

BY-LAWS OF THE FACULTY OF ARTS AND SCIENCE

By-Law No. 2

Standing Committees of the Faculty Board of the Faculty of Arts and Science

4. THE BOARD OF STUDIES

A) Membership

All Board hearings shall be heard by four (4) members drawn from a pool of eligible members and must include one faculty member from each of the following constituencies – Humanities, Social Sciences, and Natural Sciences and Mathematics. One of the faculty members shall be the Chair.

The fourth member of the Board will normally be a student member. If no student member is available, however, then a faculty member will be selected.

The membership shall be drawn from a pool consisting of 9 faculty members and 3 student members representing Arts and Science, as outlined below.

Nine (9) faculty members shall normally serve for a period of three years – three from each of the constituencies – Humanities, Social Sciences, and Natural Sciences and Mathematics. New members shall assume their duties on September 1 of each year.

Three (3) student members shall serve for a one-year term and will be comprised of any three members of the ASUS executive or student delegates appointed by the executive. When scheduling meetings, a concerted effort will be made to accommodate students' schedules. The student members shall assume their duties on May 1 of each year.

The Board will be supported by the Assistant to the Associate Dean (Studies) and a secretary appointed by the Faculty Office. Such persons will serve as advisors to the Board and will have no voting rights.

The Chair of the Board will be a faculty member. In particular, the Chair shall

- convene hearings;
- preside over every hearing of the Board;
- ensure consistency of decisions;
- ensure hearings are conducted fairly and with due process;
- not vote in a hearing, except in the case of a tie;
- write the Board's final decision for communication to the student; and
- convey any recommendations of the Board to the Associate Dean (Studies).

B) Terms of Reference:

Decisions about the academic progress of students are made by the Associate Dean (Studies), who has full knowledge of the circumstances, familiarity with the particular Faculty context. This process is in accordance with the Senate's Policy on Student Appeals, Rights and Discipline, which recognizes that "decisions should generally be made by those who are most familiar with the context".

The Board of Studies (hereafter called the "Board") is established by the Faculty of Arts and Science and created by Faculty Board to

1.1. review, hear, and dispose of student appeals from decisions of the Associate Dean (Studies), including but not limited to student-enrolment decisions, registration, accommodation, incomplete grades, deferred exams, term grades, final exams, final grades, requirements to withdraw and other comparable decisions.;

1.2. make recommendations to the Associate Dean (Studies) regarding matters of policy arising from Board discussions and hearings; and

1.3. serve as the final body of academic appeal in the Faculty of Arts and Science. (A further appeal may be made on matters of process to the University Student Appeals Board.)