

**York University**  
**Schulich School of Business**  
**STUDENT AFFAIRS COMMITTEE**

**Purpose and Responsibilities**

1. To pass judgment on student **petitions** for relief from one or more of the **academic** rules and regulations of the Schulich School of Business.
2. To pass judgment on breaches of academic honesty within the Schulich School of Business.
3. To discuss and make recommendations for the prevention of breaches of academic honesty and the improvement of **programs or procedures at the Schulich School of Business.**
4. The Committee provides, in its year-end report, statistics on the types and number of petitions processed (by program) at both the administrative and Committee level. The year-end report also contains recommendations for further improvements in programs, policies or procedures, based on the Committee's experience.

**Structure**

Petitions are processed in a two-tiered structure: (a) Associate Dean, Academic (for grade appeals) or the Student Affairs Committee, and (b) an administratively approved process.

To help offset large caseloads, petitions may be recommended for approval by the Petitions and Appeals Officer and confirmed by a senior administrator within Student Services. The Petitions Officer shall identify cases that clearly meet the considerations as outlined in Appendix 1 and present them as such to the senior administrator for confirmation. All cases that are not clear and require discretion are forwarded to the Student Affairs Committee for a decision. No petitions will be administratively refused. Students failing to provide the necessary documentation requested by the Faculty will not have their petition considered.

**Membership**

**Chair**

- Elected by Faculty Council

**Vice-Chair**

- Elected by Faculty Council

**Elected Voting Members**

- 8 faculty members from any area
- 4 student representatives (2 graduate, 2 undergraduate students who are members of Student Council)

**Ex Officio Voting Members**

- Associate Dean, Academic

**Non-Voting Members**

- **Executive Director of Student Services & International Relations or representative**
- **Petitions and Appeals Officer (recording secretary)**

**Quorum**

**For withdrawal or debarment petitions:**

- Chair, Vice Chair or AD Academic
- 2 faculty members (may include the VC and AD Academic if not chairing the Committee)
- 2 student representatives

**For other petitions:**

- Chair, Vice Chair or AD Academic
- 1 faculty member (may include the VC or AD Academic if not chairing the Committee)
- 1 student representative

**For Academic Honesty:**

- Ratification of agreed-upon penalties:
  - Chair or Vice-Chair
- Formal hearing
  - Chair or Vice Chair
  - 1 faculty member (may include the VC if not chairing the Committee but not the AD Academic)
  - 1 student representative

**Meeting Schedule/Typical frequency of meetings**

Meetings for both the full committee and the sub-committees relating to academic honesty are held as needed. **Typically, meetings are held every other week between mid-May and mid-June.**

**Principles for Petitions and Appeals**

**Representation.** The Petitioner has the right to have a representative assist in the preparation of written submissions and, if granted, an appearance before the Committee, represent them at that meeting. Appearance before the Student Affairs Committee is limited to Academic Honesty hearings.

**Jurisdiction.** With the exception of grade appeals, petitions will be heard only from students for whom Schulich is the current home Faculty. If appropriate, the Associate Dean Academic may request jurisdiction over a case from the appropriate Associate Dean of the student's home Faculty.

**Bias.** Any member of the Committee or a person reviewing a petition who has a lack of neutrality on the issue to be decided shall excuse him/herself from the consideration of that case. An appearance of bias or a reasonable apprehension of bias is also sufficient for a party to disqualify her/himself from considering a petition.

**Anonymity.** Requests from students for anonymity in the petitions process should be honoured. Students provided the opportunity to appear before a Committee, however, will have to decide whether they wish to forego anonymity. Confidentiality in this process shall always be maintained.

**Procedure.** If the student and/or his/her representative are present, the Committee follows the procedure laid out in the Executive Committee mandate.

**Decisions.** To help fulfill the requirements for natural justice and fairness in adjudicative processes, decision letters shall include:

- i. the names of the Committee members and all who appeared.
- i. a brief summary of the cases of the parties.
- ii. the Committee's findings of fact, decision and reasons.
- iii. the route of further appeal.