

F1004 ACADEMIC INTEGRITY POLICY

APPEAL PROCEDURES

This procedure applies to Langara students who wish to appeal a decision made under the Academic Integrity Policy.

1. GROUNDS

- a. An appeal must be based on one or more of the following grounds.
 - i. The action that received a sanction is not an academic integrity violation as defined by the policy, or
 - ii. Relevant evidence has become available that was not available at the time of the original decision and there is a strong probability that the evidence would have a significant effect on the decision, or
 - iii. There is clear and demonstrable evidence of a procedural error that significantly affected the outcome of the decision.
- b. Advice on the appeal process and grounds for appeal can be obtained from the Office of Student Conduct & Academic Integrity.

2. DECISION REVIEW

- a. This section applies to appeals that do not involve suspension or revoking/rescinding a credential. For appeals of suspension or credentials, see Appeal to the Board of Governors under section 7 below.
- b. A student may request a review of an academic integrity decision within 5 business days of being notified of the academic integrity violation and imposed sanction. Requests for a review must be sent in writing to the Office of the Associate Vice President, Students. The request must include:
 - i. An explanation of the grounds on which the review is based.
 - ii. An explanation of the desired resolution or outcome.
 - iii. Any other information or evidence the student wishes considered.
- c. The Office of the Associate Vice President, Students will review the request and any other relevant information and decide if there are grounds for a decision review.
- d. Within 5 business days of receiving the request, the Office of the Associate Vice President, Students will notify the student if:
 - i. The request will advance to a decision review based on the grounds listed in 1.a, or
 - ii. The request will be dismissed for not meeting the grounds listed in 1.a.
- e. If the student has shown that there are grounds for a decision review, the Office of the Associate Vice President, Students will send the request to the appropriate representative for review. The representative will consult with the original decision maker as needed.

- i. The relevant division chair or program manager will review decisions made by a faculty member, department chair, or program coordinator.
- ii. The relevant dean will review decisions made by a division chair or program manager.

3. DECISION REVIEW OUTCOME

- a. If the decision review results in an alteration to the earlier outcome, the department representative will notify the student, the instructor, and the Office of the Associate Vice President, Students in writing within 15 business days of receipt of the request.
 - i. If the outcome includes an alteration to the sanction, the Office of Student Conduct and Academic Integrity will be notified of the alteration.
- b. If the decision review does not result an alteration to the earlier outcome, the department representative will send a written decision to the student, the instructor, and the Office of the Associate Vice President, Students.

4. ACADEMIC INTEGRITY APPEAL PANEL

- a. This section applies to appeals that do not involve suspension or revoking/rescinding a credential. For appeals of suspension or credentialing, see Appeal to the Board of Governors under section 7 below.
- b. If a student can show that a procedural error was made during the decision review, the student may ask that the matter be considered by an Academic Integrity Appeal Panel.
- c. The student must make a written request, to the Office of the Associate Vice President, Students, within 5 business days of being notified of the decision review outcome. The written request must include an explanation of the procedural error, and a copy of the decision review outcome,
- d. An Appeal Panel cannot be requested until after the decision review process has concluded.
- e. Upon receipt of a request, the Associate Vice President, Students will review the request to ensure that there are grounds for an appeal.
 - i. If the student has not shown that a procedural error was made during the decision review, the Associate Vice President, Students will dismiss the request and inform the student in writing within 5 business days of receipt of the request. The decision of the Associate Vice President, Students is final, and not subject to further appeal.
 - ii. If the student has shown a procedural error during the decision review, the Associate Vice President, Students will strike an academic integrity appeal panel within 5 business days of receipt of the request.
- f. An academic integrity appeal panel will consist of 3 voting members who have had no previous direct involvement with the matter under consideration, and a non-voting chair.
 - i. For regular studies courses, the panel will normally include an academic dean, a division chair, and a department chair.

- ii. For continuing studies courses, the panel will normally include the Dean of Continuing Studies, a program manager, and a program coordinator.
- g. In cases where two or more students are appealing sanctions that are associated with the same incident or event, the Associate Vice President, Students may decide to join the appeals together.
- h. The panel will review relevant information related to the appeal. In exceptional circumstances the panel may, at its discretion, conduct an oral hearing.

5. PANEL DECISION

- a. After reviewing the information, the panel is limited to the following outcomes:
 - i. Uphold the original decision.
 - ii. Substitute a lesser sanction or no sanction at all.
 - iii. Substitute a greater penalty.
 - iv. Refer the matter back for further investigation.
- b. Within 15 business days after convening the panel, the panel chair will notify the student and the instructor of the decision in writing.
- c. The decision of the panel is final and not subject to further appeal.

6. SUSPENSION, DENIAL OR RESCINDING OF A CREDENTIAL

- a. The President has the authority to suspend a student from the College or deny or rescind a college credential for breaches of college policy.
- b. A student who has been suspended from the College or has had a credential denied or rescinded by the President, may appeal to the Langara College Board of Governors.

7. APPEAL TO THE BOARD OF GOVERNORS

- a. A student who wishes to appeal the decision of the President to suspend or deny or revoke a credential, must first exhaust all avenues of appeal within the College including all applicable policies before starting an appeal.
- b. The Board will only consider appeals that relate to procedural grounds. The Board will not reinvestigate or review a determination of fact.
- c. Grounds for appeal are:
 - i. The student did not receive information about the case and related concerns.
 - ii. The student was not given an opportunity to respond to the concerns.
 - iii. The student was not provided with reasons for the decision.
 - iv. There is clear and demonstrable evidence that the policy or procedures were not followed in a way that significantly affected the outcome of the decision.
- d. The student must start a final appeal to the Board in writing within 5 business days of the

President's decision, and include:

- i. The procedural grounds for their appeal.
 - ii. A written chronological of the facts supporting the stated grounds for the appeal;
and
 - iii. Copies of all documents upon which the student intends to rely.
- e. In response to the appeal, the Board may:
- i. Decline the appeal summarily on the basis the appeal would not substantially affect the previous decision.
 - ii. Ask for further written submissions.
 - iii. Decide based on the written submissions alone.
 - iv. Conduct a hearing to obtain information from interested persons; or
 - v. Undertake any other steps the Board considers are needed to uphold the principles of fairness and due process.
- f. A designated member or members of the Board will notify the student in writing of the outcome of the appeal within 15 business days following receipt of the appeal.