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Parent Policy: Student Academic Integrity Policy

Student Academic Misconduct Appeal Procedure

Office of Administrative Responsibility:	University Governance
Approving Authority:	General Faculties Council

Purpose

As an institution of higher learning, the university adopts procedures that reflect its academic mission, that is, it aims to ensure the integrity of grades, credits, credentials, diplomas, certificates, degrees and other accreditations granted by the university, as well as research and scholarly conduct connected to our community. The University is committed to **procedural fairness** and **equity-informed practice** to reduce harm throughout the student **academic integrity** process.

The purpose of this procedure is to set out:

- the right of appeal;
- the timelines within which to initiate an appeal and the required content of an appeal;
- the composition of the **Student Misconduct Appeal Panel** (the "Appeal Panel") and the manner in which the Appeal Panel is constituted;
- the required training of the Appeal Panel members;
- the procedures for an appeal;
- the process used to address procedural requests;
- the procedures and powers of the Appeal Panel; and
- the service of documents related to the appeal.

Definitions

The attached definitions table outlines the terms used in this procedure and any specific rules of interpretation that apply.

Scope

This procedure applies to all University of Alberta students as defined in the Student Academic Integrity Policy.

Procedure

1. RIGHT OF APPEAL
2. INITIATING AN APPEAL
3. APPEAL PANEL MEMBERS
4. MANDATORY TRAINING FOR APPEAL PANEL MEMBERS
5. PROCEDURES FOR AN APPEAL
6. PROCEDURAL REQUESTS
7. PROCEDURES AND POWERS OF THE APPEAL PANEL
8. DECISION OF THE APPEAL PANEL
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1. RIGHT OF APPEAL

   a. A student has the right to appeal the **Faculty Decision-Maker**'s and, where applicable, the **Student Conduct Officer**'s discipline decisions made under the *Student Academic Misconduct Procedure*. Appeals may not be submitted until after the final disciplinary decision has been made by either the Faculty Decision-Maker or the Student Conduct Officer. Where a discipline decision has been made by the Faculty Decision-Maker and not referred to the Student Conduct Officer, the student must submit an appeal within 15 working days of the deemed receipt of the Faculty Decision-Maker's decision. Should a decision by the Faculty Decision-Maker be referred to the Student Conduct Officer, the appeal of the Faculty Decision-Maker's decision will be delayed until the Student Conduct Officer has completed their decision and both decisions will be subject to appeal at the same time.

   b. Both the Faculty and the student have a right to appeal the final decision of the Student Conduct Officer.

   c. All appeals to the Appeal Panel must be submitted within 15 working days of the deemed receipt of the relevant decision. Where the student has appealed a decision, the Faculty Decision-Maker who made the original decision will act in response for appeals of both their and the Student Conduct Officer's decisions.

   d. The student and Faculty Decision-maker may appeal the decision of a decision maker on the following grounds:

i. the Faculty Decision Maker and/or Student Conduct Officer erred in their decision as to whether or not they had jurisdiction to apply the *Student Academic Integrity Policy*;

ii. the decision maker made an error in the finding of violation or no violation; and/or

iii. the decision maker did not meet the duty of procedural fairness for reasons including, but not limited to:

1. the appellant was not given a reasonable opportunity to provide information to the decision maker;

2. the appellant was not given a reasonable opportunity to respond to evidence or statements contrary to their account;

3. the decision maker was biased; and/or

4. any other denial of procedural fairness.

e. A student may appeal the decision of the decision maker on any of the grounds set out in (d) above and on any other grounds, including but not limited to:

i. the sanction is outside of a reasonable range, given the nature of the violation; and/or

ii. other specified grounds for the appeal.

f. The appeal will be based on the **record** that was before the decision maker.

g. The Appeal Panel will determine whether:

i. the decision maker's decision contained errors to the extent that those errors would have a material effect on the outcome of the decision; or

ii. the sanctions imposed by the decision maker were unreasonable in the circumstances.

