

Senate Committee for Student Appeals
Appeal Intake Committee, Appeal Intake Panel, and Appeal Tribunal
Terms of Reference

1. The Appeal Intake Committee shall be a committee of five, appointed by the Senate Committee for Student Appeals, all of whom must be members of the Senate Committee for Student Appeals. The chair of the Senate Committee for Student Appeals shall not be a member of the intake committee;
2. The Appeal Intake Committee shall elect a chair and a vice chair;
3. The Office of the Registrar shall forward all appeals to the chair of the Senate Committee for Student Appeals. The appeals received by the Senate Committee for Student Appeals shall then be forwarded to the Appeal Intake Committee chair or, if the chair is unavailable, to the vice-chair. The Appeal Intake Committee chair shall designate three members to an Appeal Intake Panel to do an initial review of the appeal, having regard to availability of members and any issues of potential conflict of interest. The Appeal Intake Panel, when possible, shall include at least one student and one faculty member. The Appeal Intake Panel shall elect a chair;
4. The Appeal Intake Panel will conduct an initial review of the appeal to determine whether the appeal fits the following criteria:
 - i) whether the appeal is within the jurisdiction of the Senate and its committee for student appeals;
 - ii) whether the appeal constitutes a prima facie case, such that if the allegations contained in the appeal were proven, an appeal could be successful, and provide a remedy;
 - iii) that the appeal is not on its clear face without merit and vexatious, or an abuse of process.
5. If there is a determination that the matter should not go forward as an appeal, the chair of the Appeal Intake Panel shall provide the panel's written decision and rationale to the chair of the Senate Committee for Student Appeals, with a copy to the chair of the Appeal Intake Committee. The chair of the Senate Committee for Student Appeals shall forward the decision and rationale to the Office of the Registrar. The Office of the Registrar, responsible for all communication with the Appellant and Respondent, shall forward the written decision and rationale to the Appellant and Respondent.
6. If there is a determination that the matter should be heard as an appeal, the chair of the Appeal Intake Panel will designate a three member Appeal Tribunal, in consultation with the Chair of the Senate Committee for Student Appeals, as outlined in the Senate Committee for Student Appeals' terms of reference. None of the three members on the Appeal Intake Panel who conducted the initial review, nor the chair of the Senate Committee for Student Appeals, shall be members of the Appeal Tribunal.

7. The Appeal Intake Panel shall designate the respondent(s), if any, who shall be given notice by the Office of the Registrar, and an opportunity to take part in the tribunal hearing.
8. All reasonable efforts should be made to ensure that an appeal hearing and decision take place within sixty (60) days of the filing of the Request for an Appeal Hearing document.