Suspected of Academic Offence

Meeting with Instructor
Instructor has reasonable grounds to believe Student committed academic offence. Instructor immediately informs Student and provide reasons. Instructor invites student to discuss matter on a without prejudice basis.

Instructor Satisfied No Offence Committed.
Student is informed. No further action taken, unless fresh evidence comes to the attention of the instructor in which case he or she may again inform and discuss with the Student.

Instructor Believes Academic Offence Committed
Matter reported to Department Chair or to Dean via Department Chair.

Student Does Not Respond
Matter reported to Department Chair or to Dean via Department Chair.

Meeting with Dean or Department Chair
Student is notified in writing, provided with a copy of Code of Behaviour on Academic Matters and invited to discuss matter on a with prejudice basis. The Chair of the department and the instructor shall be present at the meeting with the student. Student is entitled to Counsel.

Dean Decides No Academic Offence Committed
Student is informed. No further action taken.

Admission of Offence Sanctions may be imposed by Dean or Department Chair.

Admission of Offence but Egregious or Multiple Offence(s)
If Student is a repeat offender, and/or is accused simultaneously of multiple offences involving more than one incident, and/or if offence is so egregious that a divisional sanction is not deemed sufficient, Dean refers matter to Provost.

Dissatisfaction with Sanction
If Student is dissatisfied with sanction, he or she may write to Dean (if sanction was imposed by Department Chair) or Provost (if sanction imposed by Dean).

No Admission but Dean Believes Offence Committed
Dean requests that Provost lay formal charges against Student.

Matter Proceeds to University Tribunal, Trial Division
See Page 2.
Academic Discipline Process Flowchart
At the Tribunal Level

**UNIVERSITY TRIBUNAL:**
Trial Division
*Code of Behavior on Academic Matters*
Section C.II.

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**Formal Charges Laid by Provost**

**Office of Appeals, Discipline and Faculty Grievances (ADFG)**
Provost’s office notifies ADFG of charges. ADFG contacts Student, convenes panel and advises Student of hearing date, time and location in writing by issuing a Notice of Hearing.

**University Tribunal, Trial Division**
A panel of three (3), consisting of a legally qualified Chair (lawyer), a Faculty Member and a Student Member hears and determines the case.

**Not Guilty**
No Sanctions Imposed

**Guilty**
Sanctions Imposed
Sanctions may be imposed at the Hearing, in the form of an Order, or when the decision is released.

**ADFG**
Circulates the reasons for decision that have been provided by the panel.

**Appeal or Not**
The Student and University have 21 calendar days to appeal the panel’s Order or Reasons for Decision, whichever is first.

**Student or University Does Not Appeal**
The sanctions (if any) continue for the duration specified by the University Tribunal.

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**Student Admits Guilt**
May be referred back to division or proceed to Tribunal for sanctioning.
Notice of Appeal

Either party has 21 calendar days to appeal the panel’s decision on questions that are not of fact alone (i.e., the party cannot argue facts already mentioned or discussed at the Tribunal) and/or from sanction by filing a Notice of Appeal stating the relief sought (i.e., what is the outcome the party wishes to achieve) and the grounds of the appeal (i.e., arguments/reasons used to prove their case). *Sanctions are stayed.*

Transcript

If the party bringing the appeal wishes to refer to the transcript of the trial proceedings he or she may order five (5) copies of the trial transcript through ADFG.

Appeal Material

Parties each prepare and provide to ADFG and to each other a memorandum of fact and law summarizing their case on appeal.

ADFG

Compiles appeal record, convenes panel and issues Notice of Hearing.

Discipline Appeals Board

A panel of four (4), consisting of the Senior or Associate Chair (lawyer), at least one (1) Faculty Member and at least one (1) Student Member hears and determines the Appeal.

Appeal Dismissed

The Appeal is dismissed and trial decision affirmed. Tribunal sanctions imposed.

Appeal Granted

The Appeal is granted and panel reverses, quashes, varies or modifies trial decision or in the exceptional circumstances orders a new hearing.

ADFG

ADFG releases appeal panel’s written reasons. See Page 4 of the *Discipline Appeals Board Terms of Reference* for Powers of the Board.
Academic Discipline Process Flowchart
When the Sanction includes expulsion, cancellation or suspension of degree

UNIVERSITY TRIBUNAL: Appeal Division
Code of Behavior on Academic Matters
Section C.II.(b)

Expulsion
If panel recommends expulsion and no appeal OR appeal against expulsion not granted.

Expulsion recommended by Tribunal (Code s. C.ii.(b)1(i))

President Recommends

President Does Not Recommend

Executive Committee of Governing Council Invites input from Student and considers Tribunal recommendation.

Governing Council accepts recommendation

Governing Council rejects recommendation

Expulsion Recorded permanently on transcript.

Recall, Cancellation or Suspension of degree.