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.

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.

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.

Matter Proceeds to University Tribunal, Trial Division
See Page 2.
UNIVERSITY TRIBUNAL:
Trial Division

*Code of Behavior on Academic Matters*
Section C.II.

Academic Discipline Process Flowchart
At the Tribunal Level

- **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.

- **Formal Charges Laid by Provost**

  - **Not Guilty**
    - **No Sanctions Imposed**
      - **ADFG**
        - Circulates the reasons for decision that have been provided by the panel.

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

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

- **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.
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.

Academic Discipline Process Flowchart
Appealing a Tribunal Decision

UNIVERSITY TRIBUNAL: Appeal Division
Code of Behavior on Academic Matters
Section E.

UNIVERSITY TRIBUNAL: Discipline Appeals Board
DAB Terms of Reference

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 three (3), consisting of the Senior or Associate Chair (lawyer), one (1) Faculty Member and one (1) Student Member hears and determines the Appeal.

Academic Discipline Process Flowchart
Appealing a Tribunal Decision

- 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.

UNIVERSITY TRIBUNAL: Discipline Appeals Board
DAB Terms of Reference
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.

<table>
<thead>
<tr>
<th>Expulsion recommended by Tribunal (Code s. C.ii.(b)1(i))</th>
<th>Cancellation, recall or suspension of degree recommended by Tribunal (Code s. C.ii.(b)1(j))</th>
</tr>
</thead>
<tbody>
<tr>
<td>President Recommends</td>
<td>President Does Not Recommend</td>
</tr>
<tr>
<td>President Recommends</td>
<td>President Recommends</td>
</tr>
<tr>
<td>President Does Not Recommend</td>
<td>President Does Not Recommend</td>
</tr>
<tr>
<td>Executive Committee of Governing Council</td>
<td>Governing Council accepts recommendation</td>
</tr>
<tr>
<td>Invites input from Student and considers Tribunal recommendation.</td>
<td>Governing Council rejects recommendation</td>
</tr>
</tbody>
</table>

- Expulsion Recorded permanently on transcript.
- Recall, Cancellation or Suspension of degree.