

**Academic/Administrative Member or Official of the University suspects that
ACT OF MISCONDUCT OCCURRED**

INVESTIGATION	<ul style="list-style-type: none"> ➤ The relevant dean or designate (“Investigating Dean”)¹ is notified immediately if an act of misconduct has occurred. ➤ Upon receiving notification, the Investigating Dean investigates the alleged misconduct. Letter written to student (Letter 1) inviting the student to meet with him/her. No decisions regarding the misconduct or the penalty should be included at this point. ➤ Investigating Dean immediately notifies University Secretariat of alleged misconduct. ➤ University Secretariat informs Investigating Dean with regard to 1st or 2nd offence of misconduct. 		
DECISION	<ul style="list-style-type: none"> ➤ Investigating Dean makes Disciplinary Decision. Letter sent to student (Letter 2) with copies to: ➤ Be sure to inform the student they may request a hearing to the CDC within 30 days of Letter 2. 	<div style="font-size: 2em;">}</div> <div style="font-size: 2em;">}</div>	
APPEAL	<ul style="list-style-type: none"> ➤ Student chooses to <u>appeal</u> Investigating Dean’s Disciplinary Decision. Request for hearing to be submitted to University Secretary within 30 days of the date of Letter 2. 		
OPPORTUNITY FOR APPEAL	<ul style="list-style-type: none"> ➤ University Secretariat sends written notice of hearing (Letter 3) to student and Investigating Dean at least two weeks in advance of scheduled date of hearing. With copies to: <ol style="list-style-type: none"> 1) Registrar’s Office 2) Student’s Home Faculty 	OR <div style="background-color: black; color: white; border-radius: 50%; padding: 5px; display: inline-block;">30 days</div>	
HEARING (CDC)	Misconduct substantiated and penalty assigned.	OR	Misconduct not substantiated.
DECISION/ NOTIFICATION	<ul style="list-style-type: none"> ➤ Decision of the Committee and reasons for decision are communicated to student in writing (Letter 4) with copies to: <ol style="list-style-type: none"> 1) University Secretariat 2) Investigating Dean 3) Registrar’s Office 4) Student’s Home Faculty 		
RECORD/ RETENTION	<ul style="list-style-type: none"> ➤ A record of all substantiated cases of misconduct is retained permanently by University Secretariat. ➤ A record of the student’s misconduct is also retained in the student’s official file. ➤ A yearly report on all disciplinary cases is sent to Executive of Council. 		

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¹ Dean or designate of the faculty offering course.

DECISION OF CDC – APPEALED TO SENATE	<ul style="list-style-type: none"> ➤ If the student or Investigating Dean is dissatisfied with the decision of CDC, either may appeal the decision to Senate Appeals Committee (SAC). ➤ Request for the appeal in writing to University Secretariat within 30 days of the date of the decision letter from CDC. 	OR	<ul style="list-style-type: none"> ➤ 29th day after the Decision of CDC: Registrar’s Office emails University Secretariat to verify if student requested appeal. ➤ If no appeal after the 30th day, Registrar’s office will enter necessary Disciplinary Decision on student’s record. Registrar’s Office notifies Financial Aid & Awards re Scholarships. The DP hold is removed.
OPPORTUNITY FOR APPEAL	<ul style="list-style-type: none"> ➤ University Secretariat sends written notice of hearing (Letter 5) to the appellant and the respondent at least two weeks in advance of scheduled date of hearing. With copies to: <ol style="list-style-type: none"> 1) Chair of Council Discipline Committee 2) Registrar’s Office ➤ Cases must be heard within 4 months of date of first notice of hearing. 		
SENATE HEARING	<ul style="list-style-type: none"> ➤ The Senate Appeals Committee acts as an appeal review tribunal for decisions of Council Discipline Committee, in accordance with section 33(1)(e) of <i>The University of Regina Act</i>. The Committee will uphold the decision of this Committee unless the appellant can demonstrate that the decision was contrary to evidence presented or manifestly unfair to appellant. ➤ The hearing is NOT a <i>de novo</i> hearing. 		
DECISION/ NOTIFICATION	<ul style="list-style-type: none"> ➤ Decision of the Committee and reasons for the decision are communicated to appellant and the respondent in writing (Letter 6) with copies to: <ol style="list-style-type: none"> 1) University Secretariat 2) Investigating Dean 3) Registrar’s Office 4) Student’s Home Faculty ➤ Registrar’s Office will enter necessary Disciplinary Decision on student’s record and the DP hold is removed. ➤ Registrar’s Office notifies Financial Aid & Awards re Scholarships. 		
RECORD/ RETENTION	<ul style="list-style-type: none"> ➤ A record of all substantiated cases of misconduct is retained permanently by University Secretariat. ➤ SAC will report its decisions, for information only, along with any minority dissenting opinion, to the next regular meeting of Senate. 		

30 days