

Undergraduate/Change Policy 60 Process

The Process

1. Suspicion of Academic Misconduct.
 2. Instructor submits suspicion information to AIO Automated System.
 3. Choose a discussion type:
 - *Facilitated Discussion*
 - *Non-Facilitated Discussion*
 - *Refer the Suspicion to a Designated Decision Maker (CUPE 1/2)*
- Note: Discussion occurs within 5 business days of notification (where possible).
4. Decision Maker makes decision (see outcomes 1-4) and submits to AIO Automated System.
 5. Decision sent to student and relevant parties.

Legend

- AIC** – Academic Integrity Council
- AIO** – Academic Integrity Office
- DDMC** – Designated Decision Makers Council
- DDM** – Designated Decision Maker
- DN** – Disciplinary Notation
- FAI** – Fundamentals of Academic Integrity Quiz
- SAC** – Senate Appeals Committee
- SARP** – Senate Appeals Review Panel
- SLS** – Student Learning Support

Outcome 1

No finding of Academic Misconduct.

FAI Quiz and/or SLS workshop(s) may be assigned to student.

Outcome 2

Finding of Academic Misconduct accepted by student (no appeal is submitted by the student).

FAI Quiz and/or SLS workshop(s) may be assigned to student.

Student receives finding and penalty as decided by the decision maker.

Outcome 3

Finding of Academic Misconduct not appealed, penalty appealed (minimum penalty not appealable).

FAI Quiz and/or SLS workshop(s) may be assigned to student.

Student may submit appeal to AIC within 10 business days.

Outcome 4

Determination of Academic Misconduct not accepted by student.

FAI Quiz and/or SLS workshop(s) may be assigned to student.

Student may submit appeal to AIC within 10 business days.

AIC Hearing is held

AIC Decision Option 1

Appeal granted; no further action taken.

PLEASE NOTE: the AIC can alter (increase or decrease) penalty rather than grant or deny the appeal in full (see Policy 60, section 14.5.)

AIC Decision Option 2

Appeal Denied.

Student may submit appeal to SAC within 10 business days (on specific grounds) (see Policy 60, section 15.1).

AIC Decision Option 3

Penalty Hearing may be held due to Progressive Discipline (e.g. 2nd DN) or where penalty of Disciplinary Withdrawal (DW), Expulsion or Revocation of a Degree/Certificate is recommended.

If appeal to AIC denied, student may submit appeal to SAC within 10 business days.

If AIC recommends higher penalty there is an automatic SAC hearing.

If student appeals AIC decision or penalty, the next level is the SAC (subject to appeal grounds being met).

SAC Decision Option 1

Appeal Granted.

SAC Decision Option 2

Appeal Denied. **Decision is final and not appealable.**