

# Student Code of Conduct and Right to Appeal

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## Preamble

Throughout these regulations, all references to the University include the University of Regina and its federated colleges. These regulations apply to all students of the University, and to all students at any other location who are taking courses through the University. All references to the term faculty, federated college, or academic unit refers to all U of R Faculties, the Centre for Continuing Education, Federated Colleges, and La Cité universitaire francophone.

## Jurisdiction

These regulations cover the conduct of all University students in University related activities, or with respect to and on University property, or involving any member of the University community. University related activities include activities of any type operated under University auspices at any location, whether on or off campus (including on any Co-op work placement, practicum, internship, or research project).

## Definition of a Student

A student is an individual who:

- has accepted an offer of admission to an undergraduate, graduate, or ESL program; and/or
- is enrolled on a full-time, part-time, or visiting basis; or
- has an active status with the University; or
- is participating in a co-operative education work placement, a practicum, an internship, study abroad opportunity, or other sanctioned university activity.

The code is in effect without regard to the physical location of the program.

## Student Code of Conduct

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Students of the University are expected to conduct themselves responsibly and with propriety both in their studies and in their general behaviour and are expected to abide by all policies and regulations of the University. Misconduct, which may be academic (that is, in academic studies) or non-academic (in general behaviour), is subject to disciplinary action.

Consideration for others and respect for each person is a principal way of life within the university community. The basic behavioral philosophy of the University is that students, academic staff, support staff, and administrators must be able to work and study in an environment that is free from harassment, discrimination, and intimidation, that all members of the community are entitled to fair and humane treatment, and that all will conduct themselves appropriately, respectfully, and responsibly.

A primary responsibility of the University is to provide its students with the opportunity for inquiry and the freedom to discuss and express one's views openly without fear of retaliation, or abuse of person or property. These attributes are the foundation of good citizenship.

To this end, students have an obligation to act in a fair and respectful manner toward their peers, the faculty, staff, administration, and the physical property of the University and others. Integrity and personal conduct, both on-campus and off-campus, are critical elements in achieving these goals.

The University expects students to:

1. Behave in a way that facilitates and promotes respect and equality toward all University staff, faculty, students, and others.
2. Represent the University with professionalism and integrity on and off campus while attending a university event, an event of a registered student group, attending a conference, attending a student exchange or study abroad travel opportunity, participating in a co-op work placement, during a practicum, or during an internship, as a U of R student.
3. Understand the principles of Academic Integrity, Academic Misconduct, and Non-Academic Misconduct and to conduct themselves in a manner that upholds these principles to their highest standard.
4. Read, understand, and comply with all university policies, procedures, academic regulations, program requirements, and deadlines.
5. Be able to produce a student identification card or other acceptable form of government issued photo identification when asked to do so by Campus Security or any other university official.
6. Carry a student residence id card at all times when in secured areas of student residence buildings.

## Determination of Misconduct Penalties

Determination of the penalty for acts of misconduct will be done on a case-by-case basis with consideration for similar incidents. In determining the appropriate penalty, consideration will also be given to the extent of the misconduct, whether there have been previous cases of misconduct, and other mitigating or aggravating circumstances. Following the principles of progressive discipline, repeated cases of academic and/or non-academic misconduct will normally result in more severe penalties.

Withdrawal from the University or from courses while an alleged violation is being investigated does not prevent the subsequent rendering of a disciplinary decision and assignment of a penalty if the misconduct is substantiated.

There may be academic and financial consequences for misconduct, including an appropriate notation on a student's transcript, and no adjustment of fees.

## Academic Misconduct

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### Academic Integrity

Academic integrity requires students to be honest and responsible in all learning environments. Academic assignments exist to help students learn; grades exist to show how fully this goal is attained. Therefore, all work and all grades should result from a student's own understanding and effort. The principles of Academic Integrity include, but are not limited to:

- Completing your own work.
- Documenting your research and citing the works of others.
- Acting ethically and with integrity as you pursue your academic studies.
- Upholding the ethical or professional code of the profession for which you are preparing.
- Being accountable and taking responsibility for your actions.
- Learning from your mistakes.

### Acts of Academic Misconduct

Acts of academic misconduct include acts which contravene the general principles of Academic Integrity. Some of these acts are described below. Others which are not explicitly described here may also be considered academic misconduct. All forms of academic misconduct are considered serious offences within the University community.

