

SUMMARY OF PROCEDURES FOR COURSE-RELATED OFFENCES FACULTIES WITH DEPARTMENT STRUCTURE

Incident arises and instructor (or other University official) investigates; meets with student if practicable and appropriate

Instructor (or other University official) refers matter to Chair if he/she finds evidence of academic misconduct

If Chair agrees that there is evidence to support allegation he/she must:

- notify student of allegation - normally within one week after matter was referred to Chair
- give student opportunity to respond and present evidence
- give student opportunity to meet with Chair

If Chair decides that student has committed a scholastic offence he/she must:

- consult with instructor regarding the penalties
- notify student of decision - normally within three weeks after informing student of allegation

ALTERNATIVE #1:

Student appeals Chair's decision to Course Faculty Dean.

- Dean must give student opportunity to meet with him/her
- Dean can vary penalty, but must notify student if considering additional penalties and permit student to make written submissions regarding penalty
- Dean must notify student of decision - normally within three weeks after receipt of request for relief

ALTERNATIVE #2:

Student does not appeal decision.

- After expiry of appeal deadline, Dean will decide whether to vary the penalty imposed by Chair
- Dean must notify student if considering additional penalties and permit student to make written submissions regarding penalty
- If Dean varies penalties, must notify student - normally within three weeks after expiry of appeal deadline

If Course Faculty Dean is the student's Home Faculty Dean, student may proceed immediately to appeal Dean's decision to SRBA

If the offence did not occur in student's Home Faculty, the decisions and documentation will be forwarded to Home Faculty Dean.

Home Faculty Dean must:

- notify student if considering additional penalties and permit student to make written submissions regarding penalty
- notify student of decision - normally within three weeks after receipt of material from Course Faculty

Student may appeal decision of Course Faculty Dean and/or decision of Home Faculty Dean to SRBA

SUMMARY OF PROCEDURES FOR COURSE-RELATED OFFENCES FACULTIES WITHOUT DEPARTMENT STRUCTURE

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Instructor refers matter to Dean if he/she finds evidence of academic misconduct

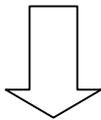
If Dean agrees that there is evidence to support allegation he/she must:

- notify student of allegation - normally within one week after matter was referred to Dean
- give student opportunity to respond and present evidence
- give student opportunity to meet with Dean

If Dean decides that student has committed a scholastic offence he/she must:

- consult with instructor regarding the penalties
- notify student of decision - normally within three weeks after informing student of allegation

If Course Faculty Dean is the student's Home Faculty Dean, student may proceed immediately to appeal Dean's decision to SRBA



If the offence did not occur in student's Home Faculty, the decisions and documentation will be forwarded to Home Faculty Dean.

- Home Faculty Dean must:
- notify student if considering additional penalties and permit student to make written submissions regarding penalty
- notify student of decision - normally within three weeks after receipt of material from Course Faculty

Student may appeal decision of Course Faculty Dean and/or decision of Home Faculty Dean to SRBA