Undergraduate Student Academic Appeals

Policy Category:	Rights and Responsibilities
Subject:	Undergraduate Student Academic Appeals
Subsections:	Types of Academic Appeals; Requests to Instructor, Department Chair, and Faculty Dean; Procedure Below SRBA; Appeals to SRBA; SRBA Jurisdiction under MAPP Policy 7.0 – Academic Integrity in Research Activities
Approving Authority:	Senate
Responsible Committee:	Senate Committee on Academic Policy
Related Procedures:	*
Officer(s) Responsible for Procedure:	*
Related Policies:	Scholastic Discipline – Undergraduate Students; Academic Integrity in Research Activities; Academic Accommodation for Students with Disabilities
Effective Date:	September 1, 2022
Supersedes:	September 2019

The University Senate has delegated to Deans the right to waive any academic regulation. The Deans' rulings in academic matters are final unless overturned or modified on appeal to the Senate Review Board Academic (SRBA). SRBA is the final body to which students may appeal certain rulings of Deans in academic matters, and its decisions are final.

TYPES OF ACADEMIC APPEALS

Student appeals generally fall into one of the following:

Category 1: Requests for relief relating to a specific course (e.g., with respect to a mark, grade, appropriateness of assignments or examinations, or grading practices).

Category 2: Requests for exemption from a Senate academic regulation (e.g., progression requirements, program eligibility, graduation requirements).

Category 3: Appeals against a decision by the Academic Counselling unit or Dean's Office of the student's Home Faculty (e.g., regarding academic considerations or academic regulations).

Category 4: Appeal of the finding of a scholastic offence or relief from a penalty resulting from a scholastic offence.

In general, Category 1 includes appeals intrinsic to a specific course, while all other categories involve appeals related to a particular student and difficulties they may have encountered.

The category of appeal determines the route followed. As a general principle, an appeal may only proceed via one pathway. Students in doubt as to the appropriate path for their requests should consult their Dean.

Note: Appeals relating to academic accommodations do not fall within the limited jurisdiction of SRBA. The Appeal Procedures set out in the Policy on Academic Accommodation for Students with Disabilities deals with issues regarding the receipt and/or implementation of academic accommodations.

Note: Appeals relating to alleged discrimination do not fall within the limited jurisdiction of SRBA.

SRBA has jurisdiction to hear appeals of certain academic decisions of Deans. The Secretariat shall not accept, and SRBA shall not consider, allegations set out in an Application for Hearing that fall outside of SRBA's limited jurisdiction (see APPEALS TO SRBA, below).

REQUESTS TO INSTRUCTOR, DEPARTMENT CHAIR, AND FACULTY DEAN

Note: Throughout this document, reference to "Dean" is to be interpreted "Dean or their designate or equivalent", and reference to "Department Chair" is to be interpreted "Department Chair or their designate or equivalent."

Requests for relief should be initiated in the office having immediate jurisdiction for the particular requirement or regulation in question.

In the case of a request for relief regarding a specific course (i.e., Category 1 above) not involving medical or compassionate circumstances (see "Grounds" below), the request must be initiated with the course instructor and will proceed in the order:

a) Course instructor (informal consultation)*
b) Department Chair (submission of written request)
c) Faculty Dean (submission of written request)

* A request for relief relating to a specific course (e.g., with respect to a mark, grade, appropriateness of assignments or examinations, or grading practices) must be initiated with the appropriate course instructor.

Normally, a request for relief in a **Certificate-credit or Diploma-credit course** will proceed as set out above. Except as otherwise noted, in cases where a certificate-credit or diploma-credit course is offered by a Faculty with department structure, but is not offered by a particular department, a request for relief will proceed directly from the instructor to the Dean of the Faculty.

In a course offered by **Continuing Studies at Western**, "Department Chair" shall be interpreted as "Director of Continuing Studies at Western" and "Faculty Dean" shall be interpreted as "Dean of the partnering Faculty."

Requests for exemption from a Senate academic regulation (Category 2) normally begin with the student's Home Faculty Academic Advisors and proceed to the Faculty Dean if no resolution is reached.

An appeal against a decision made by a student's Faculty Academic Counselling unit (Category 3) should be made to the party with direct oversight of that unit, typically the Dean of the student's Home Faculty.
Note that Category 4 is handled in accordance with the Policy on Scholastic Discipline.