# Student Code of Conduct and Right to Appeal

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## Cheating on Tests or Examinations

Cheating constitutes academic misconduct. Cheating is dishonest behaviour or the attempt to behave dishonestly. It includes, but is not limited to:

- using books, notes, diagrams, electronic devices, smart devices, or any other aids during an examination, either in the examination room itself or when permitted to leave temporarily unless explicitly authorized by the course instructor or examiner;
- copying the work of other students;
- communicating with others during an examination to give or receive information, either in the examination room or outside it or through the use of electronic communication devices;
- consulting others on a take-home examination unless authorized by the course instructor;
- commissioning or allowing another person to write an examination on one's behalf;
- not following the rules of an examination;
- using for personal advantage, or communicating to other students, advance knowledge of the content of an examination;
- altering answers on an assignment or examination that has been returned;
- removing an exam or exam related materials from the examination room if not permitted to do so.

**Note:** In all cases of misconduct during an examination, students will have a notation made in the examination booklet detailing the type of behavior observed, the date, and the time.

## Plagiarism

Plagiarism is a form of academic misconduct where the work of another person is submitted without acknowledgement, whether from intent to deceive, lack of understanding, or carelessness. It is expected that students will examine and refer to the ideas of others unless the course instructor states otherwise. These ideas must be incorporated into the student's own analysis and must be clearly acknowledged through citations, footnotes, endnotes, or other practices accepted by the academic community. Students' use of others' expression of ideas, whether quoted verbatim or paraphrased, must also be clearly acknowledged according to acceptable academic practice. It is the responsibility of each student to learn what constitutes acceptable academic practice in each class. Plagiarism includes, but is not limited to, the following practices:

- not acknowledging an author or other source for one or more phrases, sentences, thoughts, code, formulae, or arguments incorporated in written work, software, or other assignments;
- presenting passages and/or portions of another person's paper, report, piece of software, etc., as an assignment for credit, even if that paper or other work is cited as a source in the accompanying bibliography or list of references. This includes copying sources of information found on the Internet;
- paraphrasing text while maintaining the basic paragraph and sentence structure.

Students who are uncertain of what plagiarism is are encouraged to discuss it with their instructors and should consult the vast resources available on this topic that can be found on the internet and in most libraries. The APA and MLA citation guides are also valuable sources of information, but students may need to consult other sources of information to follow the format required by their instructor.

## Other Forms of Academic Misconduct

In addition to the matters described above, academic misconduct subject to discipline also includes, but is not limited to, the following:

- copying the work of others;
- falsifying lab results;
- adding entries to a bibliography with works not read or used;
- enabling another student in an act of academic dishonesty; for example, writing a test or paper for someone else, or preparing materials for another student's studio project;
- providing false or incomplete information or supporting documents/materials on an application for admission, re-admission, or transfer;
- providing false information to obtain a deferral of term work or examination;
- using a fictitious name and/or id number on an examination;
- altering or falsifying, or attempting to alter or falsify, grade information or other records of academic performance (one's own or someone else's);
- obtaining or attempting to obtain an academic advantage by non-academic means such as bribes or threats;
- hindering other students in obtaining fair access to University materials and facilities;
- theft of another student's notes;
- alteration or destruction of the work of other students;
- behaviour that interferes with the evaluation of another student's work, such as failure to participate in a group project;
- submitting the same work for credit in more than one course. Students who wish to submit work they have prepared for another course must consult the current course instructor(s) and receive permission to do so;
- working jointly, with another student or group of students, on an assignment that is to be graded if no explicit instructions are given by the instructor about group work. Students who wish to work together must request the instructor's permission in advance;
- misleading or plagiarized statements on scholarship or grant applications.

## Academic Misconduct Procedures

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### Reporting Academic Misconduct

Anyone may report academic misconduct. Anyone who has reason to believe that academic misconduct has occurred shall immediately notify the relevant Dean or designate (the "Investigating Dean"). Where the alleged academic misconduct occurs in connection with a particular course, the Dean or designate of the faculty, federated college, or academic unit offering the course shall be the Investigating Dean. For all other acts of alleged academic misconduct, the Dean or designate of the student's faculty, federated college, or academic unit shall be the Investigating Dean.

