

Procedure Number:	5040p
Procedure Title:	Academic Integrity Appeal Committee
Approved by:	Academic Council
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1. Introduction

The following Procedures are grounded in principles of justice and fairness that shall be applied in decision-making processes in dealing with allegations of academic misconduct. They are intended to ensure consistency in decision making within Departments and among instructors and Appeal Committees. The Procedures shall be applied in all cases of alleged academic misconduct without exception. When they are not applied, allegations of academic misconduct are liable to be summarily dismissed. Like all matters of student discipline, allegations of academic misconduct shall be administered in accordance with the Academic Integrity Policy. While penalties may be imposed where an allegation is found to be true, all hearings concerning academic misconduct will be treated as opportunities for student learning. 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.

2. Definitions

The term ‘work’ in this Policy refers to 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.

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.

3. Formal Appeal to Academic Integrity Appeals Committee

3.1 When a student disputes the decision of the Department Chair following a review, they may submit an appeal in writing to be reviewed by the Academic Integrity Appeals Committee. **An appeal shall be submitted to the Registrar’s Office within 30 calendar days of the date on which the written decision of the Department Chair was received by the student.**

3.2 **The Registrar** shall refer the appeal to the Vice President Academic **immediately** upon its receipt. **An appeal will only be accepted by the Registrar if the application is complete** and the following items are submitted by the student:

- a. The date of submission and a summary of the decision(s) made and the name(s) and titles of the person(s) making the decision(s)
- b. A clear, precise statement of the decision(s) being appealed
- c. All relevant supporting documentation (without these, the appeal cannot proceed)
- d. The reasons the student believes the appeal should be upheld and
- e. The remedy or relief the student seeks

3.3 A student who is preparing an appeal of the Chair’s decision may receive guidance from Student Affairs.

4. Vice President Academic

- 4.1 The Vice President Academic shall review the appeal submission within **3 calendar days** of having received it from the Registrar to determine whether the appeal includes evidence for the allegation and is not frivolous or vexatious.
- 4.2 When the Vice President Academic believes that the appeal fails to comply with the provisions of this policy or is frivolous or vexatious, they shall submit a report to that effect to the Registrar.
- 4.3 The Vice President Academic shall request the Chair of the Academic Council to appoint an Appeals Committee

5 The Appeals Committee shall be appointed and shall convene in accordance with the *Appeals Committee Appendix* set out in these Regulations and Procedures.

- 5.1 The Appeals Committee shall convene within **7 calendar days** of its appointment or as soon as practicable after that time.

6 The **Appeals Committee** shall dismiss an appeal when:

- a. the appeal was not submitted within 30 calendar days of the date on which the written decision of the Department Chair was received by the student or
- b. after consideration of a report from the Vice President Academic, it finds that the appeal fails to comply with the provisions as to content or is frivolous or vexatious

7 **When an appeal is not dismissed**, the Appeals Committee shall review the decision of academic misconduct and any penalty imposed, taking into account the decisions of the instructor and the Department Chair.

- 7.1 A student may not attend an appeal in person unless invited by the Appeals Committee to respond in person to issues arising during an appeal in which case a student may be accompanied by a support person who shall remain silent during the conduct of the appeal.
- 7.2 The Appeals Committee may uphold, modify, or rescind the instructor’s decision regarding academic misconduct and any penalty imposed and its decision shall be final. The Committee’s decision shall be in writing and shall state the reasons and any facts relied upon.
- 7.3 When the Appeals Committee determines to modify a penalty imposed by the instructor it may in egregious cases or based on an accumulation of incidents, impose a penalty of suspension from the University for a period of between one and three consecutive semesters. During the period of suspension, a student will not be permitted to register and will retain none of the privileges accorded to students with respect to right of access to University faculty, staff, facilities or service.
- 7.4 The Registrar will provide the student with the written decision of the committee.

Related policies

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