Requests for Relief

A student may request that a grade on a particular piece of work, or a final standing in a course or program, be changed; OR a student may request an exemption from a Senate academic regulation. The subject of a request for relief can range from

waiver of progression requirements, to accuracy of grades on examinations or assignments, to appropriateness of sanctions imposed for scholastic offences. Such a request can include questions of fairness or appropriateness of general grading practices, and can be launched regardless of whether a record of the student's work exists.

Examples of relief that can be considered by a Dean:

1. Waiver of a Senate regulation or requirement.

2. Allowing the opportunity for re-examination or reassessment.

3. Directing the adjustment of a grade on a particular piece of work, e.g., following the report of an independent assessor. [It is possible that a grade may be lowered as a result of reassessment.]

4. Directing the adjustment of grades in the case of a request for relief against general marking or grading practices. [This form of relief does not extend to the re-evaluation of the work submitted.]

5. Setting aside or adjusting a ruling at a previous level that a scholastic offence occurred, or adjusting the severity of a sanction imposed for a scholastic offence.

Not all types of relief are suitable for any given request. For example, in the absence of an adequate permanent record of the student's work, the only form of relief that might be appropriate would be allowing the opportunity for reassessment.

Grounds

The grounds for a request for relief may be one or more of: medical or compassionate circumstances, extenuating circumstances beyond the appellant's control, bias, inaccuracy, or unfairness. All grounds advanced in a request for relief must be supported by a clear and detailed explanation of the reasons for the request together with all supporting documentation.

Note that requests for relief based on medical or compassionate circumstances should in most cases have been made to the student’s Dean’s Office/Academic Counselling unit at the time of the circumstances. Requests for retroactive relief based on such circumstances and which do not involve the fairness of the course itself should be initiated with the Dean’s Office/Academic Counselling unit of the student’s Home Faculty and include a clear explanation of why academic considerations were not requested in a timely manner.

Ignorance of Senate regulations and policies, and particular program requirements and policies, as set out in the Academic Calendar, does not constitute grounds for a request for relief.

PROCEDURE BELOW SRBA

Deadlines for Requests for Relief

Marks: A request for relief against a mark or grade must be initiated with the instructor as soon as possible after the mark is issued. In the event that the instructor is not available to the student, or fails to act, or if the matter is not resolved satisfactorily with the instructor, a written request for relief must be submitted to the Chair of the department within three weeks from the date that the mark was issued. In the case of a final grade in a course, the written request for relief must be submitted to the Chair of the department by the following dates:

January Marks:	January 31
April/May Marks:	June 30
Intersession:	July 31
May/June Dentistry Marks:	July 31
Summer Evening:	August 31
Summer Day:	September 15
Spring/Summer Distance Studies Courses:	October 15

A request for relief against a decision of the Chair must be made to the Dean in writing not later than three weeks after the Chair's decision is issued. All relevant information and documentation must be provided to the Dean with the request for relief.

Program eligibility and progression: A request for relief against a decision concerning program eligibility must be made to the Chair of the department in writing by June 30. A request against a decision of the Chair must be made to the Dean in writing within three weeks of the Chair's decision being issued. Students requesting a Dean’s Waiver of Progression Requirements must do so in writing to the Dean of their Faculty by June 30 (if required to withdraw at the end of April), or within 30 days of the grades becoming available through their Student Center, as posted by the Office of the Registrar (if required to withdraw following any other session).
Other requests for relief: Requests for relief regarding Scholastic Offences and other matters not related to the normal completion of a course during a regular academic session (including requests for relief against grades in a Special Examination, satisfaction of "Incomplete" requirements, etc.), must be made in writing within three weeks of the date of a decision being issued. In the case of a scholastic offence, the procedures for a request for relief are set out in the Policy on Scholastic Discipline.

Notes:

1. In the **Medical Program**, a request for relief against a mark must be initiated with the instructor within four weeks of the mark being approved by the appropriate administrative committee. All other requests for relief must be made within four weeks of the date of the decision giving rise to the request for relief. A request for relief to each successive level of appeal must be made within four weeks of the date of the decision at the prior level.

2. In the **Faculty of Law**, a request for relief against a final grade in a course must be submitted to the Dean by March 1 for First Term Marks; by April 1 for January-intensive Term Marks; and, by June 30 for Spring Term Marks. All other applicable deadlines are as set out above.

3. In the **Ivey Business School**, a request for relief against a mark must be initiated with the instructor within six weeks of the mark being issued. All other requests for relief must be made within six weeks of the date of the decision giving rise to the request for relief. A request for relief to each successive level of appeal must be made within six weeks of the date of the decision at the prior level.