For ESL, High School Accelerated, and Casual Studies students admitted through the Centre for Continuing Education, the student's Dean is the Director of the Centre for Continuing Education. For Visiting Students, the student's Dean is the University Registrar. For graduate level students, the student's Dean is the Dean of the Faculty of Graduate Studies and Research.

## Investigation

Upon receiving notification, the Investigating Dean shall investigate the alleged academic misconduct immediately. The process will include offering an opportunity for the student to explain the incident, and conducting any further investigation deemed necessary to ensure procedural fairness. Upon receiving notification, the Investigating Dean will also immediately notify the University Secretary (with a copy to the Registrar and the course instructor) of the alleged misconduct.

If the Investigating Dean is not the Dean of the student's faculty, federated college, or academic unit, the Investigating Dean will also notify the Dean of the student's faculty, federated college, or academic unit of the alleged misconduct. If the academic misconduct has been established, the Investigating Dean may take the appropriate academic action, and impose the appropriate penalty with respect to that course.

## Academic Misconduct Penalties

The possible penalties for an act of academic misconduct include any one or more of the following, or any other appropriate penalty at the discretion of the Investigating Dean:

- reduction of a grade on an assignment, essay, report, or examination;
- notation on the student's file;
- zero credit on an assignment, essay, report, or examination;
- reduction of a grade in a course;
- zero credit in a course;
- a grade of XF (academic misconduct);
- loss and/or repayment of scholarships and other awards;
- requirement to take a course in ethics and/or academic integrity;
- suspension or expulsion from a program;
- suspension or expulsion from the University; or
- withholding or rescission of a credential.

## Disciplinary Decision and Assignment of Penalty

The Investigating Dean will make the disciplinary decision on the academic misconduct. Where a student at the undergraduate level commits academic misconduct in two or more courses in the same term or there is a record of previous misconduct, the Dean or designate of the student's faculty, federated college, or academic unit may assign a penalty additional to these assigned by the Investigating Dean. At the graduate level, the disciplinary decision is made by the Investigating Dean.

## Notification of Disciplinary Decision and Assignment of Penalty

The Investigating Dean will advise the student of the disciplinary decision(s) in writing via the student's U of R email address. A copy of the disciplinary decision(s) will be provided to the University Secretary, the student's faculty, and the Registrar's Office.

## Non-Academic Misconduct

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### Acts of Non-Academic Misconduct

Acts of Non-academic or misconduct include, but are not limited to, the following ("Violations"):

- a violation of the published rules, regulations, practices, procedures, or policies of the University or of any authorized rule-making body within the University, including all academic and administrative units, any residence, and a violation of any professional code of conduct applicable to a student's faculty or department;
- theft, vandalism, and willful or negligent damage to the property of the University or of a member of the University community, the Student's Union, or any other university organization;
- disruption of instructional activities (being any conduct which makes it difficult to proceed with scheduled lectures, seminars, discussion group meetings, and related activities, or with examinations, tests, or use of library, laboratory, or research facilities);
- assault of any nature, or the threat of any assault;
- the unauthorized use or the misuse of any university facilities, equipment, or services;
- the violation or breach of any Federal, Provincial, or Municipal laws, so far as they are relevant to student conduct;
- harassment or discrimination in contravention of the principles articulated in the policies of the University, The Saskatchewan Human Rights Code, or the Canadian Charter of Rights and Freedoms;
- illegal drug use and/or distribution of illegal drugs;
- refusal to produce a University issued student identification or government issued photo identification when asked to do so by a University officer or staff member;
- the failure to comply with the directions of officials of the University acting within the scope of their authority;
- any conduct which harms or threatens to harm the proper functioning of university programs or activities, the rights of members or guests of the University, the safety or well-being of members or guests of the University, or the property of the University, its members, and guests;
- falsification or misuse of university records for improper or fraudulent purposes.

The reporting of a Violation, an investigation, and the assignment of discipline hereunder shall not disentitle an individual from seeking recourse or making a complaint under any other university policy, nor does the bringing of any complaint under the university policy prevent the University from investigating any violation and imposing any discipline hereunder therefore. All rights and remedies under all university policies are cumulative, and a student may be subject to discipline for a violation under more than one policy, code of conduct, regulation, or procedure of the University or any authorized rule-making body within the University, including all academic and administrative units, residences, faculties, or departments.

It is recognized that an offence can be of one or more of a criminal, non-academic, and academic character, (e.g. theft of a key to obtain a copy of an examination paper). In these cases, it is understood that both academic and non-academic discipline, and criminal penalties may arise.

