



SUBJECT: Student Appeal	CATEGORY: Student Services	NO. 1210
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PREAMBLE

SIAS recognizes the rights of students to be treated in a manner that is fair and reasonable and also its responsibility to ensure students have access to an appeal process that respects all parties. SIAS also recognizes the right and responsibility of its faculty and staff to implement policies and make rulings related to student actions or performance and to impose reasonable sanctions in appropriate circumstances. SIAS is committed to providing access to a fair and consistent appeal process that gives transparency in decision-making.

The purpose of this policy is to ensure SIAS students have access to a sound appeal process for decisions that significantly impact their education and for situations where they believe they may have been treated unfairly in the application of SIAS policies or procedures. This policy and associated procedures are designed to ensure decisions made by SIAS faculty and staff adhere to standards of procedural fairness.

POLICY

All students have the right to be fully informed, to be heard and to have the opportunity to appeal decisions that have a negative impact on their standing as students. A registered student or group of students at SIAS may appeal any SIAS disciplinary or academic ruling in which the student(s) feels that he/she has been treated unjustly, unfairly or in a prejudicial manner **and** which has a negative impact on his/her academic career.

This policy applies to non-academic decisions related to student conduct and academic decisions related to academic progress and supplemental examination policies as well as attendance and student progress regulations enacted by programs. This policy applies to all registered SIAS students regardless of the mode in which they study.

DEFINITIONS

Appellant – the student who appeals a decision.

CAC – Campus Appeal Committee.

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Respondent – the original decision-maker who replies to the appeal.

Procedural Fairness – following fair and proper procedures when making decisions. The focus is on a reasonable and unbiased process rather than the outcome. Procedural fairness will include rights to be

- Informed of the nature and evidence of the pending decision,
- Given the right to respond and time to do so,
- Advised of the impact of the decision, the timeframe to respond and to whom a response is to be directed, and
- Heard by an unbiased party.

SAC – SIAST Appeal Committee.

Support Person – a person who may act as a resource and provide advice for an appellant or respondent and may include a counsellor, program head, associate dean, program dean, peer, family member or student association representative. The dean or counsellor may provide personal support, information and/or clarification through the appeal process with the exception of the appeal hearing. Neither the dean nor counsellor will attend the appeal hearing in the role of a support person. A person acting as a support person may not also be a witness.

PROCEDURES

1. General Guidelines

1.1 Types of Decisions Subject to Appeal

Disciplinary or performance rulings that impact the academic standing of a student may be subject to appeal by the student. This would typically involve rulings made through the application of the following:

- Policy 1211 Student Conduct
- Policy 1213 Supplemental Examinations
- Policy 1202 Academic Progress
- Regulations Attendance and student progress regulations imposed by specific programs

The rendering of a decision that impacts the academic standing of a student is not in itself grounds for appeal. An appeal cannot be filed simply because a student disagrees with a decision. Reasonable grounds for hearing an appeal would normally be restricted to:

- alleged misapplication of procedural regulations or policy; or

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- alleged inconsistent, discriminatory or arbitrary use of a regulation and/or determination of a penalty
- new evidence that has emerged and that was not considered at the time of the decision that could impact the findings.

Decisions related to admissions, grade appeals and prior learning assessment and recognition (PLAR) requirements are not subject to this policy and procedure.

Appeal procedures for these are published as follows:

- Admission Regulations, Appeal of Admissions Decisions, http://www.siastr.sk.ca/admissions/regulations/admission_requirements.shtml
- Policy 1207 – Grade Appeal
- Guide to PLAR at SIASTR, Section 4.8 - Appeal Process (located on mysiastr)

Rulings, decisions, policies and procedures of partner institutions are not subject to this policy unless specifically described in formal agreements.

1.2 Information Exchange and Initial Filing of Decision

1.2.1 Responsibility of Original Decision-maker

The application of principles of procedural fairness at the time of initial investigation and ruling by the original decision-maker will reduce the number of subsequent appeals. In making a ruling or decision that negatively impacts the academic standing of a student, it is the decision-maker's responsibility to ensure the student is heard by making the student aware at the earliest possible moment of the circumstance(s), sharing documents or information that contribute to the issue and giving the student **three (3)** academic days to respond prior to filing a decision. The original decision-maker will meet with student if possible or will make a reasonable effort to telephone the student at the number on file at SIASTR as well as email the student to notify them of the circumstances.

