

**Example: Notification of Student Conduct Notification of Administrative Penalty**

**STUDENT CONDUCT NOTIFICATION**



STUDENTCONDUCT@stclaircollege.ca

Tue 11/16/2021 12:54 PM

To: Student

Cc: STUDENT CONDUCT

St. Clair College  
NOTIFICATION OF ADMINISTRATIVE PENALTY

Date: Tue, Nov 16, 2021

This is an official notice that this incident has been reviewed by an Academic Administrator and that an Administrative Penalty has been imposed for violation of the Code of Student Rights & Responsibilities, section 7.1.6.

Complaint Id: 5381

Student Name/Id: Student Name Student Number

Program:

Term: Fall 2021

Date of Incident: Mon, Nov 1, 2021

Course/Section:

Violation: A - Cheating

Complaint Description: as entered by faculty with any notes added by Chair

Penalty Assess: MARK PENALTY (Academic Penalty) Final Appeal Date: Fri, Nov 19, 2021  
Penalty Assess: GRADE DEDUCTION (Administrative Penalty) Final Appeal Date: Tue, Nov 23, 2021

Issued by: CHAIR/DEAN/VPA

**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/>

**Notification of Administrative Penalty**

- **Instructor** and **Chair** are Bcc'd on this notification

\*\*Academic Administrator must manually change status on entry to **ADM** and manually select **Send Email** to generate this (required).

Note the appeal timelines are indicated in the email.

