ST80 – Student Appeals Case Files

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.

*This records class is a Personal Information Bank.*

**Content & Scope**

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.

**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**

Deans' Offices; Associate Deans; Secretariat.

**Information Steward**

- University Secretary, for records of the Secretariat and the UCSA.
- Dean of the relevant faculty, for all other records.

**Privacy Classification**

Restricted.

**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
Authority
University of Waterloo Act, 1972; Policy 72 – Student Appeals.

Retention Rationale
The retention period is based on operational use.

Other Units with Copies
Tribunal members; Registrar's Office; Graduate Studies and Postdoctoral Affairs; Co-operative Education; units involved in the case

Retention of Copies
Tribunal members: Until the decision is rendered.

Other units: Up to 1 year after any necessary action on the case has been taken.

Disposition of Copies
Secure Destruction

Approval Date(s)
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