The decision-maker will determine if it is necessary to proceed after the student has been heard and has had sufficient time to respond. If the decision-maker determines the need to proceed, he/she will have **three (3)** academic days from the end of the student response time to inform the student in writing as to the

- decision, allegation and/or sanction;
- impact on the student's status;
- grounds for the decision(s);
- applicable policy or regulation governing the decision; and
- student's recourse for resolution and appeal.

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1.2.2 Responsibility of the Student

The student has the responsibility to listen to the issue and to provide needed information and clarification to assist in resolving the issue. The student will

- ensure his/her contact information is kept current at SIAST
- attend an informal resolution meeting with the original decision-maker to hear the issue and state his/her case;
- seek out support and/or advice as needed;
- provide the original decision-maker with documentation or information to support his/her case;
- respond to the allegations within **three (3)** academic days of the meeting (If no response is received, the student will be deemed to have responded at the end of the third academic day), and
- follow the appeals procedures and meet any further required timelines.

If a student receives a decision and believes he/she has a case for an appeal after the initial information exchange, the student will seek informal resolution at a Level One Appeal.

- 1.2.3 Students, original decision-makers and others that may be involved in the issue are encouraged to seek advice as needed to assist in finding an early resolution at the information exchange and Level One Appeal or in subsequently filing a formal appeal at Level Two.

1.3 Appeal Process

- 1.3.1 Level One – Informal Appeal with the Immediate Supervisor of the Original Decision-maker

When a student feels he/she has been treated unjustly, unfairly or in a prejudicial manner when receiving a ruling that impacts their academic status, they will attempt to resolve the issue by making an appeal at an informal level. Prior to initiating formal Appeal Procedures, the student(s) is required to make a good faith effort to try resolve the dispute with the immediate supervisor of the original decision-maker.

The student must approach the immediate supervisor of the decision-maker to discuss the decision within **five (5)** academic days of being officially informed of the ruling. A student appeal request form (Appendix A) may be used by the student to initiate an appeal (no fee required at this level). It is expected the parties involved will make every effort for resolution before a level two formal appeal is filed.

It is the student's responsibility to provide grounds, evidence or documentation that supports an appeal. The immediate supervisor of the original decision-maker has **three (3)** academic days in which to conclude the outcome of the Level One Appeal and advise the student of the decision in writing.

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1.3.2 Level Two – Campus Appeal Committee (CAC)

After the student, decision-maker and immediate supervisor have thoroughly discussed the issue(s) and have been unable to come to a mutual resolution, the student may file a formal appeal at Level Two. To initiate a hearing of the CAC, the student must present a completed student appeal request form (Appendix A) and proof of payment of the appeal fee to the campus director within **five (5)** academic days of the Level One ruling.

The campus director, in consultation with the associate vice-president student affairs, will determine if the student is presenting grounds for appeal in accordance with the criteria of this policy as outlined in section 1.1. If it is determined there are grounds for an appeal, the campus director will convene the CAC within **seven (7)** academic days of receipt of the student appeal request form.

The CAC will hear the appeal and may, by majority, conclude that the allegation was unfounded and dismiss the appeal or conclude that the allegation was justified and specify measures to be taken. Unanimous decisions of the CAC are considered final and cannot be appealed at Level Three.

In circumstances where a campus director, dean or other senior administrator initiates a disciplinary or performance ruling, he or she becomes the original decision-maker and the appeal will be made directly to the SIAST Appeal Committee. In these cases the associate vice-president student affairs will determine if the student is presenting grounds for appeal in accordance with the criteria of this policy.

1.3.3 Level Three – SIAST Appeal Committee (SAC)

If the CAC vote is not unanimous, the student or program may appeal to the SAC. A student seeking recourse from the SAC must submit a completed student appeal request form (Appendix A) to the associate vice-president student affairs within **five** academic days of the formal decision rendered by the CAC (a second appeal fee is not required). Similarly, the program may also seek recourse by sending a letter to the associate vice-president student affairs within **five** academic days indicating their grounds for appeal of the decision by the CAC.

The chairperson of the SAC will convene the committee within **12** academic days of receipt of the appeal form. The SAC will hear the appeal and render a decision.

The SAC is the final level of appeal within SIAST and decisions made by majority are considered final and binding.

1.4 Student Status during an Appeal

A student who has initiated the appeal process will continue in their program of studies until the conclusion of the appeal process, unless:

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- i) the dean of the academic division determines the student's presence is detrimental to the class learning environment, the student's personal safety or the safety of others; or
- ii) the campus director determines the student's presence is detrimental to the campus community, the student's personal safety or the safety of others.