4. The deadline for an appeal to SRBA remains at six weeks after a decision has been issued by a student's Dean.

It is incumbent on the student to initiate each step at the earliest opportunity, and on the University officer concerned to act upon that request as expeditiously as possible. In the case of a request for relief relating to a specific course, a resolution of the problem should first be attempted through informal consultation with the instructor. If the student is dissatisfied with the decision of the instructor, or if the instructor fails to act, or cannot or will not be physically available within a reasonable time period, a written request for relief may be submitted directly to the department Chair or to the Dean in faculties without departmental structure.

Following a request for relief by an undergraduate student to a department Chair, the student, if not satisfied with the decision of the Chair, may then submit a written request to the Dean of the Faculty in which the course or program was taken. In the case of requests for relief relating to: (a) the grade on a piece of work or final standing in a course or a regulation relating to a specific course, the relevant Dean will be the Dean of the Faculty offering that course; and, (b) enrolment in a specific program, the relevant Dean will be the Dean of the Faculty offering that program.

A written request need not be lengthy, but should indicate clearly the detailed reasons for the request and the relief requested. All relevant supporting documentation must be attached.

A student may appeal the decision of a Dean to the Senate Review Board Academic only if the decision falls within the jurisdiction of SRBA as set out below under **APPEALS TO SRBA**. A Dean's decision which is appealed to SRBA remains in full force and effect unless overturned or modified by SRBA.

APPEALS TO SRBA

Jurisdiction

In addition to jurisdiction conferred upon SRBA by any other Senate regulation or policy, SRBA has jurisdiction to hear appeals from certain academic decisions of Deans, other than those relating to admission and advanced standing, provided that the appellant has followed the procedures set out above for requesting relief at the earlier levels, and provided that SRBA otherwise has jurisdiction to consider the appeal as set out below.

1. For **scholastic offence appeals**, a student has the right to an oral hearing before SRBA if the appeal is against a finding that the student's conduct amounted to a "scholastic offence" and/or for relief against the penalty imposed by the Dean as a result of a "scholastic offence."

2. For **other appeals**, a student may apply for an oral hearing before SRBA in the following circumstances:

   A. The student alleges that there has been a failure to follow, or to properly apply, a Senate regulation; or
   B. The Dean's decision requires the student to withdraw from a program, from the University, or from an Affiliated University College; or
   C. The appeal is against general marking or grading practices.

   A panel of SRBA, upon considering only the written application of the student (see **Application for Hearing**, below), may in its discretion order that an oral hearing be scheduled, or deny the appeal. In making its decision, SRBA will consider the grounds and evidence provided in the Application for Hearing. In the case of 2.a, the student must set out in the Details of the Appeal both the Senate regulation and the alleged error, as well as explain how this error affected the student's academic performance.

3. In exceptional circumstances, SRBA may agree to an oral hearing of an appeal against a Dean's decision that does not fall within item 1or 2 above, if a student alleges in the Application for Hearing that there was a failure to observe a procedural requirement at the decanal level, or bias at the decanal level. Such allegations must be supported by evidence. A detailed description of the evidence supporting the allegation (including any supporting documentation)

must be presented, in writing, as part of the Application for Hearing. SRBA will request a written response from the Dean before making a decision. The student will be provided with a copy of the Dean's response and will be given the opportunity to reply to it in writing. If SRBA is satisfied on the basis of the written documentation that there was a failure to observe a procedural requirement at the decanal level, it may instruct the Dean to reconsider the matter. If the SRBA panel agrees to an oral hearing of an appeal alleging a failure to observe a procedural requirement at the decanal level or bias at the decanal level, the standard onus requirements set out below will apply.

Note: 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, may not be appealed to SRBA. The denial of transfer is an admission decision and, therefore, is outside SRBA's jurisdiction.

If a party wishes to challenge the jurisdiction of SRBA to hear a particular matter, the party must give written notice with reasons to the Chair of SRBA prior to the date of the hearing. The Chair, upon receipt of such notice, or in any other circumstances where it appears to the Chair that there is a question as to whether SRBA has jurisdiction to hear a matter, may in his/her discretion convene a panel to consider such written arguments as it deems appropriate and decide the issue of jurisdiction. The decision of any such panel shall be binding on any subsequent panel hearing the merits of the appeal.

Onus

1. The onus is on the student to satisfy SRBA that the ruling of the Dean was unreasonable or unsupportable on the evidence before the Dean; or, with respect to a sanction imposed for a "scholastic offence," that the penalty was unreasonable.

