1. **ESTABLISHMENT**

The Faculty of Graduate Studies Council (FGSC) hereby establishes a standing committee called the FGSC Appeals Committee (the Committee) which delegates to the Committee the authorities set out herein.

2. **MEMBERSHIP**

   a) **Chair**
   
   To be elected by the Committee from amongst its membership and shall serve for two years.

   b) **Vice Chair**
   
   To be elected by the Committee from amongst its membership every two years. The serving Vice Chair normally becomes the Chair.

   c) **Voting Members**

   Ten members of academic staff who hold supervisory privileges and have extensive experience of graduate education.

   One member of the Graduate Students’ Association

**Non-Voting Members**

   FGS Senior Director, Strategic Operations

3. **QUORUM**

   The Chair and four voting members constitutes quorum.

4. **ROLE**

   The Committee also acts on behalf of, and with full authority of FGSC, concerning graduate student appeals.

5. **RESPONSIBILITIES**

   The Chair and the Committee will fulfill their roles primarily by carrying out the activities enumerated below.

   The listed responsibilities shall be the common, recurring activities of the Committee, however, the Committee may carry out additional responsibilities and duties within its role.

Revised April 2016
The Committee's primary responsibilities are as follows:

A) Duties of the Chair

a) To chair the Appeals Committee
b) To rule on the admissibility of an appeal, in consultation with the Vice Chair
c) To constitute and instruct an Appeals Panel from members of the Appeals Committee according to the Appeals Process approved by the Faculty of Graduate Studies Council on 1 March 2012

B) Duties of Appeals Panels

a) To hear appeals initiated by graduate students, as instructed by the Chair. The Panel's decision to uphold or deny an appeal can be overturned only by the General Faculties Council's Committee to Hear and Determine Student Academic Appeals
b) To recommend policy changes or improvements in procedure to the Dean

6. POWERS

Other than, or in the absence of, specific delegations of authority from FGSC to act autonomously, the Committee's powers shall be limited to providing input and ideas, advising and making recommendations concerning appeals to the Dean of Graduate Studies.

7. AUTHORITIES

The Committee has the specific delegated authority to act autonomously as described below, on the condition that decisions made or actions taken under this delegated authority are reported to FGSC.

a) Act on behalf of, and with full authority of FGSC concerning matters related to appeals that must be handled between regularly scheduled FGSC meetings.