## Non-Academic Misconduct Procedures

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### Reporting Non-Academic Misconduct

Any individual may report a Violation to:

- Campus Security;
- the dean of the student's faculty;
- the manager of the student's residence; or
- any other appropriate University officer or administrator such as a Vice President, an Associate Vice President, a Dean, the Registrar, or a Department Director.

### Investigation

Upon receiving notification, the university officer will investigate the alleged violation immediately in conjunction with Campus Security, if appropriate. This process may include taking a statement from the complainant, informing the respondent of the allegation, offering an opportunity for the respondent to reply to the allegation, and conducting any further investigation deemed necessary to ensure procedural fairness.

### Incident Report

Following an investigation that involves Campus Security, Campus Security will prepare an Incident Report. When Campus Security is not involved in an investigation, an Incident Report will be prepared by the investigating university officer. The Incident Report will summarize the investigation and findings and may recommend a penalty in respect of the violation, which may include referral of the matter to a law enforcement agency. The Incident Report will be provided to the University Secretary (and a copy maintained at Campus Security or with the investigating university officer). If the investigating university officer and/or Campus Security determine that the violation did occur, the Incident Report will also be forwarded to the "Investigative Lead". The investigative lead for undergraduate students is the Associate Vice-President, Student Affairs (or designate) and for graduate students the Dean of the Faculty of Graduate Studies and Research (or designate).

### External Investigation

Where the violation falls within the scope of the Criminal Code of Canada or any other federal or provincial statute, the matter may be referred to law enforcement for consideration. Campus Security will liaise between the University and Law Enforcement Officials. The violation will concurrently be reviewed by the investigative lead for an internal disciplinary decision.

Notwithstanding that a violation may have been referred to law enforcement officials for external investigation and action (including judicial action), the University may choose to proceed with an internal investigation and disciplinary decision hereunder.

### Presidential Intervention

The President (or the Acting President) has the power to exclude any individual from the University at any time. This will be done if, in the opinion of the President, this action is necessary to avoid disruption to the University, protect the interests of students, faculty, staff, or visitors to the University; or to protect the property of the University.

If there is no current investigation of non-academic misconduct, the incident(s) giving rise to the exclusion will be reported to the investigative lead, (or designate) for further investigation and decision as to penalty, including possible continued exclusion from the University. If there is a current investigation of non-academic misconduct underway, the continued exclusion of the student will be determined through the disciplinary process.

At the completion of the penalty period a student who has been excluded from the University must petition to the Council Discipline Committee for permission to apply for re-admission.

## Non-Academic Misconduct Penalties

University penalties for acts of non-academic misconduct are assigned by the investigative lead (or designate). The possible penalties for an act of non-academic misconduct may include any one or more of the following, or another appropriate penalty at the discretion of the investigative lead (or designate):

- forfeiture of fees;
- restitution for damage;
- fines;
- university community service or remedial measures;
- mandatory counseling;
- alternative dispute resolution;
- loss of, and/or requirement to repay, scholarships or other awards;
- probation;
- eviction from residence;
- restriction of access or use of any University facilities, equipment, or services;
- expulsion from the co-op program;
- suspension (dismissal from the University for a fixed period);
- termination of any internship, practicum, clinical, or research project, without any refund of fees;
- expulsion (dismissal from the University for an indefinite period and in no case less than two calendar years);
- exclusion from university campuses, lands, buildings, and/or the online university systems.

### Review, Disciplinary Decision, and Assignment of Penalty

Upon receipt of an Incident Report, the investigative lead (or designate) will review the misconduct in question and recommend a course of action, including an appropriate disciplinary penalty. The investigative lead (or designate) shall be entitled to call upon the assistance of an Advisory Team which shall comprise the following individuals: the investigative lead (or designate), the dean of the accused student's faculty, federated college, or academic unit, the director of Campus Security, or such other appropriate administrative personnel as may be required. The investigative lead (or designate) will make the disciplinary decision.

### Notification of Disciplinary Decision and Assignment of Penalty

The investigative lead (or designate) will advise the student of the disciplinary decision in writing and will provide a copy of the disciplinary decision to the University Secretary. If the disciplinary decision involves suspension or expulsion, a copy shall also be provided to the student's dean and the Registrar's Office for action with respect to the student record.

