

# Student Academic Misconduct Allegation Flowchart

**LEVEL OF OFFENCE**  
When an allegation is made against you, your instructor will advise if your allegation is being escalated to the Program Chair or Faculty Dean depending on level of offence

Level of offence is determined by repeat infractions, or a first infraction that is considered severe. Like other aspects of this process, you will have a chance to address the level of offence you have been assigned

**PROFESSIONAL PROGRAMS**  
In the case of professional programs (such as Social Work, Engineering, Nursing, or Education) that have their own internal procedures for the purpose of accreditation, allegations of student academic misconduct are reviewed as per the professional program's regulations

**POLICY AND PROCEDURES**  
Please refer to the Academic and Non-Academic Conduct Student Policy, Academic and Non-Academic Misconduct Procedures and Student Appeals Procedures for the complete details of policy and procedures  
See Student Rights & Responsibilities

Make sure to document all of steps in the process and keep all of your emails

You can request to bring a support person to the meeting

Students in professional programs connect with program area

You can request ombudsperson support through your student society

If you ignore a request to meet your instructor about the allegation, the instructor has the authority to decide on the offence and penalty

Level 1 Start Here

**INSTRUCTOR** approaches you with academic misconduct allegation (via email or in person) within 10 business days of the alleged incident

**INSTRUCTOR** arranges a meeting with you

Meeting between instructor and you

For a list of what is considered Academic Misconduct, see 5.2 of the Academic and Non-Academic Misconduct Policy

For a list of disciplinary measures, see 5.3 of the Academic and Non-Academic Misconduct Policy

Case dismissed; no formal misconduct

Formal misconduct allegation upheld; Penalty determined and communicated

Note that this is not recorded on your official transcript

**STUDENT**  
You agree with allegation, resolution and/or penalty and sign form

**STUDENT**  
You do not agree with the allegation, resolution, and/or penalty

**OFFICE OF THE REGISTRAR**  
Forms and documentation placed in student's file; formal misconduct, if levied, is recorded in student record

**INSTRUCTOR**  
Completes, signs, and submits Academic Misconduct Form and supporting documentation to the Office of the Registrar

Misconduct is escalated to the Program Chair

Level 2 Start Here

**STUDENT'S PROGRAM CHAIR**  
reviews allegation and evidence

You can request to bring a support person to the meeting

Meeting between your Program Chair and you

Chair decides there is enough evidence; arranges meeting

Case dismissed; no formal misconduct

Allegation is explained and evidence is provided; discussion between you and your Program Chair

Case dismissed; no formal misconduct

Formal misconduct allegation upheld; OR original penalty upheld; OR new penalty proposed

Note that this is not recorded on your official transcript

**STUDENT**  
You agree with allegation, resolution and/or penalty and sign form

**STUDENT**  
You do not agree with the allegation, resolution, and/or penalty

**OFFICE OF THE REGISTRAR**  
Forms and documentation placed in student's file; formal misconduct, if levied, is recorded in student record

**PROGRAM CHAIR**  
Completes, signs, and submits Academic Misconduct Form and supporting documentation to the Office of the Registrar

Misconduct is escalated to the Faculty Dean

Level 3 Start Here

**FACULTY DEAN**  
reviews allegation and evidence

Dean decides there is enough evidence; arranges meeting

Case dismissed; no formal misconduct

You can request to bring a support person to the meeting

Meeting between Faculty Dean and you

Allegation is explained and evidence is provided; discussion between you and Faculty Dean

Formal misconduct allegation and original penalty upheld; OR new penalty proposed

Case dismissed; no formal misconduct

Note that this is not recorded on your official transcript

**STUDENT**  
You sign the form

**FACULTY DEAN**  
Completes, signs, and submits Academic Misconduct Form and supporting documentation to the Office of the Registrar

**OFFICE OF THE REGISTRAR**  
Forms and documentation placed in student's file; formal misconduct, if levied, is recorded in student record

The decision by the Faculty Dean is considered final, which is why you must sign this form  
If you believe that the final decision, have been unfair or did not follow proper policy and procedures, you have the right to appeal to the Senate Committee on Student Appeals (SCA)

**SENATE COMMITTEE ON STUDENT APPEALS**  
When the University imposes a penalty on a student for misconduct, the student may appeal to the Senate Committee on Student Appeals (SCA). SCA is the standing committee of final appeal for students in matters of all misconduct. Students who wish to request an appeal through SCA are directed to the Office of the Registrar  
See Student Appeals Procedures