



St. Augustine's Seminary of Toronto

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Member College of the Toronto School of Theology

St. Augustine's Seminary of Toronto Student Grievance Policy

St. Augustine's Seminary is committed to treating its students and constituents in an ethical manner. It will seek to resolve issues, grievances and complaints of an academic or non-academic nature with transparency and authenticity.

For student grievances concerned with academic matters, the following policies are already in place:

Academic Grievance Policy

A student who is dissatisfied with a faculty member's decision with respect to an academic matter may refer to the **TST Basic Degree Handbook [Appendix A]**. For a review of grades, please read sections **11.8.1** and **11.8.2**. For the *Academic Appeals* that are not satisfied through informal procedures, please read section **16**. If a student has any questions regarding grievance or academic appeal procedures, please contact the Registrar.

Academic Matters

As of January 2000, St. Augustine's Seminary and the other member Colleges of TST are covered by the University of Toronto's *Code of Behaviour on Academic Matters*, including its definitions, procedures and sanctions for offences. Please refer to Section **15** of the **TST Basic Degree Handbook [Appendix A]** for details. Please note that St. Augustine's Seminary does not subscribe to *Article 15.2 .1.* of the **TST Basic Degree Handbook** as it has its own **Discrimination and Harassment Policy**, which is noted below.

Non-academic Grievances

For other student grievances not concerned with academic matters, these policies are already in effect: St. Augustine's Seminary **Discrimination and Harassment Policy [Appendix B]**, the St. Augustine's Seminary **Formation Working Committee Terms of Reference [Appendix C]** and the **TST Basic Degree Handbook, section 17 [Appendix A]**.

Any remaining non-academic student grievances will be treated according to the following policies and procedures:

1. Before a formal grievance is initiated, every effort should be made to resolve the dispute through an informal discussion with the Dean of Studies or President-Rector, depending on the nature of the complaint. The discussion should take place within 15 days of the incident or dispute and a response, either orally or written, will be provided within one week of the discussion. If the grievance is not settled satisfactorily at this stage then a formal grievance may be filed.

2. The formal grievance procedure begins when the *St. Augustine's Student Grievance Form* is completed. This sets out the details of the grievance, a statement of the matters in dispute, the provision or interpretation of the policy that has been violated, efforts made to resolve and redress the grievance, and the remedy sought. The form must be signed by the grievor and presented to the President-Rector. If the President-Rector were the one grieved against, the form would then be presented to the Dean of Studies.
3. The person grieved against must (a) be given immediate notice of the grievance and presented with a copy of the grievance form, (b) be given the right to representation, and (c) be allowed and encouraged to participate fully in the mediation process.
4. There will be a standing **Student Grievance Committee** created by the Formation Council of St. Augustine's Seminary. Membership will be regulated in each particular case to ensure that there is no conflict of interest or bias. Five representatives will be chosen from the Administration, Faculty and Students.
5. A hearing will be scheduled within two weeks of receiving the formal complaint. Parties to the grievance may be accompanied by a colleague or advocate. The Committee will make its recommendations as to any action to be taken within 15 days of the hearing.

Record Keeping

1. Depending on the nature of the complaint and with every effort to discharge the obligations which St. Augustine's Seminary of Toronto has undertaken to comply with the requirements of the principles of the *Freedom of Information and Protection of Privacy Act* of Ontario [<http://www.fippa.utoronto.ca/about.htm>] [**Appendix D**], a record of the proceedings will be reported to the St. Augustine's Seminary Board of Governors and included in the minutes.
2. Complaints which may involve the Accrediting Standards of the Association of Theological Schools in the United States and Canada [ATS] will be kept in the Dean of Studies office for review by the ATS Board of Commissioners.
3. Student Grievances related to the practices and policies of St. Augustine's Seminary of Toronto will be kept in the office of the President-Rector or the office of the Dean of Studies if the President-Rector were the party grieved against.