



## SENATE REVIEW BOARD ACADEMIC (SRBA)

### APPLICATION FOR HEARING

An Application for Hearing will not be accepted by the University Secretariat unless the application is complete and submitted within the time limit for filing an appeal.

### DOCUMENTS AND DEADLINES

A complete Application for Hearing must be received by the University Secretariat within six weeks\* of the date of the Dean's written decision that is under appeal. A complete Application for Hearing will include the following:

- x Details of the appeal, which must include a description of the matter under appeal and the reasons for challenging the Dean's decision;
- x The requested relief;
- x A copy of the Dean's decision;
- x A copy of the student's letter or application to the Dean requesting relief, if applicable; and
- x All relevant supporting documentation.

### HEARINGS

Appeals are heard by SRBA panels. The SRBA Terms of Reference and a complete list of the current members are available at <https://uwo.ca/univsec//senate/committees/index.html>.

If your appeal relates to a scholastic offence, your appeal will proceed directly to an oral hearing. In all other cases, an SRBA panel will first review your appeal and decide if it will proceed to an oral hearing.

### JURISDICTION AND POLICIES

SRBA does not have jurisdiction and cannot review appeals related to academic accommodations for students with disabilities. For further information on academic accommodations and accessibility, please visit

[https://academicsupport.uwo.ca/accessible\\_education/academic\\_accomodation.html](https://academicsupport.uwo.ca/accessible_education/academic_accomodation.html)

Full information on SRBA's jurisdiction, its rules relating to evidence, and its hearing procedures are set out in the section "Appeals to SRBA" in the Undergraduate Student Academic Appeals Policy and the Graduate Student Academic Appeals Policy.

Undergraduate Student Appeals:

[https://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/appealsundergrad.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/appealsundergrad.pdf)

Graduate Student Academic Appeals:

[https://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/appealsgrad.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/appealsgrad.pdf)

## DEFINITIONS

As per the Scholastic Discipline – Undergraduate and Scholastic Discipline – Graduate policies, “Scholastic Offences” include, but are not limited to, the following examples:

- x Plagiarism - the “act or an instance of copying or stealing another’s words or ideas and attributing them as one’s own.” (Excerpted from Black’s Law Dictionary, West Group, 1999, 7<sup>th</sup> ed., p. 1170). This concept applies with equal force to all academic work, including theses, assignments or projects of any kind, comprehensive examinations, laboratory reports, diagrams, and computer projects.
- x Cheating on an examination or falsifying material subject to academic evaluation.
- x Submitting false or fraudulent research, assignments or credentials; or falsifying records, transcripts or other academic documents.
- x Submitting a false medical or other such certificate under false pretenses.
- x Improperly obtaining, through theft, bribery, collusion or otherwise, an examination paper prior to the date and time for writing such an examination.
- x Unauthorized possession of an examination paper, however obtained, prior to the date and time for writing such an examination, unless the student reports the matter to the instructor, the relevant program, or the Registrar as soon as possible after receiving the paper in question.
- x Impersonating a candidate at an examination or availing oneself of the results of such an impersonation.
- x Intentionally interfering in any way with any person's scholastic work.



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APPLICATION FOR HEARING

*(Type or print legibly)*

NAME: \_\_\_\_\_

STUDENT NUMBER: \_\_\_\_\_ PRONOUNS: \_\_\_\_\_

LOCAL ADDRESS: \_\_\_\_\_ PERMANENT ADDRESS: \_\_\_\_\_

The Dean's decision requires me to withdraw from a program, from the University, or from an Affiliated University College.

***Please note:*** SRBA only has jurisdiction to hear an appeal when a Dean's decision specifically requires you to withdraw. SRBA does not have jurisdiction to hear appeals where the Dean's decision subsequently triggers the implementation of policy(ies) administered by the Office of the Registrar or the School of Graduate and Postdoctoral Studies requiring your withdrawal.

The appeal is against general marking or grading practices.

**DETAILS OF THE APPEAL: *Do not leave blank.***

Describe the matter under appeal. In the box below or an attached Microsoft Word/PDF document, for each ground of appeal checked above:

x

**RELIEF REQUESTED: *Do not leave blank.***

Describe what you want to happen as a result of this appeal.

**LEGAL COUNSEL OR AGENT**

If you have retained legal counsel or an agent, please complete the following:

Check one:      Legal Counsel                      Agent

Name: \_\_\_\_\_ Name of Firm (if applicable): \_\_\_\_\_

Address: