

MOTION REGARDING THE CLASSIFICATION OF THE STUDENT HANDBOOK AS AN ACADEMIC SUPPORT RESOURCE 2026-04-23

Submitted for: 2026-04-23

Submitted to:	SSMU Board of Directors	Document no.:	BOD-PUB-MOT-2026-04-23-001 (to be assigned by Steering)
Moved by:	Jean-Sébastien Léger <i>Director (VP Finance)</i>	Current Status:	<input type="checkbox"/> FOR APPROVAL <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> POSTPONED <input type="checkbox"/> COMMITTED <input type="checkbox"/> NOT APPROVED
Seconded by:	Adam Corbier <i>Director</i>		

Issue This proposal recommends that the **Student Handbook** be formally recognized and funded under the **Student Academic Support Fee (SASF)**. As a centralized, accessible guide to academic policies, degree planning, and university navigation, the handbook functions as a foundational academic support tool that directly contributes to student success.

Background and Rationale The Student Academic Support Fee was introduced in 2019 to support the creation of the SSMU Student Academic Support Services (SASS), which would be an integrated office for the expansion of Open Education Resources, SSMU Tutoring, and SSMU MiniCourses, as well as the creation of fairly compensated notetaker positions and examination prep courses at a more affordable price than for-profit companies such as Prep101.

The Student Handbook is an essential academic support tool that empowers students to navigate the complexities of university life, understand degree requirements, access critical resources, and ensure

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equitable accessibility for all students. By formally classifying it as an Academic Support Resource and funding it through the SASF, SSMU will ensure its sustainability, enhance financial transparency, and strengthen its broader academic support ecosystem. This proposal recommends immediate adoption of this classification, enabling the handbook to continue serving as a cornerstone of accessible student academic success at McGill University.

Details on the proposal can be found in Annexe A

Alignment with Mission

This proposal aligns with the SSMU Mission of Service by providing services that strengthen the educational condition of our members and enhance the quality and scope of the current services.

Consultations Completed

The Director of Student Life drafted the Proposal document (Annexe A) and consulted with the Vice-President (Finance) and the HR Director.

The initial proposal was brought forward by the Director of Student Life during the course of the Budget 2026-2027 preparation. The Vice-President (Finance) and the General Manager were initially consulted on the matter during the Budget 2026-2027 process.

The Director of Student Life consulted with the Communications Director on the operational elements of the motion, mainly the changes required to the Handbook and the implementation timeline

The Director of Student Life consulted with the HR Director on the current usage of the Academic Support Fee related to employment

Subsequently, the Vice-President (Finance) consulted the Internal Council and Corporate Secretary on the current oversight of the Academic Support Fee and the motion. Additionally, prior consultation was made on the question of the capacity for the Board of Directors to change the allocation of Fees.

The Vice-President (Finance) consulted the Comptroller and the Assistant-Comptroller on the current usage and oversight of the Academic Support Fee.

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The Vice-President (Finance) consulted the Policy and Advocacy Coordinator on the Policy and the procedure.

The Vice-President (Finance) consulted the Communications Director on the implementation of the changes to the departmental budgets.

The motion was sent for consultation to the President, Vice-President (UA), the Vice-President (Internal) and the Communications Director.

The Vice-President (Finance) made final consultation with the Director of Student Life and the HR Director.

The Vice-President (Finance) consulted with himself on the overall framework, motion, allocation and management of fees, including the Academic Support Fee.

**Risk Factors and
Resource
Implications**

The Vice-President (Finance) and the Internal Council and Corporate Secretary conclude that there is a risk that accepting the proposal could go beyond the purpose of the Academic Support Fee, which could then be contested by the membership. Both conclude that the risk is minor, and that the proposal could fit within a broad interpretation of the real grand objectives of the Academic Support Fee, especially since most of the specific items listed in the purpose have either never been implemented or no longer are operational.

Another risk is maintaining the current distribution and allocation of the Academic Support Fee, which is reduced significantly and is not used optimally, which could lead to questions from the membership on the relevance of the Academic Support Fee.

Not changing the distribution of the Academic Support Fee could have an impact on the overall operating budget of SSM, both short and long term, mainly affecting the Handbook and the Sponsorships budgets.

**Impact of
Decision
and Next Steps**

The decisions will allow the Vice-President (Finance) to better align the usage of the Student Academic Support Fee with the needs of our membership, while contributing to improving the financial sustainability of our operations.

The next steps will be to coordinate the efforts of the Student Handbook production team to improve and enhance the academic related content available, in collaboration with different internal and external stakeholders; increase the number of copies to be printed; prepare the digital version; and revise the budget allocation.

**Motion or
Resolution for
Approval**

Be it resolved that the Student Handbook be officially classified as an Academic Support Resource, allowing it to receive funding from the Student Academic Support Fee.

Be it resolved to authorize the Vice-President (Finance) to allocate a portion of the Student Academic Support Fee to support partially or fully the production and distribution of the Student Handbook.

**Results of the
Vote**

- In favour (7)
- Opposed (0)
- Abstain (0)

Appendix A - Proposal

[Proposal: Classify the Student Handbook as an Academic Support Resource 2026.](#)

Appendix B - Latest Trial Balance of the Fee

[Dept 7032 - Academic Support Trial Balance - Feb. 28, 2026.pdf](#)

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Budget 2026-2027 estimates the costs of printing the Student Handbook at \$35,000.00. Total cost of production with labour is estimated at \$42,780.94

APPROVED