2. INITIATING AN APPEAL

a. An **appellant** or **respondent** may seek assistance from an **advisor** throughout an appeal process.

b. Any appeal of the decision-maker's decision must be submitted to the **Appeals and Compliance Coordinator** within 15 working days of the deemed receipt of the decision.

c. The written appeal must state the grounds for the appeal and include all available arguments, evidence or objections in support of the appeal.

d. A student who seeks to request a hearing in French should contact the Appeals and Compliance Coordinator in advance of submitting their appeal.

e. An appeal can be withdrawn at any time prior to the **appeal hearing**.

3. APPEAL PANEL MEMBERS

a. For each appeal hearing the Appeal Panel will consist of one academic staff member as chair and two students. All Appeal Panel members (academic staff members and students) will be elected by GFC. In selecting members of the Appeal Panel, GFC will attempt to keep the membership of the Appeal Panel as broadly representative as possible given the available pool of candidates.

b. GFC will elect a roster of up to seven academic staff members to serve as Chairs of particular appeal hearings ("roster of Chairs"). The Appeal Panel Chairs will serve a term of up to four years and are eligible for re-election.

c. GFC will elect a roster of up to ten undergraduate students and six graduate students ("roster of students"). All student members will be elected to serve a term of up to two years and are eligible for re-election.

d. When constituting the Appeal Panel, members will be chosen from the rosters listed above. The Appeals and Compliance Coordinator will endeavour to ensure that the Appeal Panel Chair and members are impartial and free from conflicts of interest.

e. No Appeal Panel member in a hearing will be from a Faculty which is a party to the dispute. Students in any joint degree program will not be called upon to hear appeals that arise from any of the Faculties involved in their joint program

f. When an appeal hearing involves an undergraduate student, the Appeal Panel will include at least one undergraduate student. When an appeal hearing involves a graduate student, the Appeal Panel will include at least one graduate student. For the purposes of selection and service on the Appeal Panel, graduate students are considered to be from the Faculty where they receive supervision. Students who are in any joint graduate/undergraduate degree program (e.g., the joint MBA/LLB program) are considered to be graduate students for the purpose of service and selection on the Appeal Panel.

g. Any Appeal Panel member who has been called to serve on the Appeal Panel for a particular case must complete their service on that case even if their term on an Appeal Panel expires or, in the case of student members, a student graduates or changes status from undergraduate to graduate.

h. If all Appeal Panel Chairs are unable to serve, the Appeals and Compliance Coordinator may complete an Appeal Panel by selecting a member of the General Faculties Council Academic Appeals Committee ("GFC AAC") Panel of Chairs.

i. If all student members from the roster of students are unable to serve, the Appeals and Compliance Coordinator may complete an Appeal Panel by selecting either one full-time undergraduate student or one full-time graduate student, from the GFC AAC Panel of Students.

4. MANDATORY TRAINING FOR APPEAL PANEL MEMBERS

    a. All Appeal Panel Chairs, members and alternates must have completed the training outlined in the *Student Academic Integrity Policy* before hearing any appeals.

    b. At the discretion of the Chair, having regard to equity-informed practices, new Appeal Panel members may attend any oral appeal hearing as observers for training purposes. Delegates of the Office of General Counsel may also attend any oral appeal hearing as an observer.

5. PROCEDURES FOR AN APPEAL

    a. The Appeals and Compliance Coordinator will be responsible for collecting and distributing documents and all relevant issues raised to both parties as part of the appeal process.

    b. On receiving an appeal, the Appeals and Compliance Coordinator will provide to the appellant and respondent:

        i. confirmation of receipt of the appeal;

        ii. a list of on-campus resources;

        iii. a copy of the record; and

        iv. the timelines within which the appellant and respondent must provide their written arguments on the appeal, as follows:

            1. the appellant must provide their written appeal argument within 15 working days of receiving the record;