### Administration of Penalties of Suspension, Expulsion, and Exclusion from Campus

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#### Suspension, Expulsion, and Exclusion - Withdrawal from Courses

A student who is suspended, expelled, or excluded from campus will be immediately withdrawn from course(s) in progress and assigned grades of Compulsory Withdrawal (CW).

#### Suspension and Expulsion – Reinstatement in In-progress Classes and Registration in Future Terms

To be reinstated in in-progress classes, a student must make their intent to appeal known to the University Secretary within 10 business days of being notified of the suspension or expulsion. The formal appeal may follow this notification and must be received by the University Secretary within the timelines specified in the *Appeals of Academic or Non-Academic Misconduct – Council Disciplines Committee* section of this document. Students who have been excluded from campus are not eligible to have their in-progress classes or future term class registrations reinstated on the receipt of notification of intent to appeal.

A student who is appealing a penalty of suspension or expulsion may continue to register for and attend classes until the appeal process has been exhausted, unless the student has been excluded from campus.

Where the appeal process has been exhausted and a penalty of suspension or expulsion is the final outcome of that process, the student will be withdrawn from courses in progress with grades of CW ("compulsory withdrawal") and all registrations in future academic terms will be cancelled.

## **Reinstatement in Classes - Exclusion from Campus**

A student who is suspended or expelled, and who is also excluded from campus will be reinstated in in-progress classes, if possible, if the outcome of their appeal is successful and the penalty is rescinded. Registrations in future academic terms will be reinstated to the extent possible.

## **Return to the University at the Conclusion of a Suspension Period**

At the conclusion of the period specified in a suspension, students who have been suspended must reapply and follow the normal deadlines and procedures for admission, re-admission, or faculty transfer.

## **Return to the University at the Conclusion of an Expulsion Period**

At the conclusion of the period specified in an expulsion, students who have been expelled must petition to the Council Discipline Committee for permission to apply for re-admission/reinstatement. There is no guarantee that a student will be granted re-admission/reinstatement to their chosen faculty, federated college, or academic unit after serving out the penalty of expulsion.

## **Exclusion from Receiving Transfer Credit on a Suspension or Expulsion**

Students who have been suspended or expelled from the University and who are subsequently re-admitted to the University will not receive transfer credit for any courses they may have taken from other institutions during the period of their dismissal.

## **Application to Graduate and Participation in Convocation Ceremonies during a Suspension, Expulsion, or Exclusion**

Students who have been suspended, expelled, or excluded may not apply to graduate or participate in Convocation ceremonies.

## **Student Appeals**

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### **Appeal of Grade**

Students have the right to appeal any grade, including a grade in a practicum course. An appeal of grade can be made while the course is in progress for a specific piece of term work or when the course is finished. An appeal can be procedural or substantive as outlined below.

### **Deadline for Making an Appeal of Grade**

For both procedural and substantive appeals, students must submit their appeal within 20 business days of receiving the grade for a piece of term work. In the case of an appeal of final grade the appeal must be made within 20 business days of the final grade being posted to their UR Self Service account.

### **Deadline for Responding to an Appeal of Grade**

For both procedural and substantive appeals, the deadline for a faculty, federated college, or academic unit to respond is 20 business days. This includes an appeal on a piece of term work, or an appeal of final grade.

### **Potential Grade Appeal Outcomes**

An appeal of grade has three potential outcomes:

- the grade remains the same;
- the grade is raised; or
- the grade is lowered.

### **Procedural Grade Appeal**

A procedural grade appeal is initiated when a student believes that there has been a procedural error in the calculation of their grade.

### **Procedural Grade Appeal - Procedure**

In these cases, the student will contact the instructor of the course and make a request for the calculation of their grade to be reviewed. The instructor will review the grading records and, if an error is found, the grade will be changed accordingly. A student who is unable to contact the instructor should contact the faculty, federated college, or academic unit offering the course so that it can be escalated to the appropriate faculty member for assistance. Grade changes will be submitted to the Registrar's Office. Grade changes at the graduate level are first submitted to the Faculty of Graduate Studies and Research for approval.

### **Substantive Grade Appeal**

A substantive grade appeal is initiated when:

- a student believes a grade to coursework was assigned on some basis other than academic achievement; or
- the published evaluation standards differ from the evaluation standards applied to the assigned grade.