1.5 Timeliness

1.5.1 After the student has been officially notified of a ruling, he/she has the following maximum timelines to file an appeal:

- Original ruling 5 academic days
- Level One ruling 5 academic days
- Level Two ruling 5 academic days

A student who is taking classes or field training off-campus will be notified of the ruling by email with documentation to accompany the email and/or by telephone with documentation to follow by courier (with signature required) or registered letter. It is the student's responsibility to check email regularly and to provide a current telephone number when taking classes or field training off-campus.

1.5.2 Upon receipt of an appeal, the recipient has the following maximum timelines to hear the appeal:

- Immediate supervisor of the original decision-maker 3 academic days
- Campus Appeal Committee 7 academic days
- SIAST Appeal Committee 12 academic days

Although maximum timelines are defined, every attempt shall be made to shorten the process. In complex cases the appeal process may continue beyond these deadlines; however, the hearing shall be initiated within the guidelines of these procedures.

1.5.3 Timelines may be extended by mutual consent of the appellant and the respondent.

1.5.4 Where an appellant or respondent is unable to attend an appeal hearing, the chairperson of the appeal committee shall be the judge of the circumstances and has the discretion to proceed or delay.

1.5.5 Upon notification of the appeal date, time and location by the chairperson of the appeal committee, it is the responsibility of the appellant and respondent to advise their support person and/or witnesses of the date, time and place of the appeal.

1.6 Fairness

1.6.1 The associate vice-president student affairs has SIAST-wide responsibility for the consistent application of this policy. The associate vice-president student affairs shall

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be consulted immediately (within 24 hours) by the CAC chairperson when appeals are filed at level two.

- 1.6.2 It is expected that procedural fairness will apply to all actions taken.
- 1.6.3 The student has the right to receive the written decision at all levels of appeal within the timelines. The written decision will be completed by the chairperson without undue delay following the hearing (see section 3.18).
- 1.6.4 Evidence in support of documentation accompanying the student appeal request form (Appendix A) and which was provided to the committee by the appellant and respondent previous to the hearing will be considered. If new evidence becomes available up to 24 hours prior to the start of the hearing that was not considered at the time of the decision **and** that could impact the findings, the information will be provided to the chairperson who will assess whether the information will be included. If the chairperson deems that the new evidence is to be considered, the documentation will be shared with all parties. The chairperson will determine if a delay of the proceedings is required and advise all parties.
- 1.6.5 In cases where significant concerns of safety and security exist, a request may be made to the chairperson by any parties involved with the hearing for additional security or safety precautions. The chairperson will afford precautions necessary to ensure safety and security.

1.7 Confidentiality of Information

- 1.7.1 It is of paramount importance that all parties respect the rights of individuals and ensure confidentiality is maintained throughout the appeal process. All relevant materials must be kept secure to ensure the privacy of all parties is respected. All details related to the appeal must be kept confidential. Upon completion of the appeal, the chairperson will collect all relevant materials from the committee members for appropriate disposal (confidential shredding). The appellant is entitled to retain his/her copies of materials.
- 1.7.2 The office of the associate vice-president student affairs will maintain one confidential copy of the respondent documentation, the appellant documentation and the final appeal report of the chairperson from each CAC or SAC appeal.
- 1.7.3 Results of appeals will become part of the student’s official file in the office of the registrar.

1.8 Moral and/or Legal Support

- 1.8.1 Students or staff members may seek advice as needed to assist in finding an early resolution in an appeal. The student or staff member may be accompanied or assisted by **one** support person each at an appeal hearing.

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1.8.2 Although a support person may assist the student in the appeal hearing, the student is responsible for speaking on his/her own behalf, replying to questions and acting as the **primary** spokesperson for his/her issues and position. The support person for the appellant or respondent may provide the following assistance:

- Provide advice regarding grounds for the appeal.
- Provide advice for bringing resolution at an informal level.
- Provide interpretation of SIAST policies and procedures.
- Preparation of the written documentation and inclusion of all needed information for the appeal.
- Attendance at the appeal with his/her appellant or respondent, confer with his/her appellant or respondent and provide clarification to his/her appellant or respondent.

The support person for the student may **briefly** summarize the student's position to the committee on behalf of the student (instead of the student), if requested by the student.