            2. the respondent must provide their written response argument within 15 working days of receiving the appellants written appeal argument;

            3. the appellant must provide any reply, which must be restricted to only new matters arising from the respondent's response argument, within 5 working days of receiving that written response argument;

            4. the respondent must provide any reply, which must be restricted to only new matters arising from the appellant's reply, within 5 working days of receiving the appellant's reply.

    c. The appellant and respondent must provide the name of their respective advisors, if any, to the Appeals and Compliance Coordinator as soon as possible.

    d. The Appeals and Compliance Coordinator will

        i. select a proposed chair and members for the appeal hearing and will:

        ii. provide the parties with the name of the proposed chair and the names of all student members of the Appeal Panel;

iii. set the date(s) for the appeal hearing in consultation with the Appeal Panel Chair. Normally, appeal hearings will be scheduled within 6 weeks from the date the appeal was received;

iv. where the appeal hearing cannot be scheduled within the timeline noted above, give the parties written notice of the anticipated date for the appeal hearing;

v. where both parties have appealed the decision, schedule both appeals to be conducted together by the same Appeal Panel at a single appeal hearing; and

vi. address any other matter for the purposes of organising and administering the appeal hearing.

e. The Appeals and Compliance Coordinator will constitute the Appeal Panel and provide its members and the parties with:

i. the date and time of the appeal hearing;

ii. the decision of the Faculty Decision-Maker and/or Student Conduct Officer;

iii. the record on which the Faculty Decision-Maker and/or Student Conduct Officer decision was based; and

iv. the appellant's written appeal(s), the appellant's and the respondent's written arguments and replies.

f. The Appeals and Compliance Coordinator may take any other required steps in order to administer the appeal process.

6. PROCEDURAL REQUESTS

a. The Chair will decide any procedural questions that arise both before and during the appeal hearing, in consultation with the Appeals and Compliance Coordinator. Either party may make a procedural request to the Chair. The Chair's decision on a procedural request is final and binding and will be communicated to the parties in writing by the Appeals and Compliance Coordinator.

b. Procedural requests must be submitted in writing to the Appeals and Compliance Coordinator and include reasons that support the request. The Appeals and Compliance Coordinator will provide the other party with an opportunity to respond in writing to the procedural request within 5 working days of receiving notice of that request.

c. Procedural requests include, but are not limited to:

i. Request that an Appeal Panel Chair or member not serve on the Appeal Panel:

1. after receiving the names of the Appeal Panel members, the parties will have 5 working days to submit a written request that the proposed Appeal Panel Chair or member not serve on the appeal;

2. these requests may be made only on the grounds that the proposed Appeal

Panel Chair or member may have a bias or conflict of interest that would prevent a fair hearing;

3. If the request is granted, the Appeals and Compliance Coordinator will replace the proposed Appeal Panel Chair or member with another member who will be selected by rotation wherever possible, from the same constituent group (i.e., academic staff, undergraduate student or graduate student).

ii. Request that sanctions be withheld until the appeal is decided:

1. this request must be made within 5 working days from the date the appeal was submitted;

2. if granted, the Appeals and Compliance Coordinator will direct the Registrar to:

a. remove any sanctions from the **central academic record**; and

b. withhold degrees, certification of marks and/or **transcripts** pending the outcome of the appeal.

3. Sanctions will be reinstated if the appellant withdraws their appeal.

iii. Requests for the Appeal Panel to consider new evidence or information that was not before the Faculty Decision-Maker and/or Student Conduct Officer in the record:

1. The onus is on the party making this request to establish that:

a. the new evidence or information is relevant; and

b. was not reasonably available at the time of the Faculty Decision-Maker and/or Student Conduct Officer hearing; and

c. they made the request as soon as possible after becoming aware of the new evidence or information.

2. The Chair may only grant this request where the test set out in (1) has been satisfied on a balance of probabilities.

iv. Request to vary the format of the appeal hearing(s):

1. Appeal hearings will normally be conducted through an exchange of the parties' written arguments to the Appeals and Compliance Coordinator, but either party can request an opportunity to present their arguments orally before the Appeal Panel.

