
PARENT BYLAW: Bylaw #3 *Student Loss of Privileges, Penalties, Sanctions and Appeals*
PARENT POLICY: Not Applicable

The following procedures are established to meet the requirements for implementing Aurora College Bylaw #3 *Student Loss of Privileges, Penalties, Sanctions and Appeals*.

1 SCOPE

- 1.1 These procedures set forth how Aurora College establishes the College Standing Appeals Committee and Appeal Panels.

2 GENERAL

- 2.1 The College Standing Appeals Committee (“the Committee”) is a college-wide body consisting of Aurora College faculty, staff, and students appointed from each campus region for a specified term. Its members serve on appeal panels on an as needed basis.
- 2.2 The College Standing Appeals Committee Chairperson (“the Committee Chairperson”) is the head of the College Standing Appeals Committee and has overall responsibility for organizing student appeals.
- 2.3 An Appeal Panel is temporary in nature and consists of three members of the College Standing Appeals Committee selected to hear a student appeal.
- 2.4 An Appeal Panel Chair is the member of the Appeal Panel who is appointed to run the student appeal hearing.

3 ESTABLISHMENT OF THE COLLEGE STANDING APPEALS COMMITTEE

- 3.1 At the beginning of the fall term, the President will issue a call for volunteers (faculty, staff, and students) for the College Standing Appeals Committee. The President will appoint members to the College Standing Appeals Committee from the pool of volunteers.
- 3.2 A minimum of five faculty/staff members and two student members representing multiple program and service areas will be appointed to the Committee from each campus region. Faculty/staff members are considered to be part of the campus region where they are physically based (for example, ARI or Finance staff in Inuvik would represent the Aurora Campus region; President’s Office staff in Fort Smith would represent the Thebacha Campus region).
- 3.3 The President will appoint a Committee Chairperson and a Committee Vice Chairperson from those appointed to the Committee. In the event that the Committee Chairperson is unavailable to carry out the duties and responsibilities of the position, the Committee Vice Chairperson will act on his or her behalf.

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- 3.4 The President will designate an administrative support person and an alternate from each campus region to assist with appeal hearings.
 - 3.5 Faculty/staff members appointed to the Committee will serve a two-year, renewable term, except as noted in 3.7. Student members of the Committee will serve a one-year, renewable term, except as noted in 3.7.
 - 3.6 Two-year and one-year terms begin and end at the start of the fall term. Committee members who are approaching the end of their terms will remain on the Committee until their replacements have been appointed.
 - 3.7 At the request of the Chairperson, the President can appoint new members to fill vacancies that arise during the year. New members appointed mid-year will serve the remainder of the vacating member's term.
 - 3.8 The Committee Chairperson will ensure that members receive an orientation to Bylaw #3, Student Loss of Privileges, Penalties, Sanctions and Appeals and the appropriate implementation of appeal procedures each year.
 - 3.9 The Committee will handle all Aurora College student appeals except for expulsion appeals.

4 ESTABLISHMENT OF APPEAL PANELS

- 4.1 For each appeal, the Committee Chairperson will appoint an Appeal Panel consisting of three (3) members of the College Standing Appeals Committee, one of whom will be appointed as the Appeal Panel Chair.
- 4.2 If possible, two of the Appeal Panel members will be from the campus region of the student who is appealing. One Appeal Panel member will be from another campus region. If necessary, more than one Appeal Panel member may be from another campus region.
- 4.3 When possible, one of the Appeal Panel members will be a student member of the Committee. If no eligible student member is available, then another faculty/staff member of the Committee will take the place of the student member.
- 4.4 Under no circumstances will the Appeal Panel members be from the academic program(s) in which the student making the appeal is taking courses.
- 4.5 The Committee Chairperson and the Committee Vice Chairperson when acting as the Committee Chairperson will not be members of appeal panels.
- 4.6 Before agreeing to sit on an Appeal Panel, each potential panel member will be advised of the student and faculty/staff members involved, to ensure that no conflict or appearance of conflict of interest exists. Any Committee member who is otherwise involved in the

appeal, or is from the same course or program in which the student making the appeal is taking courses will be deemed to have a conflict of interest. If a Committee member identifies a specific conflict or believes that others may perceive a conflict, or for any reason doubts his or her ability to act impartially on the appeal in question, he or she will decline the request to sit on the Appeal Panel.

5 RELATED MATTERS

- 5.1 The Appeal Panel does not have the mandate to carry out an evaluation of the student's work, although it may direct that the work be re-evaluated by a suitable content expert(s) if the Appeal Panel determines that there was bias or procedural unfairness toward the student.
- 5.2 All documentation related to the appeal, and all information from discussions and presentations that take place in the appeal hearing, are strictly confidential. No member of the Appeal Panel will discuss matters regarding the appeal with anyone who is not involved in the appeal before or after the appeal hearing is held.
- 5.3 When requested by the student, or when it is believed to be in the best interest for a fair and effective appeal process, the Committee Chairperson will ensure that a skilled and qualified interpreter/translator is appointed to facilitate the student's presentation and other elements of the appeal activities.

RELATED POLICIES: None

RELATED PROCEDURES:

Academic Appeals - Procedure

Non-academic Appeals - Procedure

Resolving Student Concerns - Procedure



FACT SHEET

DATES:

2015-01-22

Recommended for approval by Policy Working Committee

Approved by President:

Implemented: July 1, 2016

APPROVED

PRESIDENT: _____

DATE: June 15, 2016