1.8.3 All parties may seek legal advice in an appeal, however, legal counsel will not be part of an appeal hearing.

2 Appeal Committee Structure and Composition

2.1 Campus Appeal Committee (CAC) Structure

2.1.1 Usually the campus director is the chairperson of the CAC. In a case where the decision-maker reports to the campus director, the registrar or other senior level academic officer shall assume the responsibilities of the chairperson of the CAC.

2.1.2 The CAC consists of two students, two faculty members and the campus director as chairperson.

2.1.3 A quorum of three members plus the chairperson is required to conduct the CAC review.

2.1.4 The chairperson of the CAC does not have a vote. If the vote is tied, the appeal will proceed to level three (3).

2.2 SIAST Appeal Committee (SAC) Structure

2.2.1 The SAC consists of a non-voting chairperson plus two students, two faculty members and one dean (or other senior academic administrator). All members of the committee must be present for the hearing to occur.

2.2.2 The chairperson of the committee will be the associate vice-president academic and research. If he/she is not available, he/she will designate an alternate senior academic administrator from outside the appeal division.

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2.2.3 The dean or the senior academic administrator committee member will be determined by the associate vice-president student affairs from a division other than that of the appellant or respondent and will be appointed as required.

2.2.4 The SAC committee's decision will be determined by a majority vote.

2.3 Selection of Faculty and Student Committee Members

2.3.1 A pool of faculty and student committee members will be in place by October 15 of each academic year.

2.3.2 The faculty members will be nominated by deans and approved by deans' council. A **minimum** of five faculty will be chosen at each campus to serve on either the CAC or SAC. At least one faculty member will be appointed from each academic division represented at each campus. The term of appointment will be for a two-year period and may be renewed.

2.3.3 The campus student association executives will nominate a **minimum** of ten students at each campus who may be called to serve on either the CAC or SAC. The term of the appointments will be for one year providing the student remains a registered SIAST student for that time. If a student graduates during the year of appointment, he or she may remain on the committee through to the end of their appeal committee term to assist in appeals held in spring and summer. Names should be forwarded from the student association to both the campus director and associate vice-president student affairs by September 30 of each year. Only those student names put forward can participate in an appeal hearing. If an insufficient number of student representatives are available at a campus, students on the list from other campuses will be secured.

2.3.4 Both faculty and student committee members in the pool should be from a variety of program areas to ensure there is minimum potential for conflict of interest when appointing members to an appeal committee.

2.3.5 All members of the appeal committees will be provided an orientation at the time a hearing is scheduled. Faculty members will be given release time to serve on an appeal committee. Students will participate in an appeal providing they can reasonably accommodate the process within their schedule. SIAST students participating in an appeal hearing as a committee member will be entitled to an honorarium plus any eligible expenses related to out-of-town travel or accommodation.

3 Guidelines for Appeal Committees

3.1 An appeal hearing is a fact-finding and information gathering/verifying process, not a court process. The role of the chairperson of the appeal committee is to:

- i) facilitate the establishment of the committee;
- ii) maintain an orderly, procedurally fair hearing of the issues;

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- iii) ensure the appellant is aware of his/her rights and responsibilities throughout the appeal process;
 - iv) maintain an accurate record of the proceedings of the hearing and communicate the results of the hearing to the appellant;
 - v) provide any needed clarification on documentation or the appeal process.
- 3.2 The completeness of the information of any submission for appeal is the student's responsibility. The student shall provide the following information with the student appeal request form (Appendix A):
- i) a statement of the original decision which is being appealed;
 - ii) a statement of the relief which the appellant seeks;
 - iii) a brief chronological statement of the circumstances relating to the appeal;
 - iv) copies of any documents which the appellant intends to rely upon at the hearing;
 - v) the names of any witnesses the appellant proposes to call at the hearing. It is the appellant's responsibility to ensure such witnesses are present at the hearing.
 - vi) the name of the support person attending the appeal, if applicable.
- 3.3 The respondent will also be requested to provide supporting documentation to the committee chairperson.
- 3.4 All materials submitted, including the names of all committee members, will be distributed to committee members, the appellant and the respondent. To allow for adequate preparation time, these materials must be given to the chairperson of the appeal committee **not less than three full academic days prior to the appeal committee hearing** (also see section 1.6.4). Any questions related to materials will be directed to the chairperson.
- 3.5 Materials used in the SAC hearing will consist of all documents considered at the CAC (to be provided by the chairperson of the CAC). Any additional documents must be submitted with the student appeal request form (Appendix A). The SAC hearing will be a complete and new hearing with different committee members. (Also see section 1.6.4).
- 3.6 Persons appointed to appeal committees shall be free of direct involvement in the case and shall not be in the same program as the student who is initiating the appeal.
- 3.7 Committee members shall disqualify themselves if their presence creates a conflict of interest situation.
- 3.8 Either party to the appeal may challenge the suitability of any appeal committee member by providing their reasons in writing. The appeal committee member has a right to respond before a decision is made as to his/her suitability. The chairperson will make the final decision. It must be written into the record that all parties on the appeal committee are acceptable.
- 3.9 A committee secretary will be appointed by the chairperson for the CAC and associate vice-president student affairs for the SAC and will attend the hearing to take minutes of