2. This request must be made well in advance of the date set for the appeal hearing.

3. Request that hearing be conducted in French:

    a. The Appeals and Compliance Coordinator will make reasonable efforts to convene an Appeal Panel to conduct the hearing in French.

    b. Where there is no capacity to conduct the hearing in French, the Appeals and Compliance Coordinator will notify the requesting party.

v. Request to extend any time limit set out in this procedure:

    1. These requests must be made as soon as possible and, in any event, before the time limit expires.

vi. Any other procedural request.

7. PROCEDURES AND POWERS OF THE APPEAL PANEL

a. The Appeal Panel will consider the entire record, the parties' appeal, response and reply documents, and where applicable, the parties' oral statements made at the appeal hearing before coming to a decision, by majority vote.

b. In considering their decision, the Appeal Panel will show deference to the Faculty Decision-Maker and/or Student Conduct Officer's decision, particularly with respect to the findings of facts and, accordingly, may only overturn a decision of the Faculty Decision-Maker and/or Student Conduct Officer where it was made on the basis of an error or errors that would have had a material effect on the outcome.

c. The Appeal Panel has the power to grant an appeal, in whole or in part, only where:

    i. the appellant establishes that the Faculty Decision-Maker and/or Student Conduct Officer incorrectly:

        1. found or did not find a real and substantial link to or material effect on the **learning environment**;

        2. acted outside of their authority under the *Student Academic Integrity Policy* and/or the *Student Academic Misconduct Procedure*;

        3. defined the elements of a violation; and/or

        4. other similar grounds related to the application or interpretation of *Student Academic Integrity Policy* and/or *Student Academic Misconduct Procedure*.

    ii. the appellant establishes that the findings of facts made by the Faculty Decision-Maker and/or Student Conduct Officer contain errors, such as

        1. making a finding of fact without any evidence;

        2. considering irrelevant facts;

        3. giving undue weight to certain facts;

4. misapplying the facts to the elements of a violation in the *Student Academic Integrity Policy*; and/or

5. other similar ground related to the facts.

iii. the appellant establishes that there was a breach of procedural fairness in the Faculty Decision-Maker and/or Student Conduct Officer hearing, such as

1. the appellant was not provided with the opportunity to respond to an allegation or adverse evidence;

2. the Faculty Decision-Maker and/or Student Conduct Officer did not provide reasonable disclosure of the investigation report;

3. the Faculty Decision-Maker and/or Student Conduct Officer was not impartial;

4. the appellant was not provided with information about or sufficient opportunity to secure an advisor;

5. there were significant and unjustifiable delays in the process to the extent that the fairness of the process was undermined; and/or

6. other similar ground related to procedural fairness.

iv. In addition to (c) above, the Appeal Panel may grant an appeal of sanction made by the student only where the appellant establishes that the Faculty Decision-Maker and/or Student Conduct Officer assigned a sanction(s) outside of a reasonable range, having regard to the nature of the violation and other relevant surrounding circumstances.

8. DECISION OF THE APPEAL PANEL

a. Where the Appeal Panel grants an appeal, they have the power to do the following:

i. With respect to an appeal by the Faculty Decision-Maker of the Student Conduct Officer, the Appeal Panel must remit the matter back to the Student Conduct Officer who made the decision or, where appropriate, a different Student Conduct Officer, to remedy the errors and issue an amended or a new decision.

ii. With respect to an appeal by the student, the Appeal Panel may:

1. grant the appeal and overturn the decision;

2. grant the appeal and remit the matter back to the Faculty Decision-Maker and/or Student Conduct Officer who made the decision or, where appropriate, a different Faculty Decision-Maker and/or Student Conduct Officer, to remedy the errors and/or issue an amended or a new decision; or

3. substitute a different sanction.

