Process at the Faculty level
1. The instructor files an incident report
2. The Associate Dean may interview the student
4. The Associate Dean interviews the student (advocate allowed)

The charge is upheld by letter, with sanction
The student does not request a hearing
The OS notifies the Associate Dean within a reasonable time
The Associate Dean files a report with the Registrar
The Associate Dean directs the instructor to submit a grade
The student may withdraw their request for a hearing.

The charge is referred to the AHP by letter (always in the case of repeat offences)
The student requests a hearing to the OST
The OST confirms the timing of the AHP
The OST requests evidence and a witness list
AHP is held
The AHP makes a decision. The parties may submit a written request for an authorization to appeal.
No request for appeal
The OST notifies the Registrar that the decision of the AHP can be implemented. In the case of a repeat offense, the OST sends the file to the Provost for confirmation of the sanction.

Request to appeal
The OST notifies both parties that an appeal was filed and requests a written response from the non-appealing party
The appealing party may send a rebuttal to the response.
The OST convenes an Appeals Authorization Panel
The Panel considers the written record and renders its decision
Request denied
The Appeals Panel takes place
Confirmed
A decision is made
The OST notifies the Registrar of the decision. If a repeat offense, the OST sends the file to the Provost for confirmation of the sanction.

DISCLAIMER: This document is for information purposes only. For more complete information, please consult the Academic Code of Conduct and/or an advocate.
Simplified process as of May 4th, 2015