

SENATE REVIEW BOARD ACADEMIC (SRBA)

APPLICATION FOR HEARING

An Application for Hearing will not be accepted by the University Secretariat unless the application is complete and submitted within the time limit for filing an appeal.

DOCUMENTS AND DEADLINES

A complete Application for Hearing must be received by the University Secretariat **within six weeks*** of the date of the Dean's written decision that is under appeal. A complete Application for Hearing will include the following:

- Details of the appeal, which must include a description of the matter under appeal and the reasons for challenging the Dean's decision;
- The requested relief;
- A copy of the Dean's decision;
- A copy of the student's letter or application to the Dean requesting relief, if applicable; and
- All relevant supporting documentation.

If separate documents are attached to this application, the entire application length (not including evidence) should be no longer than 10 pages, spacing at least 1.5 lines apart, 12-point font, and with 2.5 cm/1-inch margins. An application shall not include any duplicative materials.

HEARINGS

Appeals are heard by SRBA panels. The SRBA Terms of Reference and a complete list of the current members are available at <https://uwo.ca/univsec//senate/committees/index.html>.

If your appeal relates to a scholastic offence, your appeal will proceed directly to an oral hearing. In all other cases, an SRBA panel will first review your appeal and decide if it will proceed to an oral hearing.

JURISDICTION AND POLICIES

SRBA does not have jurisdiction and cannot review appeals related to:

- A denial of transfer into a Faculty, School, Affiliated University College or program following a requirement to withdraw from another Faculty, School, Affiliated University College or program at the University;

- Decisions related to admissions and advanced standing;
- The *Policy on Academic Accommodations for Students with Disabilities*; For further information on academic accommodations and accessibility, please visit: https://academicsupport.uwo.ca/accessible_education/academic_accommodation.html
- Alleged discrimination; or
- Tuition refund or other financially-related decisions.

Full information on SRBA's jurisdiction, its rules relating to evidence, and its hearing procedures are set out in the *Senate Review Board Academic Appeals Policy and Procedures for Senate Review Board Academic Appeals*.

DEFINITIONS

General marking or grading practices refers to the overall marking or grading structure of a course or an assessment as applied to all students in the course. It does not apply to a mark or grade given to an individual student.

Reasonable Apprehension of Bias means that a reasonable and informed person, viewing the matter realistically and practically, would think that it is more likely than not that a decision maker was biased in respect of the decision under appeal.

Scholastic Offences are actions that violate academic integrity, prejudice academic standards, and/or undermine the development, delivery, assessment, and integrity of the academic pursuits of any member of the University Community. Scholastic Offences include, but are not limited to, the following:

1. Plagiarism, which may be defined as "The act or an instance of copying or stealing another's words or ideas and attributing them as one's own". (Black's Law Dictionary, West Group, 2024, 12th ed.)

This concept applies with equal force to all submitted work and milestones, including but not limited to drafts, proposals, assignments, laboratory work, projects, reports, diagrams, and computer projects.

Students should consult their instructor, Department Chair, or Dean's Office for detailed information. In addition, they may seek guidance from a variety of current style manuals available in the University's libraries. Information about these resources can be found on the library website.

2. Cheating on an examination or falsifying material subject to academic evaluation.
3. Submitting false or fraudulent assignments or credentials; or falsifying records, transcripts or other academic documents.
4. Submitting false or fraudulent documentation, including but not limited to medical certificates and other supporting documentation.

5. a) Improperly obtaining, through theft, bribery, collusion or otherwise, an examination paper prior to the date and time for writing such an examination.

b) Unauthorized possession of an examination paper, however obtained, prior to the date and time for writing such an examination, unless the student reports the matter to the instructor, the relevant Department, or the Registrar as soon as possible after receiving the paper in question.
6. Impersonating a candidate at an examination or availing oneself of the results of such an impersonation.
7. Intentionally interfering in any way with any person's scholastic work.
8. Submitting for credit in any course or program of study, without the knowledge and *written* approval of the instructor to whom it is submitted, any academic work for which credit has been obtained previously or is being sought in another course or program of study in the University or elsewhere.
9. Aiding or abetting any such offence.
10. Any offence identified in writing in advance by Faculties or Departments, University Programs, or Affiliated University Colleges, including requirements set forth in Course Outlines, as necessary to protect or promote academic integrity, or to curtail, manage, or prevent the breach of academic integrity (e.g., possession of technology during an examination).