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the proceedings. The minutes will be used to assist committee deliberations and will not become part of the hearing record. The minutes will **not** be a full record but will focus on key points of the case and reasons for decisions. There will be **no audio or video recording** of the proceedings. The minutes will only be provided to the chairperson and they will be shredded after a final decision at the last level of appeal has been rendered and the report has been submitted. All parties are advised to make their own notes.

- 3.10 The procedures for the hearing will be based on the Order of Proceedings at the Formal Hearing (Appendix B).
- 3.11 The chairperson shall ensure both parties to the appeal have an adequate opportunity to present their case.
- 3.12 In the case of a group appeal, there will be a single spokesperson to attend on behalf of the group.
- 3.13 Both parties to the appeal may call witnesses, produce evidence and cross-examine others in the best interests of their case.
- 3.14 Resource people may be invited by the committee to interpret documents during an appeal hearing and/or deliberation. Such interpretations will be provided in the presence of all parties.
- 3.15 When witnesses form part of the evidence and process of the hearing, they shall remain outside the hearing until called upon. Each shall be heard, one at a time, and then excused from the proceedings unless otherwise directed by the chairperson.
- 3.16 The voting method (by ballot or other means) will be determined by the committee. If any committee member requests a closed ballot, the voting will be done by a closed ballot submitted to the chairperson.
- 3.17 Any decision made by the committee shall be based on what is fair and reasonable.
- 3.18 The chairperson will immediately communicate the decision made by the appeal committee and the reasons for the decision to the appellant. The decision will be formally communicated, in writing in a letter, within **five** academic days and be delivered by hand, registered mail or fax with a copy to the associate vice-president student affairs and the campus assistant registrar.
- 3.19 The appeal committee chairperson will submit to the associate vice-president student affairs an annual report summarizing the activities of the committee by June 30th. The summary report will be submitted to deans' council to assist in policy and procedure development and in the adoption of best practices (Appendix C).

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3.20 If the result of an appeal is in favour of the appellant, the student appeal fee will be refunded.

Resource: Smith, Lynn M. (1998). *Procedural Fairness for University and College Students*, CACUSS Monograph Series.

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Original issue date: Unknown

APPENDIX A

STUDENT APPEAL REQUEST FORM

*A registered student at SIAST may appeal any SIAST disciplinary or academic ruling in which the student feels that he/she has been treated unjustly, unfairly or in a prejudicial manner **AND** which has a negative impact on his/her academic career. When completing this form, be very specific regarding the decision you disagree with and why you feel it is unfair or unjust. If you require more space, attach additional pages to this form. All relevant documentation must be included with your submission and attached to this form. New documentation cannot be introduced once the appeal is underway.*

Student Name: _____ SIAST ID: _____

Program Name: _____ Course Title: _____

Current Address: _____

Email: _____ Phone Number: _____

RELEVANT (SUPPORTING) DOCUMENTATION *(attach additional pages if additional space is required)*

What ruling or decision are you appealing? Be specific (e.g. I have been discontinued because I missed more than 10% of my classes/labs; my program head placed me on probation because I was observed fighting in the cafeteria).

Why do you feel this decision is wrong or should be reversed? Clearly outline how you were treated differently than other students or why you think the decision is unfair in itself. It cannot only be that you do not like this decision; you must clearly demonstrate that the decision/disciplinary action was 1) unjust, unfair or prejudicial **AND** 2) has a negative impact on your academic career.

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What would you like to see happen, or what result would you like to see? Please be specific and also list other alternatives that are acceptable to you (e.g. rather than being discontinued, I think I should be placed on probation with the requirement that I provide documentation regarding future illnesses).

