed to the Committee.

2) After hearing an appeal and reaching a decision, the Chair shall inform the Associate Dean, Undergraduate and the Appellant of the decision as soon as possible, and shall report in writing to the Associate Dean, Undergraduate and to the Appellant as described in Section III.

III Policies governing the initiation of an appeal and hearing procedures

1) Appeals to the FAC on the requirement to withdraw from the Faculty of Science and appeals on the requirement to discontinue an Honors or Specialization program will be scheduled following the end of the winter session. Appellants who have indicated their wish to appear in person before the FAC will be informed by the Chair of the specific dates and times when hearings are scheduled. Grade appeals and appeals on graduation will be scheduled as quickly as possible after they arise. The Appellant will be given at least seven (7) calendar days notification of the date and time of the hearing.

2) The FAC may, at its sole discretion, request that resource persons be available at the hearing of the appeal. Depending on the case such resource persons could include an advisor from the Faculty of Science Student Services Office, the Appellant's instructor, the Department Chair or Associate Chair, or a Departmental Honors or Specialization advisor.

3) The Associate Dean, Undergraduate will routinely be asked to be available for consultation.

4) The Hearing shall be held in camera.

5) There is no obligation on the part of the Appellant to appear at the hearing, and the FAC is empowered to proceed on the basis of the written record should the Appellant not appear or choose not to appear.

6) Prior to hearing evidence, the FAC shall take such steps as are necessary to familiarize itself with the relevant Faculty and Departmental regulations.

7) All materials introduced to the Hearing must be relevant to the issues before the FAC. The Chair of the FAC shall have sole discretion in deciding the relevance all materials introduced.

8) The FAC shall conduct the hearing in a manner which, in its sole discretion, it considers proper.

9) At the conclusion of the Hearing, the Appellant and the Appellant's advisor (if present) must leave the room. The FAC shall then decide, by majority vote, either:

(i) to uphold the appeal and make such order as required, provided that no order shall be made which is contrary to published Faculty regulations or

(ii) to deny the appeal.

10) The written summary and decision of the FAC shall be signed by the Chair and delivered to the Associate Dean, Undergraduate within three working days of the conclusion of the Hearing. At that time, the Chair shall also communicate the decision, in writing, to the Appellant by hand, by registered mail or by courier. Refer to the Faculty of Science Academic Appeals Policy for determination of appealable and non-appealable FAC decisions. In cases where a further appeal is possible the Appellant will be informed of the right to appeal the FAC's decision to the GFC Academic Appeals Committee within twenty-one (21) calendar days of receipt of written notification of the FAC's decision.

11) The written summary and decision shall be retained by the Chair of the Appeals Panel for one (1) year. A copy of the decision shall be maintained for seven (7) years in the Dean's Office.

12) An appellant shall be permitted only one (1) appeal to the FAC on the same matter.

Approved by Faculty Council November 2, 1993

Amended by GFC Executive April 7, 1997

Approved by Faculty Council October 29, 2009

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