

professor and chair will agree on a course-based penalty for the infraction up to and including a failing grade in the course. The department chair will then contact the registrar's office to ascertain whether a previous offense has occurred.

- b. If a previous instance of academic misconduct had occurred, then the Vice President Academic will be notified in writing and may impose a university-based sanction up to and including expulsion, which would be in addition to the penalty imposed by the professor and department chair.
 - c. If no previous violation has been recorded, then the agreed upon penalty will be communicated to the student in writing within one week. A copy of the letter will be sent to the registrar's office for inclusion in the student's file.
3.
 - a. If the student disagrees with the professor's decision that academic misconduct has occurred, then the student can appeal the decision **in writing** to the Senate Student Academic Grievance Committee.
 - b. If the student disagrees with the outcome of the professor and department chair's deliberations concerning the penalty for academic misconduct, then the student can appeal the decision **in writing** to the Senate Student Academic Grievance Committee.
 4. The Senate Student Academic Grievance Committee shall:
 - ▶ solicit and consider relevant material from the student, the department chair and the professor, and other material as deemed necessary;
 - ▶ reach a decision concerning the appeal of the professor's decision or the penalty imposed; and
 - ▶ communicate its decision in writing to the department chair, the professor, the student, and the registrar's office for inclusion in the student's file.

In a case where the department's decision concerning guilt has been upheld, then the matter will be referred back to the professor and department chair to determine a penalty, as described in 2a.

5. In all cases of alleged academic misconduct or academic grievance concerning the department chair, the Vice-President (Academic) shall appoint an individual to act as department chair under these procedures.
6. The Academic Grievance Procedures, as outlined in the University Calendar, allow for the student to appeal the decision of the Senate Student Academic Grievance Committee to the Senate.
7. If, after all relevant appeals have been exhausted, the student is found guilty of academic misconduct, then the chair of the Senate Student Academic Grievance Committee will communicate in writing the offense and penalty to the registrar's office for inclusion in the student's file.

APPENDIX B

**Student Statement on Academic Misconduct
St. Thomas University**

Date: _____

Student name: _____

Student ID: _____

Academic year and semester: _____

Course name, number and section: _____

Assignment under review: _____

Professor: _____

Nature of infraction: _____

Student Statement:

I agree that in the course noted above I breached the University's policy on academic misconduct as outlined in the St Thomas University Academic Calendar, section Five E., and in the manner described above.

Student signature

Appendices:

1. Course outline
2. Assignment sheet
3. Professor's report on student's academic misconduct, including supporting evidence

*Policy Origin:

This policy was prepared by

Date: _____