The student must clearly state the reasons for initiating the appeal.

### **Substantive Grade Appeal - Procedure**

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#### **Informal Discussion**

Substantive grade appeals are initiated by the student through having an informal discussion of the grade with the course instructor. This informal discussion can help to facilitate misunderstandings about the grade as well as to help the student understand how the grade was determined.

#### **Formal Submission**

If a student is not satisfied with the outcome of the informal discussion, they may submit a formal grade appeal to the Registrar's Office. The following documentation **must** be submitted:

- a completed Appeal of Grade form;
- a letter specifying the grounds for the appeal and the date of the informal discussion with the instructor;
- the original (graded) copy of the term work (students are responsible to retain original (graded) copies of their term work, including downloading copies of graded term work from UR courses); and
- the required fee.

#### **Initial Review**

The Registrar's Office will:

- confirm all required documentation and that the required fee has been received; and
- forward the appeal to the designated individual within a faculty, federated college, or academic unit to coordinate the review.

#### **Determination of Grounds**

The designated individual within a faculty, federated college, or academic unit will:

- decline to proceed if the student has not established sufficient grounds; or
- proceed with the appeal if sufficient grounds have been established; and
- notify the student via their U of R email address of the status of their appeal (declined or proceeding).

## Review of Term Work

On the determination of sufficient grounds, the designated individual within a faculty, federated college, or academic unit will coordinate a review of the term work with an instructor, or instructors, in the same discipline. This may result in one of the following outcomes:

- the grade remains the same; or
- the grade is increased; or
- the grade is lowered.

**Note:** When a reviewer in the same discipline is not available, the University has the right to coordinate the review with a faculty member of the same discipline through a university that is a Universities Canada member.

## Notification of Outcome

The designated individual within a faculty, federated college, or academic unit will:

- notify the student of the outcome of an appeal via their U of R email address; and
- notify the Registrar's Office of the outcome of an appeal; and submit a change of grade request to the Registrar's Office if the grade differs from the original grade. Grade changes at the graduate level are first submitted to the Faculty of Graduate Studies and Research for approval.

## Grade Change and Refund of Fee

The Registrar's Office will:

- process grade change requests; and,
- initiate a refund of the grade appeal fee if the appeal is declined on the basis of insufficient grounds; or
- initiate a refund of the grade appeal fee if the grade is increased by more than 5% from the original grade.

The outcome of an appeal of grade is final.

## Appeal of Academic Action

Students have the right to appeal an academic action. Academic actions include Faculty Probation, Required to Discontinue (RTD), and Must Withdraw (MW).

## Deadline for Making an Appeal of Academic Action

Students must submit their appeal in writing by the deadline specified in the letter of notification. Late appeals will not be heard.

## Potential Appeal Outcomes

An appeal of academic action has three potential outcomes:

- the action remains the same; or
- a previous action is extended; or
- the action is rescinded.

## Class Registration/Attendance While Appealing an MW

Students with an academic action of MW are not permitted to attend or register in classes during the appeals process. Class registrations may be cancelled by the student's faculty, federated college, or academic unit.

## Co-operative Education Work Placement, Practicum, and Internship Completion While Appealing an MW

At the discretion of the student's faculty, federated college, or academic unit, a student may be permitted to complete a cooperative education work placement, a practicum, or an internship that has already begun. Students must make their request to complete in writing to their faculty, federated college, or academic unit. Making a request to complete does not guarantee that the student will be permitted to complete.

## Refund of Fees during an Appeal

Students whose class registrations are cancelled during the appeals process will receive a full refund of tuition, course fees, and term-based fees.

## Transcript Record during an Appeal

MW and RTD academic actions will remain on a student's transcript during the appeals process. Faculty Probation does not appear on a transcript.

## Appeal of Academic Action Procedure

An appeal of academic action is made to the designated authority as specified in the letter of notification. In most instances this is the Chair of the Student Appeals Committee of the faculty, federated college, or academic unit. For students at the graduate level, the designated authority is the Dean of the Faculty of Graduate Studies and Research.

## Appeal Review and Deadline to Respond

The appeal of academic action will be reviewed at the next scheduled meeting of the faculty, federated college, or academic unit appeals committee.

## Notification of Outcome

The designated authority will:

- notify the student of the faculty, federated college, or academic unit appeals committee's decision on the appeal via their U of R email address;
- submit a request to the Registrar's Office to change the academic action if the outcome of the appeal requires a change; and,
- copy the University Secretary on the decision.

