

Example: Student Conduct Notification of Academic Penalty

Student Conduct Notification

S STUDENTCONDUCT@stclaircollege.ca

Mon 11/15/2021 7:00 AM

To: J. Student

Cc: STUDENT CONDUCT

St. Clair College
Notification of Academic Penalty

Date: Mon, Nov 15, 2021

This is official notification that an academic penalty has been imposed.

In accordance with Code of Student Rights and Responsibilities, Section 7.1.6, you may not drop this course.

This incident is now recorded in the Student Conduct Database. The Student Conduct Database is an internal database at St. Clair College. This record will not appear on your official transcript but it may be considered in determining any applicable administrative penalties. A copy of this notification has been sent to the Chair of your program.

Complaint Id: 5392

Recorded By: Instructor

Student Name/ID: Student Name Student Number

Program:

Term: Fall 2021

Date of Incident: Fri, Oct 29, 2021

Course/Section:

Violation: A - Cheating

Complaint Description (as entered by faculty)

Penalty Assess: MARK PENALTY (Academic Penalty) Final Appeal Date: Fri, Nov 19, 2021

Right to Appeal:

Students have the right to appeal any decision resulting in an academic and/or administrative penalty, as indicated in Section 7.1.6 of the Code of Student Rights and Responsibilities.

Appeals are heard by a panel of three adjudicators comprised of the Academic Integrity Administrator, a faculty representative and a student representative. Appellants will have the opportunity to submit documentation relevant to the appeal and attend the hearing to provide oral evidence.

If you wish to appeal this decision, you must file an appeal within FIVE (5) DAYS of this Notification. Appeals are initiated by completing the Appeal Form and submitting it to the Centre for Academic Excellence (CAE).

For more information (including copy of the Appeal Form), go to <https://can01.safelinks.protection.outlook.com/?url=https://www.stclaircollege.ca/?Facademic-integrity%2Fstudent-conduct->

Notification of Academic Penalty

- Chair and Instructor are Bcc'd on this notification

This email is auto-generated 10 days after the notification period (10 days after the Notification of Academic Misconduct). This process occurs when status on the Student Conduct Database entry changes from NOT (notification) to PEA (Penalty Imposed – Auto).

Notification of Academic Penalty