The information provided in this appeal is a complete representation of my case. I give consent for this and all relevant information about my appeal to be reviewed by the appeal committee. I also understand that this appeal document and any other documents relevant to this appeal will be kept on file.

Student Signature

Date

Level One – Immediate Supervisor of the Original Decision-maker

STEP 1: The student must approach the immediate supervisor of the original decision-maker to discuss the decision within **five (5)** academic days of being officially informed of the ruling. The student may use this Student Appeal Request form to initiate the appeal at level one. **No appeal fee is required at this time.** Review and follow Student Appeal policy A-2.7 for further steps http://www.siastr.sk.ca/about/policies_procedures/pdf/a27studentappeal.pdf).

Name of Immediate Supervisor (please print)

Date Level One Appeal Received

STEP 2: The immediate supervisor of the original decision maker has **three (3)** academic days in to conclude the outcome of the Level One Appeal and advise the student of the decision in writing.

Ruling: The issue was resolved - YES NO

Comments: _____

Signature of Immediate Supervisor

Date Student Advised in Writing of Level One Outcome

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Level Two – Campus Appeal Committee (CAC)

STEP 3: If the two parties are unable to come to a mutual resolution, the student may file a formal appeal at Level Two. To initiate a hearing of the CAC the student must submit a completed Student Appeal Request form within **five (5)** academic days of the level one ruling, along with proof of appeal fee payment (attach receipt) to the campus director's office.

NOTE: In circumstances where a campus director, dean or other senior administrator initiates a disciplinary or performance ruling, he or she becomes the original decision-maker and the appeal will be made directly to the SIAST Appeal Committee through the office of the associate vice-president student affairs.

STEP 4: The campus director, in consultation with the associate vice-president student affairs, will determine if the student is presenting grounds for appeal in accordance with the criteria as outlined in section 1.1 of the Student Appeal Policy 1210. If there are grounds, the campus director will convene the CAC within **seven (7)** academic days of receipt of the Student Appeal Request form.

Name of Campus Director (please print) Date Level Two Appeal Received

Comments: _____

Signature of Campus Director Date Student Advised in Writing of Level Two Outcome

Unanimous decisions made by the CAC are considered final and cannot be appealed at level three.

Level Three – SIAST Appeal Committee (SAC)

STEP 5: If the CAC vote is not unanimous or the original decision-maker is the campus director, the student or program may appeal to the SAC.

The student must present this Student Appeal Request form to the associate vice-president student affairs within **five (5)** academic days of the Level Two outcome. A second appeal fee is not required. The program may also seek recourse by sending a letter to the associate vice-president student affairs within **five (5)** academic days indicating their grounds for appeal of the decision by the CAC.

Within **twelve (12)** academic days of submission of this form to the office of the associate vice-president student affairs, the external chairperson of the SAC will convene the committee to hear the appeal and render a decision. The SAC is the final level of appeal within SIAST.

Signature of AVP Student Affairs Date Level Three Appeal Received by Student Affairs

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APPENDIX B

ORDER OF PROCEEDINGS AT THE FORMAL HEARING

1. Overview of purpose, authority and format to be followed during the hearing.
2. Introduction of committee members and participants.
3. Review of documentation.
4. Opening statement* from the student initiating the appeal (hereafter called the "appellant").
5. Requests for clarification by committee members if required.
6. Opening statement* from the original decision-maker responding to the appeal (hereafter called the "respondent").
7. Requests for clarification by committee members if required.
8. Presentation by the appellant detailing the grounds for the appeal and supporting evidence (witnesses** may be called here).
9. Questions directed to the appellant or appellant witnesses by respondent or committee members.
10. Presentation by the respondent to provide information surrounding the original decision and supporting evidence (witnesses** may be called here).
11. Questions directed to the respondent or respondent witnesses by appellant or committee members.
12. Any final clarification directed to the respondent or appellant by the committee, if necessary.
13. Summary remarks*** by the appellant or the appellant support person.
14. Summary remarks*** by the respondent or the respondent support person.

*The opening statement is concise. It defines the issue and explains what the party intends to prove or defend.

**When witnesses form part of the evidence and process of the hearing they shall remain outside the hearing until called upon. Each shall be heard, one at a time, and then excused from the proceedings.

***Summary remarks are a concise summarization of information presented by the respondent or appellant. They are not the introduction of additional information by either party.

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