2. Notwithstanding #1 above, in cases where a Dean made a finding that a student's conduct amounted to a "scholastic offence," and where the student denies either that the acts were committed or that the acts amounted to a "scholastic offence," the onus is on the Dean to satisfy SRBA that the student committed the alleged acts and that the acts amounted to a "scholastic offence."

3. The onus requirements set out in #1 and #2, for an appeal against a finding that a student's conduct amounted to a "scholastic offence" or against the sanction imposed for a scholastic offence, apply mutatis mutandis to an appeal against a finding that there has been a breach of other University policies, such as the Policy and Procedures for the Conduct of Research, or an appeal against the sanction imposed for such breach.

Evidence

SRBA will consider only that evidence that was before the Dean whose decision is being appealed. Evidence that was not before the Dean will not be considered unless SRBA determines that it is relevant, significant and could not have been available at an earlier stage through reasonable efforts. If additional documentary evidence is submitted, it must be accompanied by a written explanation as to why the evidence is relevant and significant and why it was not previously available. Similarly, if either party intends to call a witness whose evidence was not before the Dean, the party must file with the University Secretariat prior to the hearing a written explanation as to why such evidence is relevant and significant and why it was not previously available.

Copies of all documentation that the parties intend to present at the hearing, together with a copy of the appellant's official transcript of academic record (obtained by the University Secretariat from the Office of the Registrar), will be distributed to both parties (appellant and Dean) and to the members of SRBA serving on the hearing panel, by the University Secretariat prior to the date of the hearing.

Relief

In granting an appeal, SRBA will grant such relief as it deems appropriate.

Application for Hearing

Appeals to SRBA must be made on an Application for Hearing which must be filed with the University Secretariat within six weeks* of the date of the Dean's decision. Exceptions to the six-week time limit for filing an appeal with SRBA are at the discretion of the Chair of SRBA upon written application by the student (see below).

Complete Application

An Application for Hearing will not be accepted by the University Secretariat unless the application is complete. A complete application will include the following: details of the appeal, including 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 to the Dean requesting relief, if applicable; and, all relevant supporting documentation. The Secretariat strongly encourages parties to electronically file their submissions.

Details of the Appeal

The Details of the Appeal shall be concise and comply with the following requirements: (1) the length shall be no more than ten pages (letter size); (2) the spacing shall be at least one and one-half lines apart; (3) the font shall be 12-point size; and (4) the margins shall not be less than 2.5 cm.

The Details of the Appeal shall be organized as follows for each ground for appeal: (1) identify the ground for appeal; (2) state the argument(s) for each ground; (3) describe the relevant evidence to support each argument, including references to consecutively numbered exhibits, if any, that are attached to the Details of the Appeal (e.g., Exhibits 1 – 5). An Application shall not include any duplicative materials. The Secretariat shall inform a student if their Application for Hearing does not conform with these requirements and will provide an opportunity for a student to amend their submissions (e.g., remove duplicate materials, reorganize materials).

Reconsideration by the Dean

After a student has submitted a complete Application for Hearing, including all supporting documentation, the Secretariat shall notify the Dean of the appeal. The Dean shall be provided an opportunity to reconsider their decision, typically within 7 business days of the notification.

Request to Exceed Page Limit for the Details of Appeal

A student may submit a written request to extend the ten-page limit for the Details of the Appeal to a maximum of 15 pages prior to the expiration of the six-week timeline to file a complete Application for Hearing. The request must be submitted to the Secretariat in the form of a letter addressed to the Chair of SRBA, setting out the reasons for the request. The request will be submitted to the Respondent for a written response. The request and response will then be submitted to the Chair for a ruling. If the request is granted, a student may timely submit a complete Application for Hearing, including no more than 15 pages for the Details of Appeal. If the request is denied, a student may timely submit a complete Application for Hearing, including no more than 10 pages for the Details of Appeal.

Request for a Timeline Extension to File an Application for Hearing

A student may submit a written request to extend the six-week timeline to file an Application for Hearing. The request must be submitted to the Secretariat in the form of a letter addressed to the Chair of SRBA, setting out the reasons for the request. The request must attach a complete Application for Hearing, including all supporting documentation. The request will be submitted to the Respondent for a written response. The Appellant's request and the Respondent's response will then be submitted to the Chair for a ruling. If the request is granted, the Application for Hearing will be accepted. If the request is denied, the Application will not be

accepted.