b. Decisions of the Faculty Decision-Maker and/or Student Conduct Officer are subject to

one appeal only. Amended decisions in which errors have been remedied are not subject to additional appeal. Where a new decision is issued, that decision may be appealed.

c. The Appeal Panel does not have the power to overturn a consequence resulting from a failure to meet specified conduct conditions (see Student Academic Integrity Policy, Appendix B, "Academic Integrity Conditions"). Any appeal of academic integrity conditions must be made at the time the sanction is imposed and within the time limits set out in the *Student Academic Misconduct Appeal Procedure*. If the conduct conditions are not met, no further appeal is available when the consequence is applied.

d. The Appeal Panel's decision is final and is not subject to any further review or reconsideration by any University person or body.

e. The Chair of the Appeal Panel will communicate the decision to the Appeals and Compliance Coordinator, who will, as soon as possible, relay the decision to the parties and their respective advisors.

f. The Chair will normally submit the Appeal Panel's written reasons for the decision to the Appeals and Compliance Coordinator within 15 working days of reaching the decision. Where the written reasons are delayed, the Appeals and Compliance Coordinator will give written notice to the appellant and respondent.

9. SERVICE OF DOCUMENTS

a. Any notices, communications, and appeal materials will be sent electronically using university accounts. See the *Electronic Communication Policy for Students and Applicants* in the *University Calendar*.

b. On receiving the written decision, the Appeals and Compliance Coordinator will send a copy to the following individuals:

i. the appellant and respondent, and their respective advisors, Where an advisor does not have a university account, the appellant and respondent may forward the decision to their advisor.

ii. the Student Conduct Officer, where the Student Conduct Officer's decision was appealed;

iii. the Vice-Provost and Dean of Students;

iv. the Office of General Counsel; and

v. members on the Appeal Panel.

c. The Appeals and Compliance Coordinator may provide a copy or excerpts of the decision to any other University unit as may be appropriate to administer the sanction or for other authorised purposes, for example, to units including, but not limited to, the following:

i. where a sanction is to be noted on the student's central academic record or transcript, the Appeals and Compliance Coordinator will notify the Office of the

Registrar;

ii. where a sanction affects the student's academic program, the Appeals and Compliance Coordinator will notify the student's home Faculty; and

iii. in programs jointly offered with another institution, the Appeals and Compliance Coordinator will provide a copy of the decision to the partner

iv. institution when the violation relates to the student's conduct at that partner institution.

Definitions

Any definitions listed here apply to this policy document only with no implied or intended institution-wide use. For clarity, defined terms listed here include grammatical variations thereof.	
Academic Integrity	Academic integrity refers to the expectation that every member of an academic community will conduct themselves with the highest standards of ethical conduct. A student demonstrates academic integrity by: 1. situating their own work in the larger body of knowledge, properly acknowledging the work of others, 2. accurately distinguishing their own ideas, words images and data from those developed using other sources, and 3. avoiding any activity that results in unfair academic or other advantage for themselves or others. Failing to align with the principles of academic integrity harms the entire university community, regardless of whether that failure stems from a lack of knowledge or skill, or an attempt to gain unfair academic or other advantage.
Advisor	An individual who assists an appellant or respondent during the appeal process. Assistance may be provided by the Office of the Student Ombuds, Student Legal Services, legal counsel or another advisor chosen by the parties.
Appeals and Compliance Coordinator	The person responsible for administration of the *Student Academic Misconduct Appeal Procedure*.
Appeal Hearing	The opportunity for appellants and respondents to provide or respond to information, arguments, and evidence in an appeal process. An appeal hearing can take the form of written document exchange and/or an oral meeting, either virtual or in-person, with the Appeal Panel.

