

Policy Number:	5040
Policy Title:	Academic Integrity Appeal Committee
Approved by:	Academic Council
Approval date:	January 8, 2021
Effective date:	January 8, 2021
Review date:	-
Next review date:	January 2024

### 1. Policy Statement

University Canada West is committed to integrity and honesty in all academic pursuits. Academic integrity is integral to learning and is the basis for academic inquiry and instructional excellence. UCW expects academic integrity from all of its members, including students. The academic integrity of a student’s work is fundamental to achieving student success, to the quality of UCW education, and to the value of a degree from UCW. Persons adjudicating allegations of academic misconduct will ensure that academic integrity is fully taken into account with the aim of ensuring that students understand and value academic integrity and how it benefits them as potential employees as well as the university community. Students have the right to appeal the decision of the instructor and Department Chair to the Academic Integrity Appeal Committee.

### 2. Purpose

The Academic Integrity Appeal Committee policy describes the formal Academic Integrity Appeal Committee.

### 3. Scope

The policy applies to the establishment, appointment, membership, and term of the Academic Integrity Appeal Committee.

### 4. Definitions

Word/Expression	Definition
Work	written material; laboratory, computer, or mathematical exercises; musical or art works; oral reports; group reports and presentations; audio-visual or taped presentations; and material in any other medium submitted to an instructor for grading purposes.

### 5. Responsibilities

- a. The *Academic Integrity Appeal Committee* decides the appeal by students against findings of academic misconduct following review by a Department Chair. The Committee is responsible for deciding an appeal, including specific penalties, if any.
- b. *The Chair of the Academic Integrity Appeal Committee* documents the process and outcome of the appeal, including providing reasons for the decision to uphold, modify or rescind a penalty and in advising the Registrar of the outcome.
- c. The *Registrar* communicates the *Academic Integrity Appeal Committee* decision to the student and to the Chair of the Academic Council. The Registrar retains all records related to appeals and keeps any correspondence as part of the student’s permanent record. The Registrar is the sole custodian of the record of an appeal.
- d. The *Registrar* provides the Academic Council with an annual report on all appeals.

Disciplinary decisions may contain highly confidential information such as personal health and financial information that should be treated with the utmost discretion. When a student is disciplined the record of

that process is considered personal information under the *Personal Information Protection Act* (PIPA) and may be disclosed only within the university and shared only with those who need the information in order to implement any discipline imposed.

**6. Appointment of Members of Academic Integrity Appeal Committee**

6.1. The members of the Appeals Committee shall be appointed by the Chair of the Academic Council.

6.2. The Committee shall comprise:

- The Registrar
- One member of Faculty
- One Department Chair
- One student representative

6.3 No person who has previously participated in any investigation or decision-making concerning the academic conduct of the student who is the subject of the appeal coming before the Appeals Committee shall be appointed to the Committee.

6.4 The Registrar shall be the non-voting Chair of the Committee.

**7. Term of Membership**

The term of membership of a member of the Committee commences on the date of their appointment and terminates on completion of the appeal for which the Committee has been convened.

**8. Quorum and Voting**

A quorum of the Committee comprises all of its members. The Committee shall endeavour to reach a unanimous decision but where it is unable to do so shall reach a decision by majority vote of two thirds of its members present and voting.

**9. Communications**

Meetings of the Committee shall be convened on campus as scheduled by the Chair. The Chair shall ensure that a record of its proceedings is made and retained. Members may participate in meetings virtually, through technology, if the Committee so determines. The Chair shall ensure that reports and notifications are delivered in a timely fashion.

The Chair shall be responsible for writing the decision of the Committee in accordance with the Regulations and Procedures and shall provide the decision and all relevant documentation to the Registrar for communication of the decision to the appellant.

**10. Related policies**

Policy Number	Policy Title
5002	Turnitin
5006	Academic Integrity
9007	Admissions
9010	Misrepresentation of Student Documentation
9011	Appeals for Non-Academic Discipline

**11. Associated procedure**

Procedure Number	Procedure Title
5040p	Academic Integrity Appeal Committee Procedure