STUDENT MANAGEMENT
Records relating to the management of students within the university

ST80: Student Appeals Case Files

(This is a Personal Information Bank)

These records relate to appeals by students of decisions made under Policy 33: Ethical Behaviour, Policy 70: Student Petitions and Grievances, or Policy 71: Student Discipline.

Student appeals are heard by tribunals made up of members of a Faculty Committee on Student Appeals (FCSA) or the University Committee on Student Appeals (UCSA) as set out in Policy 72: Student Appeals.

The records include notices of appeal (Form 72A); replies (Form 72B); supporting documents and related correspondence; recordings of hearings; and decisions and summaries.

Authority: University of Waterloo Act, 1972; UW Policy 72: Student Appeals

Media: Paper/and or electronic

Related Records: For records of investigations of academic or non-academic misconduct, see ST85: Student Discipline Case Files
For records of student grievances, see ST88: Student Grievances Case Files
An anonymized summary of cases is prepared by the Secretariat and posted on the university's website.

Responsible Unit(s): Deans' Offices; Secretariat; Associate Deans

Retention: Decisions: retained by Associate Deans for 20 years after the decision is rendered

Tribunal records: retained by the relevant dean's office (FCSA tribunals) or the Secretariat (UCSA tribunals) for 3 years after the decision is rendered, except that audio-recordings of hearings must be destroyed once the decision is rendered

Anonymized summaries of cases: retained permanently by the Secretariat

Disposition: Secure Destruction

Other Copies: Tribunal members; Registrar's Office; Graduate Studies Office; Co-operative Education; units involved in the case

Retention: Tribunal members: Until the decision is rendered
Other units: Up to 1 year after any necessary action on the case has been taken

Disposition: Secure Destruction

Version: 1.00
Approved: July 26, 2010