Appellant	A person who appeals the decision of the Faculty Decision-Maker or the Student Conduct Officer under this procedure.
Central academic record	A continuing record maintained by the Office of the Registrar, where all matters relating to courses, grades, and academic standing and probation are permanently recorded. Transitory notations, such as service indicators are also noted in the central academic record while they are in effect.
Equity-informed practice	An approach to processes, procedures and service provision that centres equitable and inclusive access, aspires to barrier-free design for learning principles, and supports reasonable accommodation when access to or participation in the learning environment is limited as a result of a protected ground.
Faculty Decision-Maker	The individual the Dean has delegated to hear and decide an academic integrity complaint.
Learning environment	The learning environment is to be understood broadly to encompass all aspects of University life. It includes: ● physical and virtual spaces where university teaching, learning, work, research, residence, recreational and social activities take place; ● university activities, events and functions, including, but not limited to, teaching, research, studying, work, administration, meetings, public service, travel, conferences, training, public lectures, performances, student group events, and social or sports activities.
Procedural fairness	The elements of the process used by a decision-making body authorised by statute or policy to make a decision that affects an individual's rights, privileges, or interests, that give effect to an individual's right to reasonable notice of the case to meet, the opportunity to respond and the right to an impartial decision maker.
Record	The materials on which the Faculty Decision-Maker and/or Student Conduct Officer based their decision. The record includes any materials, statements, or responses provided to the Faculty Decision-Maker and/or Student Conduct Officer that were relevant to the question of whether an individual was in violation of the *Student Academic Integrity Policy* and any information or materials, statements, or responses related to the consideration of appropriate sanction(s).

Respondent	The person who responds to an appeal under this procedure.
Student	An individual who is or has been registered as a student at the university whether or not for credit and includes current undergraduate and graduate students, postgraduate learners, former students, and graduates who have received a degree, diploma or certificate from the university. An individual ceases to be an applicant, and becomes a student when: 1) they register for courses, and 2) the add/delete deadline, as published in the *Calendar*, has passed. Application-related offences discovered after the individual becomes a student will be addressed under the *Student Academic Integrity Policy* or *Student Conduct Policy.*
Student Conduct Officer	The person responsible for making a decision on recommendations from Faculty Decision-Makers and other decisions as outlined in the *Student Academic Integrity Policy* and the associated procedures.
Student Misconduct Appeal Panel	The decision-making body authorised to hear appeals of the decisions of the Faculty Decision-Maker or the Student Conduct Officer.
Transcript	A student's official academic record issued by the Office of the Registrar and bearing the signature of the Registrar. Information for the transcript is drawn from the central academic record. Information included on the University of Alberta transcript is found in the *University Calendar*.

Parent Policy Suite

- Student Academic Integrity Policy
- Student Academic Integrity Policy Appendix A Academic Misconduct
- Student Academic Integrity Policy Appendix B Sanction Descriptions and Impact
- Student Academic Misconduct Procedure
- Student Academic Misconduct Appeal Procedure

Related Links

Sources of on-campus assistance

- Student Success and Experience (SSE) (email)
- Office of the Student Ombuds
- Student Legal Services
- Students' Union (SU)
- Graduate Students' Association (GSA)
- l'Association des Universitaires de la Faculté Saint-Jean (AUFSJ)

- Augustana Students' Association
- First Peoples House
- Academic Success Centre

Other conduct policies

- Accommodation Policy
- Discrimination and Harassment Policy
- Information Technology Use and Management Policy
- Practicum Intervention Policy
- Protocol for Urgent Cases of Violent, Threatening or Disruptive Behaviour
- Residence Community Standards Policy
- Sexual and Gender-Based Violence Policy
- Student Groups Procedure

Information

- University Calendar
- University Calendar - Electronic Communication Policy for Students and Applicants

History

- September 1, 2024 Approved
- June 20, 2025 Editorial amendment. Formatting, office name and links
- August 1, 2025 Editorial amendment. Formatting and office name

For questions surrounding policy document interpretation or implementation, please contact the Office of Administrative Responsibility.

The official version of this document may be obtained from https://www.ualberta.ca/policies-procedures/index.html