Request to Postpone a Scheduled Hearing or Delay the Scheduling of a Hearing

A request from a party to postpone a scheduled hearing, or to delay scheduling a hearing after an Application has been filed, will be at the discretion of the Chair of SRBA, and will be granted only in exceptional circumstances. Such postponement or delay shall not exceed six months. The parties then will be contacted to arrange a hearing date. (If the Appellant cannot be contacted to arrange a hearing date, they will be notified of the hearing date by registered mail at the address set out in the Application.) SRBA will proceed in the absence of one or more parties if it is satisfied that the parties were notified of the hearing date.

Request for Accommodations

If a student with a disability requires reasonable accommodations to participate in any aspect of the appeal procedures, the student shall timely submit written notice to the Secretariat in the form of a letter addressed to the Chair of SRBA. The Secretariat shall notify Accessible Education and the student of its receipt of the request and offer to share information on hearing procedures, if needed, to assist in Accessible Education's determination of reasonable accommodations for the student. Accessible Education shall provide written notice to the Chair of SRBA and the student regarding its determination. If a student disagrees with the decision of Accessible Education, they shall follow the appeal procedures set out in the Policy on Academic Accommodation for Students with Disabilities and provide written notice to the Chair of SRBA that they have initiated the appeal procedures.

Further Information

Applications for a hearing by SRBA and further details on hearing procedures may be obtained from the University Secretariat, Room 4101, Stevenson Hall.

If, following receipt of an Application for Hearing, the University Secretariat is unable to contact the appellant within a reasonable time to schedule a hearing, the appellant will be notified by registered mail at the address on the Application for Hearing of the deadline (six months from the date the Application for Hearing was filed) by which he/she must contact the University Secretariat to arrange a hearing. If the appellant has not contacted the University Secretariat by the specified deadline, the Application and documentation will be returned to the appellant and may not be resubmitted.

The Application for Hearing can be printed from:
http://www.uwo.ca/univsec/pdf/academic_policies/appeals/SRBA_Application.pdf

Further Appeals

SRBA is the final level of academic appeal in the University; its decisions in substantive matters, and decisions as to jurisdiction and whether it will hear an appeal, are final. The Chair of Senate (i.e., the President & Vice-Chancellor) will entertain appeals against decisions of SRBA only when a party alleges a serious procedural error by SRBA. An appeal to the Chair of Senate must be filed in writing within two weeks of the date of the Notice of Decision of SRBA. After inviting written arguments from the parties, the Chair of Senate may order that the matter be re-heard by SRBA if the Chair of Senate is satisfied that, as a result of a serious procedural error by SRBA, the parties did not have an opportunity to present their case in accordance with the **Procedure at Hearings** (below) and it could not be said that the parties had been accorded a fair hearing.

Decisions which are appealed to the Chair of Senate remain in full force and effect until the appeal is disposed of by the Chair of Senate.

Procedure at Hearings

SRBA will review its jurisdiction to hear the appeal in closed session prior to the commencement of the hearing.

Note: If a party disputes the jurisdiction of SRBA to hear the appeal, the Chair must receive written notice and reasons prior to the date of the hearing. See **Jurisdiction** above.

A. ORDER OF PROCEEDINGS

1. Introduction of SRBA members and review of documentation.
2. Opening Statement by appellant (brief description of the grounds for the appeal and the relief requested).
3. Presentation of evidence by appellant.
4. Cross-examination of appellant by Faculty representative, followed by questions from SRBA members.
5. Re-examination of appellant, if desired, on any new matters brought out in cross-examination. (The procedure in 3, 4 and 5 is followed for the appellant and witnesses. The order of presentation is at the appellant's discretion.)
6. Opening statement by Faculty representative.
7. Presentation of evidence by Faculty representative.
8. Cross-examination of Faculty representative by appellant, followed by questions from SRBA members.
9. Re-examination of Faculty representative, if desired, on any new matters brought out in cross-examination. (The procedure in 7, 8 and 9 is followed for

the Faculty representative and witnesses. The order of presentation is at the Faculty's discretion.)
10. Reply evidence by appellant, if desired, on any new matters raised by the Faculty.
11. Cross-examination of reply witness, followed by questions from SRBA members.
12. Summary remarks by Faculty representative.
13. Summary remarks by appellant.

