

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:

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

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

Graduate Student Academic Appeals:

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:

- 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, 7th 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.
- Cheating on an examination or falsifying material subject to academic evaluation.
- Submitting false or fraudulent research, assignments or credentials; or falsifying records, transcripts or other academic documents.
- Submitting a false medical or other such certificate under false pretenses.
- Improperly obtaining, through theft, bribery, collusion or otherwise, an examination paper prior to the date and time for writing such an examination.
- 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.
- Impersonating a candidate at an examination or availing oneself of the results of such an impersonation.
- Intentionally interfering in any way with any person's scholastic work.
- Submitting for credit in any course or program of study, without the knowledge and *written* approval of the instructor to whom it is submitted, any academic work for which credit previously has been obtained or is being sought in another course or program of study in the University or elsewhere.
- Aiding or abetting any such offence.

“Unreasonable,” for the purposes of appeals to SRBA, means the decision exceeds a reasonable expectation, or refers to anything beyond what would be considered “common sense” for the average person. When determining whether a penalty is unreasonable or unsupportable, a high degree of deference is given to the Deans in reaching their decisions. The question posed to SRBA isn’t whether someone besides the Dean might have imposed a different penalty, but whether the decision is rationally linked to the evidence provided to the Dean.

SENATE REVIEW BOARD ACADEMIC (SRBA)

APPLICATION FOR HEARING

(Type or print legibly)

NAME: _____

STUDENT NUMBER: _____ **PRONOUNS:** _____

LOCAL ADDRESS: _____ **PERMANENT ADDRESS:** _____

Street

Street

City/Prov

Postal Code

City/Prov

Postal Code

Telephone: _____ Email address: _____

It is the student's responsibility to notify the University Secretariat immediately of any change to the above information.

I hereby request a Hearing before SRBA regarding a decision by:

Dean (or designate): _____ **Faculty/College:** _____

Date of Dean's decision: _____

The grounds for this appeal are: (check all that apply)

- ☐ The appeal is against a finding that my conduct amounted to a scholastic offence.
- ☐ The appeal is for relief against the penalty imposed by the Dean as a result of a scholastic offence.
- ☐ There has been a failure to follow, or to properly apply, a Senate policy.

List the name of the Senate policy(ies) that was/were not followed or properly applied:

Describe the alleged error made and explain how the error affected your academic performance:

- ☐ 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.

Please note: The term "general marking or grading practices" refers to the overall marking or grading structure of a course or an assessment as applied to all students in the course. It does not apply to a mark or grade given to you individually. SRBA will look for evidence of unfairness or flaws in the design or implementation of the overall marking or grading structure.

Describe the general marking or grading practice(s) at issue:

In exceptional circumstances, SRBA may agree to an oral hearing of an appeal against a Dean's decision that does not fall within the grounds for appeal above, if there was:

- ☐ A failure by the Dean to observe a procedural requirement.

Describe the procedural requirement(s) that was/were not followed:

- ☐ Bias demonstrated by the Dean.

Explain how the Dean's decision was biased and describe the evidence you have to support the allegation (all supporting evidence should be attached to your Application for Hearing):

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:

- *Explain how the Dean's decision under appeal is unreasonable or unsupportable on the evidence they had at the time of the decision;*
- *Describe any relevant evidence and how it applies to and/or supports your appeal; and*
- *Attach the evidence described in support of your appeal.*

Please note: *If the evidence you are providing was not provided to the Dean at the time of their decision, you must explain why it is relevant and significant, and why it was not previously available.*

RELIEF REQUESTED: Do not leave blank.

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

LEGAL COUNSEL

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

Name: _____ Name of Firm (if applicable): _____

Address: _____

Telephone: _____ Email address: _____

If you have indicated that you have legal counsel as your representative, all correspondence will be directed to them at the email address provided.

SIGNATURE

I confirm that I have followed the appeal process outlined in the academic policy(ies) applicable to my appeal.

I hereby authorize the University Secretariat to obtain a copy of my academic record from the Office of the Registrar.

Appellant's Signature

Date

Please submit your complete Application for Hearing
by email to secretariat-appeals@uwo.ca.

For more information, please contact the
University Secretariat at (519) 661-2055.

REVISED: JUNE 2025