## Further Appeals – Academic Actions and Decisions - Council Committee on Student Appeals

With the exception of matters to be heard by the Council Discipline Committee, all appeals and applications by students regarding faculty, federated college, or academic unit decisions will be heard by the Council Committee on Student Appeals. Formal requests for appeals must be submitted in writing to the University Secretary within 30 calendar days of the decision letter from the faculty:

### The University Secretary

University of Regina  
Administration/Humanities Building, Room 509  
Regina, SK S4S 0A2  
Tel: 306-585-4956; fax: 306-585-5255  
E-mail: [student.appeals@uregina.ca](mailto:student.appeals@uregina.ca)

Grounds for an appeal to the Council Committee on Student Appeals include, though are not limited to, the following:

- There is additional relevant information which was not considered at the faculty, federated college, or academic unit level;
- There was a problem in procedure at the faculty, federated college, or academic unit level;
- The substance of the case was not considered correctly at the faculty, federated college, or academic unit level. For example, relevant rules and regulations were applied incorrectly; or
- Even if relevant rules and regulations were applied correctly, the resulting decision is unfair or unreasonable in the circumstances.

In accordance with the rules of natural justice, students appealing to the Council Committee on Student Appeals have a right to a fair hearing. This includes the right to be notified of hearings, the right to be present and represented at the hearings, the right to present arguments, and the right to question the dean or person designated by the dean.

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Procedures of the Council Committee on Student Appeals include, but are not necessarily limited to, the following:

- the student's or representative's presentation, with opportunity for the dean/designate and Committee members to ask questions;
- the dean or designee's presentation, with opportunity for the student/representative and Committee members to ask questions;
- an opportunity for final statements by the student or representative and dean/designate;
- the student/representative and dean/designate then withdraw from the hearing and the Committee makes its decision on the appeal;
- the student and dean/designate are informed as quickly as possible of the results of the appeal and reasons for the decision;
- a record of the hearing is kept by the University Secretary.

The Council Committee on Student Appeals meets as required. The Committee reports annually to Executive of Council.

### **Appeal of Academic or Non-Academic Misconduct - Council Discipline Committee**

Students may appeal the imposition or severity of a penalty for misconduct (academic or non-academic) to the Council Discipline Committee. Requests for a hearing must be submitted, in writing and within 30 days of the date of imposition of the penalty, to:

#### **The University Secretary**

University of Regina  
Administration/Humanities Building, Room 509  
Regina, SK S4S 0A2  
Tel: 306-585-4956; fax: 306-585-5255  
E-mail: [student.appeals@uregina.ca](mailto:student.appeals@uregina.ca)

Students who have been expelled for misconduct may submit an application for re-admission and letter of petition to the Council Discipline Committee. If their petition is approved by the committee, students must still meet the academic requirements and conditions imposed for admission, re-admission, or transfer to their chosen faculty. If the petition is denied by this committee, the decision is deemed final and a new time period may be allotted before the student can petition again to return.

The decision of the committee and the reasons for the decision are rendered in writing to the appellant and the Registrar for action relative to the student record.

At the discretion of the Registrar (undergraduate applicants) or the Dean of the Faculty of Graduate Studies and Research (graduate applicants), an applicant who has been dismissed for disciplinary reasons from another post-secondary institution may be required to petition to the Council Discipline Committee and receive permission to apply for admission or renewal before being considered on academic grounds. If the applicant is admitted, the previous dismissal may be considered in any future proceedings for misconduct.

The Committee reports annually to Executive of Council.

### **Appeal of the Decision of the Council Discipline Committee – Senate Appeals Committee**

If the student or the university officer is dissatisfied with the decision of the Council Discipline Committee, either may appeal the decision to the Senate Appeals committee. The onus is on the appellant to demonstrate that the decision of the Council Discipline Committee was manifestly unfair or contrary to the evidence presented at the Council Discipline Committee hearing. No witnesses are permitted, and no new evidence is entertained.

Appeals can be submitted to:

#### **The University Secretary**

University of Regina  
Administration/Humanities Building, Room 509  
Regina, SK S4S 0A2  
Tel: 306-585-4956; fax: 306-585-5255  
E-mail: [student.appeals@uregina.ca](mailto:student.appeals@uregina.ca)