



Witness and Support Person FAQ

Q. Why was I chosen to be a witness?

The appellant selected you to be his/her witness because he/she feels that you have knowledge related directly to the appeal grounds, or have evidence related to the incident.

Q. What is a support person?

The support person is someone who knows the appellant and will sit with the appellant throughout the duration of the conference. The support person provides emotional support and makes the process comfortable for the appellant by being a friendly face.

Q. What are the differences between the role of the witness and the role of the support person?

The biggest difference is that the witness is there to address the board and contribute to the case, while the support person is there to provide comfort. Mainly, the witness's role is to address the board and present evidence or knowledge that they have relating to the incident, the appellant, or the grounds on which the appellant is appealing. The witness will present their case and will also be questioned by the board. Conversely, the support person is only present to offer support to the appellant. The support person is not allowed to address the board at any time during the proceedings, and is not permitted to interject at any time. The support person is only there to make the appellant feel comfortable.

The witness and the support person cannot be the same individual.

Q. How will I be informed of the date and time of the Appeal Conference and other relevant information?

The Community Standards Officer

Q. What happens at the Appeal Process?

If the appeal is for a level 1 offence, or goes to the Community Standards Manager, the witness will be able to share their information over the phone or in a one-on-one meeting.

If the appeal goes to the Residence Community Standards Appeal Board, the following will occur:

At the appeal conference, the appellant will be asked to present their case and their rationale behind appealing the decision to the Residence Community Standards Appeal Board, a panel of peers. A series of questions will follow at which point you as the witness will be asked for your comments. This is the

only time that you as the witness will be allowed in the room. Once the board feels that all questions have been answered and you have made all of your comments, you will be asked to leave.

Upon conclusion, the representative from Student Housing Services will be given an opportunity to present their rationale for making the original decision. Student Housing Services is also permitted to bring one witness.

All involved parties will be asked to leave the room in order to allow for deliberation among the board members.

The appellant will be notified within 48 hours what the outcome of the appeal process was, barring any complications or extenuating circumstances.

The support person will stay in the room with the appellant at all times, and will leave when the appellant leaves.

Q. How am I supposed to help the appellant?

WITNESS: At the appeal conference, there will be time set aside for you as the witness to answer any questions the Appeal Board has, and for you to make a statement; this is the only time you are to address the board. Your statement must relate to the event in question; the appellant's character is not at question, and your statement should not be focused on this. Answer all questions fully and truthfully; you have the right to refuse to respond to any question, so do so if you are unwilling or unable to answer the question posed to you in a complete manner.

SUPPORT PERSON: You are there to provide comfort and support for the appellant; just by being at the conference you are helping the appellant.

Q. What happens if I fail to appear at the appeal conference?

If you fail to appear at the conference it will go on without you. It is therefore imperative that the Community Standards Manager be contacted as soon as possible about any conflicts you may have.

This FAQ is for the better understanding of the role of the witness only. For a more in-depth understanding of the entire process, please refer to the Residence Appeal Process FAQ as well as the Residence Community Living Standards, or from your Residence Assistant, Residence Life Manager or by speaking with the Community Standards Officer).