

**Composition**

1. The Senate Appeals Board is composed of 9 members, elected by Senate for 2-year terms:
  - a. 5 faculty members (4 regular, 1 alternate),
  - b. 2 graduate students (1 regular, 1 alternate), and
  - c. 2 undergraduate students (1 regular, 1 alternate).
2. The Registrar and Executive Director, Student Enrolment, or his/her delegate, is non-voting Secretary to the Board.
3. The Board shall annually elect from among its members a Chair and a Vice-Chair by majority vote.
4. Quorum for a meeting of the Board is 3 voting members.

**Purpose and Jurisdiction**

5. The Board hears appeals from students on matters involving the application of academic policies and requirements relating but not limited to:
  - a. withdrawal under extenuating circumstances; and
  - b. appeals for admission or re-admission to the University, where special circumstances are present.
6. An appeal may be initiated on the following grounds:
  - a. the decision under appeal was made without jurisdiction,
  - b. a denial of natural justice, such as (but not limited to) a reasonable apprehension of bias on the part of the original decision maker(s), or a fundamental procedural error, such as the consideration of information that ought not to have been considered or the failure to consider information or special circumstances that ought properly to have been considered,
  - c. inconsistent application of the relevant regulations, or
  - d. new evidence has arisen that could not reasonably have been presented, and that would likely have affected the original decision.
7. The Board has no jurisdiction to consider a decision where the sole question in the student's appeal turns on a matter of academic or administrative judgment.
8. The Chair, in consultation with the Secretary, will determine if an appeal meets the grounds outlined in section The Chair's determination in this matter is final.
9. The Chair, in consultation with the Secretary, may redirect an appeal to a more appropriate body.
10. The Board may make recommendations to Senate or other Senate committees on policy revisions, when situations arise in which University policy regarding matters within the Board's purview appear to conflict with University goals and objectives.

**Time Limit**

11. An appeal must be initiated with the Secretary of the Board within three (3) weeks of the date on which the appellant received written notification of the decision being appealed. The Chair of the Board may extend this time limit only in exceptional circumstances. Appeals meeting the documentation deadline set by the Board will be heard at the next scheduled meeting.

**Decision**

12. The decision of the Board is final.
13. The Board may:
  - a. Allow an appeal, by
    - i. reversal of the original decision and replacement by the Board's decision, or by
    - ii. voiding of the original decision and the sending of the matter back to the original or appropriate decision maker for review and reconsideration in accordance with the reasons of the Board; or
  - b. Dismiss the appeal.
14. Where the Board chooses to replace the original decision, the Board's decision may be any decision within the jurisdiction of Senate under the *University Act* (RSBC 1996 c. 468).

**Meetings**

15. The Board meets monthly.

**Report to Senate**

16. The Board reports to Senate in April of each year.