

## STUDENT RECEIVES NOTICE OF DISCIPLINARY ACTION

Student receives Notice of Disciplinary Action (NoDA) and believes they may have grounds for appeal. Student reviews the decision to determine if there are grounds for appeal.

# ACADEMIC MISCONDUCT APPEAL PROCESS

### NO GROUNDS

If the student's case does not meet the available grounds for appeal criteria, they have no further options

### GROUND

If the student feels that their case meets the available grounds for appeal, they can initiate the appeal process

## AVAILABLE SUPPORTS

UFV has numerous supports available for students facing academic misconduct allegations that do not meet appeal criteria:

- The Student Rights and Responsibilities Office (SRRO) – students have the option to book an appointment with a Student Rights and Responsibilities Specialist to further their understanding of policies and procedures
- The Student Support Centre (SSC) – students can access supports for noneducational factors that may have contributed to their academic misconduct, or to help process the assigned penalties

## ACADEMIC MISCONDUCT APPROACH

Administrative/procedural fairness – a range of rights and procedures that guarantees fairness to everyone.

Decisions are based on the probability that an event is “more likely than not” to have occurred.

### APPEAL STEP 1

The student collects tangible evidence for their appeal and completes the digital appeal form. This form must be submitted within five (5) business days of receiving the NoDA

### APPEAL STEP 2

The EDSAA reviews the appeal and vets it against policy appeal criteria. If the appeal does not meet criteria, the student will receive communication indicating that their appeal has been denied.

### APPEAL STEP 3

Appeals that meet criteria are forwarded to the appropriate Dean or designate for review and decision.  
The Dean or designate determines the appropriate appeal proceedings

## Administrative Decision

If the Dean or designate feels that the appeal is warranted, they will conduct a Hearing within ten (10) business days of receiving the appeal package. The Student, faculty member, and Dpt Head/Director have the opportunity to present relevant evidence for the Dean or designate to review.

The Dean or designate renders a decision within five (5) business days of the hearing.

## APPEAL GRANTED

The Dean or designate supports the appeal and, where applicable, determines penalty(ies) to be imposed or revised.

The Dean or designate's decision is documented in a decision letter and is distributed via UFV email to the student.

## APPEAL DENIED

The Dean or designate does not support the appeal based on the appeal grounds and submitted evidence.

The Dean or designate's decision is documented in a decision letter, which is distributed via UFV email. Students wishing to appeal the Dean's decision may appeal to the Senate Governance Committee.

## Appeal Dean's Decision

Students can appeal the Dean's decision with ten (10) business days of receiving the decision. Student may appeal the Dean's decision if they can provide evidence of procedural bias or unfairness, or if the assigned penalty falls under section 7.4 in UFV's Student Academic Misconduct Procedures. The Appeal Hearing and decision will take place within sixty (60) days of the request for appeal. This decision is final.