Unreasonable, for the purposes of appeals to SRBA, means the decision is not supported by the evidence provided to the Dean. When determining whether a decision or severity of penalty is unreasonable, SRBA must consider that a high degree of deference is given to the Deans in reaching their decisions. The question posed to SRBA isn't whether someone besides the Dean could have made a different decision, but whether the Dean's decision could have been made by a reasonable person based on the evidence provided to the Dean.

SENATE REVIEW BOARD ACADEMIC (SRBA)

APPLICATION FOR HEARING

(Type or print legibly)

NAME: _____

STUDENT NUMBER: _____ **PRONOUNS:** _____

LOCAL ADDRESS: _____ **PERMANENT ADDRESS:** _____

Street

Street

City/Prov Postal Code

City/Prov Postal Code

Telephone: _____ Email address: _____

It is the student's responsibility to notify the University Secretariat immediately of any change to the above information.

I hereby request a Hearing before SRBA regarding a decision by:

Dean (or designate): _____ **Faculty/College:** _____

Date of Dean's decision: _____

The grounds for this appeal are: (check all that apply)

- ☐ The appeal is against a finding that my conduct amounted to a scholastic offence.
- ☐ The appeal is for relief against the penalty imposed by the Dean as a result of a scholastic offence.
- ☐ The Dean has failed to follow, or to properly apply, a Senate policy.

List the Senate policy(ies) that was/were not followed or properly applied:

Describe the alleged error made and explain how the error affected your academic performance:

- ☐ The appeal is for consideration of new evidence, not available at the time of the earlier decision, that casts doubt on the correctness of the Dean's decision.

Please note: *New evidence will only be considered if, through due diligence, it could not have been provided to the Dean before their decision, it is relevant (i.e., if believed it could reasonably, taken with other evidence before the Dean, have affected the result), and is credible.*

Describe the new evidence, why it was not available and/or provided to the Dean before their decision, and how it is relevant and credible.

- ☐ The appeal is against general marking or grading practices.

Please note: *The term "general marking or grading practices" refers to the overall marking or grading structure of a course or an assessment as applied to all students in the course. It does not apply to a mark or grade given to you individually. SRBA will not look for evidence of unfairness or flaws in the design or implementation of the overall marking or grading structure beyond what you identify.*

Describe the general marking or grading practice(s) at issue and identify the concern with the procedure:

In exceptional circumstances, SRBA may agree to an oral hearing of an appeal against a Dean's decision that does not fall within the grounds for appeal above, if there was:

- ☐ A failure by the Dean to observe a procedural requirement.

Describe the procedural requirement(s) that was/were not followed:

- ☐ A reasonable apprehension of bias by the Dean.

Explain how the Dean's decision was biased and describe the evidence you have to support the allegation (all supporting evidence should be attached to your Application for Hearing):

DETAILS OF THE APPEAL: Do not leave blank.

Describe the matter under appeal. In the box below or an attached Microsoft Word/PDF document, for each ground of appeal checked above:

- *Explain how the Dean's decision under appeal is unreasonable or unsupportable on the evidence they had at the time of the decision;*
- *Describe any relevant evidence and how it applies to and/or supports your appeal; and*
- *Attach the evidence described in support of your appeal.*

Please note: *If the evidence you are providing was not provided to the Dean at the time of their decision, you must explain why it is relevant and significant, and why it was not previously available.*

RELIEF REQUESTED: Do not leave blank.

Describe what you want to happen as a result of this appeal.

LEGAL COUNSEL

If you have retained legal counsel, please complete the following:

Name: _____ Name of Firm (if applicable): _____

Address: _____

Telephone: _____ Email address: _____

If you have indicated that you have legal counsel, all correspondence will be directed to them at the email address provided. You will be copied on the correspondence.

SIGNATURE

I confirm that I have followed the appeal process outlined in the academic policy(ies) applicable to my appeal.

I hereby authorize the University Secretariat to obtain a copy of my academic record from the Office of the Registrar.

Appellant's Signature

Date

Please submit your complete Application for Hearing
by email to secretariat-appeals@uwo.ca.

For more information, please contact the
University Secretariat at (519) 661-2055.

REVISED: AUG 2025