

[Appealing an Academic or Non-Academic Misconduct Decision](#)

You have received a letter from the Office of Student Community Standards outlining that you have been found responsible for a violation of the Academic Integrity policy, or the Student Community Standards Policy. Now what?

First and foremost, you need to understand what an appeal is, and what it isn't. As a part of due process/the tenants of natural justice, you have the right to request an appeal of a decision made about you. To be granted an appeal, your request must address and meet **at least one** of the following grounds:

- a. A procedural error occurred that may have reasonably affected the fairness of the process or may have altered the outcome of the case; (ex. The decision maker never contacted you for a meeting before you received your letter etc.)
- b. A reasonable demonstration that the Decision Maker(s) had an unfair bias; (ex. You have **documented proof** of discrimination, harassment etc.)
- c. There is new information that was not reasonably available at the time of the decision and would likely have resulted in a different outcome; (ex. You were on a trip/away and it took until after the decision letter to get a copy of the boarding pass.)
- d. A reasonable demonstration that the resolution(s) imposed was unreasonable when considering the circumstances of the case. (ex. If the severity of the resolution far exceeds the academic misconduct- Not citing one source, and receiving a suspension as an outcome.)

You will need to demonstrate that you have met one of the grounds above for the Appeal Committee Chair to accept your appeal.

★ **Please note that dissatisfaction with a decision is not adequate grounds for an appeal. Additionally, if you choose not to participate in the process/ you choose not to meet with the decision maker, that is not grounds for an appeal.**

[How long do I have to request an appeal?](#)

You will have **10 business days** from the date that you received your letter to be able to submit your appeal for review. If you miss this deadline your appeal will not be accepted, there are no exceptions.

In your decision letter there will be an individual link for you to click on to fill out the appeal form, there is no form listed on our website.

What information do I need to include in my Appeal Request?

Include the ground(s) for requesting your appeal (as stated above), your reason(s), and a description of your desired outcome. You may also provide a list of any Witnesses who could potentially participate and the name of an individual who could serve as your Support Person.

Please be sure to include **a detailed account of all relevant information** in your appeal request. The Chair makes their decision based on the information you provide, If you think it is relevant, please include it.

If you have been issued a significant and impactful resolution as part of the original decision, you may include a request for the temporary suspension of that resolution(s) and the reason(s).

Here is what you can expect on the form:

Appeal Type *

Choose Academic Appeal in the drop-down menu.

APPEAL DETAILS

Reasons for Appeal *

Please describe, in detail, your reason for appeal. You need to include justification for your selected ground(s) as well as any additional or relevant information you would like the Chair to consider.

Resolutions Being Sought *



Please describe the resolution being sought and why you believe it is appropriate:

List of Witness(es)



Please list the full names of the witness(es) that you would like to participate if your appeal goes to committee:

Support Person



Please list the full name of the support person for your appeal:

Attach documents/Upload

Please attach all documents/evidence you may have in this section to support your appeal.

Please submit your appeal document(s) here. You must answer all the questions above, fully address your rationale, and include a detailed account of your appeal request with supporting documentation. This document will be forwarded on to the Appeals Committee Chair for review.

Can my Appeal Request be denied?

Yes. If the Appeals Committee Chair decides that you have not met the grounds for an appeal, or the form is incomplete, you risk being denied an appeal. This is why it's important to seek out support when completing the Appeal Request Form if you need help or have questions.

If your Appeal Request is denied, you will receive written notice, including the reason for why your Appeal Request was denied.

What happens if my appeal is granted?

If your appeal is granted by the Appeals Committee chair, a hearing board will be convened and a hearing will be scheduled within 30 business days. The committee chair can choose to extend the time if deemed appropriate.

Appeal hearings are closed to the public, and are held virtually or in person. You can choose to attend the hearing or not, it is your choice.

If you have been issued a significant and impactful resolution as part of the original decision, and you request for the temporary suspension of the resolution(s), the committee chair may consult with university officials in assessing associated risks before coming to a decision. If the committee chair decides to temporarily suspend your resolution(s), it will be communicated to you in writing.

Once the appeal hearing is complete, the hearing board will deliberate on a decision. Deliberations are closed and no records of the deliberations will be kept. The following are what the hearing board may find:

1. In favour of the Appellant (you) and change the original outcome
2. In favour of the Appellant and require a new process to occur
3. Against the Appellant and uphold the original decision

The Hearing Board Chair will then prepare a written decision, including the hearing board's reason(s), normally within 5 business days of the hearing. The decision letter will then be given to you, the Decision Maker of the original decision, the Committee Chair and the Registrar should the decision require a change to your academic record. The decision of the hearing board is final.

Appeal Support

If you have further questions, or would like support in putting your appeal together, please book an appointment with the Advocacy Resource and Support Coordinator with SAMRU's Student Advocacy Resource Centre, here: <https://samru.ca/wyckham/sarc/>