

Notice of Disciplinary Action for Academic Misconduct

1. To (name of student):
2. Student number:
3. Course name, number and section:
4. Details of misconduct (what, when, where):

5. Follow the steps outlined in Student Academic Misconduct policy (70) Procedures and Regulations.
6. Details of disciplinary action:

7. List of relevant documents: _____ Location: _____

8. Date of delivery of Notice to student:

Date of Resolution Meeting:

Student Signature:

By signing this I acknowledge I attended the resolution meeting and understand that this finding will be placed on my student record unless I successfully appeal under the provisions of policy 70 (see page 2).

9. Department Head or Director

Please print name:

Signature:

Date:

10. Copy of this notice and related documents sent to the Appeals Assistant:

Copies also provided to the student and retained in this office.

FREEDOM OF INFORMATION/PROTECTION OF PRIVACY

The information on this form is collected under the authority of British Columbia's Freedom of Information and Protection of Privacy Act [(RSBC 1996) chapter 126] and the University Act. This information is used for the purpose of recording the above decision and maintaining the student record. If you have any questions about the collection and use of this information, contact the Enrolment Services Coordinator at 604-854-4501.

Note to Student:

According to the Procedures and Regulations of Student Academic Misconduct policy 70

5.1. Students have a right to appeal a Notice of Disciplinary Action when:

- 5.1.1. The student can provide proof, through tangible evidence, that the Academic Misconduct did not occur;
- 5.1.2. The student can provide proof, through tangible evidence, that there was bias or procedural unfairness in the initial investigation; or
- 5.1.3. The student wishes to appeal the severity of an assigned penalty and can provide sufficient grounds to warrant a change in penalty.

5.3. To appeal a finding of Academic Misconduct or the assigned penalty, the Student is required to obtain the Academic Misconduct Appeal form from the Office of the Registrar, and to complete the appeal package.

5.3.1. The completed appeal package must be received by the Office of the Registrar within 5 business days of the Resolution Meeting.

5.3.2. The appeal package will be vetted by the Office of the Registrar against the criteria in 5.1.

5.3.3. If the grounds for appeal are satisfied, the appeal package is submitted to the appropriate Dean to initiate appeal proceedings.

If you would like to appeal this finding of Academic Misconduct, please **request a copy of this Notice** and visit the Office of the Registrar website at ufv.ca/ai for the **Academic Misconduct Appeal** form.

If you have any questions regarding policy 70, please contact the Appeals Assistant, Office of the Registrar, Abbotsford B211. Telephone: 604-504-7441, local 4226.