B. **ORDER OF PROCEEDINGS - Scholastic Offence Appeals***

Where the appeal concerns allegations of a scholastic offence which are contested by the appellant, the order of proceedings shall be:

1. Introduction of SRBA members and review of documentation.
2. Opening statement by Faculty representative.
3. Presentation of evidence by Faculty representative.
4. Cross-examination of Faculty representative by appellant, followed by questions from SRBA members.
5. Re-examination of Faculty representative, if desired, on any new matters brought out in cross-examination. (The procedure in 3, 4 and 5 is followed for the Faculty representative and witnesses. The order of presentation is at the Faculty's discretion.)
6. Opening Statement by appellant.
7. Presentation of evidence by appellant.
8. Cross-examination of appellant by Faculty representative, followed by questions from SRBA members.
9. Re-examination of appellant, if desired, on any new matters brought out in cross-examination. (The procedure in 7, 8 and 9 is followed for the appellant and witnesses. The order of presentation is at the appellant's discretion.)
10. Reply evidence by Faculty, if desired, on any new matters raised by the appellant.
11. Cross-examination of reply witness, followed by questions from SRBA members.
12. Summary remarks by appellant.
13. Summary remarks by Faculty representative.

* Where the student does not contest the allegations of a scholastic offence, but appeals against the sanction(s) imposed, the order of proceedings will be those set out in section "A" above.

Scholastic offences are set out in Senate policy (see Scholastic Discipline in the "Academic Rights and Responsibilities" section of the Calendar). The Faculty is required, in cases of this type, to present its case first, in order to ensure that SRBA has a full understanding of the nature and extent of the allegations against the student prior to the student presenting his or her case.

C. **ADJOURNMENTS**

An adjournment of the hearing may be ordered by the Chair when necessary. Convenience to the parties and to the members of SRBA will be considered by the Chair in ordering an adjournment or setting a date for resumption of the hearing, but the paramount consideration will be the provision of a fair hearing. In successive sessions, the original SRBA members must constitute a quorum.

D. **EXPEDIENCE**

An effort should be made to limit the presentation of non-contentious facts and arguments to SRBA. Time will be saved if the parties are able to agree in advance on as many as possible of the facts relevant to the case. The appellant is encouraged to contact the Dean in this regard prior to the hearing to determine what facts can be agreed upon.

E. **RETENTION OF LEGAL COUNSEL**

In matters of academic appeal, the right to be represented by legal counsel will be accorded only at the level of SRBA. The Senate Review Board Academic also reserves the right to retain counsel.

F. **WITNESSES**

The parties may call witnesses to support their case. Witnesses will be invited into the hearing room when called upon to give evidence. (See also the section on **Evidence** above.)

G. **COSTS**

The parties must bear all their own legal expenses, if any. SRBA will not order the Faculty to pay all or part of the appellant's costs, nor will it order the appellant to pay all or part of the Faculty's costs.

H. **PREVIOUS DECISIONS**

Each appeal is decided on its merits. A decision of SRBA does not set a precedent.

I. **NOTICE OF DECISION**

At the conclusion of the hearing, SRBA will deliberate in closed session for the purpose of arriving at a decision. The Notice of Decision will be sent to the parties as soon as possible after a decision is made. A brief written statement of reasons will follow within a reasonable time.

J. OFFICIAL RECORD OF THE APPEAL

The official record of the appeal hearing will consist of all documentation submitted by the parties, the Notice of Decision, and the statement of reasons of SRBA. This record will be retained by the University Secretariat for at least one year following the hearing.

SRBA JURISDICTION UNDER MAPP POLICY 7.0 – ACADEMIC INTEGRITY IN RESEARCH ACTIVITIES

For appeals under MAPP Policy 7.0 – Academic Integrity in Research Activities, SRBA regulations are as follows:

(a) Jurisdiction: In matters pertaining to the Academic Integrity in Research Activities, SRBA has jurisdiction to hear appeals of decanal rulings regarding allegations made against student respondents when the Dean has decided the allegation will be dealt with under a Scholastic Discipline Policy.

(b) Confidentiality: Any proceedings pertaining to the Academic Integrity in Research Activities shall be confidential unless one of the parties to the proceedings requests that the proceeding be open to the public. If such a request is made, the proceeding shall be open to the public unless there are compelling reasons that the proceeding remain closed for reasons of public safety, privacy of personal information, confidential third party information, or undue prejudice to the proceeding, some other proceeding or a party or member of the public.

(c) Procedure: Any proceedings pertaining to the Academic Integrity in Research Activities under the jurisdiction of SRBA shall proceed in accordance with this Undergraduate Student Academic Appeals policy.

Notes:

Ombudsperson:
http://www.uwo.ca/ombuds/

SRBA Appeal Application form:
http://www.uwo.ca/univsec/pdf/academic_policies/appeals/SRBA_Application.pdf