



Plagiarism Appeal Committee (PAC)

- ✚ A student may appeal whether plagiarism/cheating actually occurred, or the severity of the punishment.
- ✚ The current PAC consists of three instructors from Math and Computer Science, English, and Social Science Division (ACBO meeting Sept 8th 2016): Leslie, Kristina, and Hayri.

A Formal Plagiarism Appeal

1. Appellant - if a student wants to appeal a plagiarism charge or if a student wants to appeal the severity of the punishment (e.g. additional demerits/ suspension/ expulsion), they must forward an appeal letter to the counsellor within the 7 the day appeal period and submit a \$50 appeal fee, refundable if the appeal is successful, along with the Plagiarism Appeal Form.

2. Counsellor - acknowledges the receipt of the appeal, reviews for clarity, forwards all information and supporting documentation/ history to PAC members, and schedules a hearing date. Cc in the Principal.

3. PAC- acknowledges receipt of the appeal and confirms availability for hearing date. PAC meetings that are initiated during the course of the semester will be held within a week of the appeal being initiated. PAC meetings that are initiated in the last week of the semester would take place no later than Wednesday of the first week after the final exams.

4. Appeal of a specific charge: Attending the appeal hearing will be the AC members, student appellant, a counsellor, and the instructor. The instructor may bring one representative from his/her department, and the student may bring an advocate if desired.

4. Appeal of consequences: If a student is appealing expulsion/ suspension (usually for a third incident of plagiarism), instructor(s) may not need to attend. If a student is appealing additional demerits outside our regular plagiarism policy, then whoever requested the additional demerit should attend.

5. PAC - informs counsellor and Principal of appeal outcome and forwards meeting minutes.

6. Counsellor- informs student of outcome and updates student record/ CAMS accordingly. Uploads all appeal documents to CAMS. Updates instructor(s) if relevant. A student expelled (usually for a third incident of plagiarism) will be assigned grades of F on all courses in that semester. In this instance, counselor informs Registrar that student has been expelled and all grades in that semester must be changed to F.