



Student Code of Conduct – Appeal Policy

Category: General;

Jurisdiction (in relation to the Student Code of Conduct – Academic Integrity): Senate Academic Committee;

Jurisdiction (in relation to the Student Code of Conduct – Non-Academic): Board Learning and Research Committee;

Approval Authority (in relation to the Student Code of Conduct – Academic Integrity): Senate;

Approval Authority (in relation to the Student Code of Conduct – Non-Academic): Board of Governors;

Established on: May 1, 2019;

Amendments: None.

Article I. General

- 1.01 Any and all Decisions of the Judicial Panel or an Appeal Tribunal are final.
- 1.02 The Judicial Panel may determine its own processes and the processes for Appeals from time to time, provided such processes are consistent with this Policy and the principles of natural justice including procedural fairness. Such processes in effect from time to time shall be posted on the University's website.
- 1.03 **Timeliness:** Best efforts will be made to ensure appeal proceedings are handled in an expeditious manner. Students who are concerned about delays in the process may contact the Secretary.
- 1.04 **Confidentiality:** The University expects everyone involved in an appeal process to respect the confidentiality of personal information of individuals.
- 1.05 **Definitions:**
 - a) “Board” means the Board of Governors of Lakehead University;
 - b) “Judicial Panel Procedures” means those processes referred to in paragraph 1.02 herein, established by the Judicial Panel from time to time.
 - c) “LUSU” means the Lakehead University Student Union, and “LUSU President” means the president of LUSU
 - d) “President” means the President and Vice-Chancellor of Lakehead University;

- e) “Secretary” means the Secretary of the Judicial Panel as determined from time to time by the President.

Article II. Judicial Panel Composition

2.01 There shall be a Judicial Panel composed of fifteen (15) persons of whom eight (8) shall be tenured members of the faculty of the University and seven (7) shall be full-time students (not being officers or full-time employees of the Lakehead University Student Union). Student nominees shall have been studying at a university for at least one (1) year and must have an academic standing of B (70 to 79 percent) or better. Judicial Officers shall not be eligible to serve on the Judicial Panel.

2.02 The members of the Judicial Panel shall be appointed for up to three (3) year renewable staggered terms by the Board following a call for interest to serve to fill vacancies, and a recommendation of:

- the President, for faculty member appointees, and
- the LUSU President, for student member appointees.

The Board has the discretion to establish the process for such appointments from time to time, and for greater certainty while the above-mentioned recommendations should be considered, the Board has the discretion to make decisions regardless of such recommendations.

2.03 The members of the Judicial Panel annually shall elect a Chair from the Panel's faculty members by majority vote.

Article III. Commencing an Appeal

3.01 Any student who may appeal to the Judicial Panel may commence such appeal if valid grounds for appeal exist, within fifteen (15) working days after receiving an appealable decision. An Appeal will be incomplete unless it includes payment of the applicable administrative fee to the Office of Financial Services for each matter under appeal and such documentation required by the Judicial Panel Procedures.

3.02 The only valid grounds for appeal are:

- a) Substantial procedural or factual error, including without limitation the denial of natural justice, that reasonably could have materially affected an appealable decision;
 - b) Significant new and materially relevant information that was not available through diligence prior to the decision; and,
 - c) An excessive sanction.
- 3.03 The Judicial Officer or other authorized person shall be entitled to respond to the Appeal, and the sanctioned student shall be entitled to reply to any such response, subject to the rules set out in the Judicial Panel Procedures.
- 3.04 The Appeal shall be assigned to an Appeal Tribunal constituted in accordance with the Judicial Panel Procedures.
- 3.05 Nothing herein shall relieve students of their obligation to review and understand any and all regulations, requirements and standards that may apply to their course of study, or to all students at Lakehead University.
- 3.06 Appeals filed under this policy may be dismissed by the Chair of the Judicial Panel without hearing if it appears that the appeal is frivolous, vexatious, or an abuse of process, or there is no reasonable prospect that the appeal can succeed.

Article IV. Appeal Hearing Procedures

- 4.01 The hearing of an Appeal shall be open to the public unless the Appeal Tribunal is of the opinion that confidential or sensitive financial, personal or other confidential matters may be disclosed at the Hearing that would outweigh the principle that Hearings ought to be open. Any of the Parties may ask that a Hearing be closed. The Appeal Tribunal may also decide to close a Hearing without receiving a request.
- 4.02 The Appeal Tribunal shall have control over its own procedures provided they are consistent with this Policy, the Judicial Panel Procedures, and the principles of natural justice including procedural fairness.

Article V. Deliberations Following a Hearing

- 5.01 The Appeal Tribunal is empowered to affirm or dismiss the appeal or to reduce, increase or otherwise alter the sanction. The Appeal Tribunal shall provide instructions detailed and clear enough such that the decision may be given full effect.
- 5.02 Once the Appeal Tribunal has reached a decision, the Chief of the Appeal Tribunal shall submit a confidential written report to the parties to the Appeal, the Provost, and such other persons as are required to implement the decision. The report shall include the following information:
- a) membership of the Appeal Tribunal;
 - b) background information regarding the appeal;
 - c) a summary of the main arguments on both sides; and
 - d) the final decision and reasons for the decision.

In the event the Appeal Tribunal wishes to make recommendations regarding policy or procedural changes, such recommendations shall be confidentially provided separately to the Provost for review.

- 5.03 The Provost shall ensure that the decision of the Appeal Tribunal relative to the Appeal is implemented and may choose to make recommendations for policy and procedural changes arising from the disposition of the case. The University Secretary shall be informed of such recommendations and shall forward them to the responsible University authorities.

Review Period: 5 years;

Date for Next Review: 2024;

Related Policies and Procedures: Student Code of Conduct – Academic Integrity; Student Code of Conduct – Non-Academic; Student Code of Conduct – Appeal Policy: Judicial Panel Procedures - **attached**;

Policy Superseded by this Policy: Student Code of Behaviour and Disciplinary Procedures

The University Secretariat manages the development of policies through an impartial, fair governance process, and in accordance with the Policy Governance Framework. Please contact the University Secretariat for additional information on University policies and procedures and/or if you require this information in another format:

Open: Monday through Friday from 8:30am to 4:30pm;

Location: University Centre, Thunder Bay Campus, Room UC2002;

Phone: 807-346-7929 or Email: univsec@lakeheadu.ca



Student Code of Conduct – Appeal Policy: Judicial Panel Procedures

Category: General;

Jurisdiction: Provost and Vice President, Academic;

Approval Authority: Judicial Panel;

Established on: July 20, 2019;

Amendments: January 9, 2020 (editorial).

TABLE OF CONTENTS

	<u>Page No.</u>
SECTION A. GENERAL.....	2
SECTION B. COMMENCING AN APPEAL AND DOCUMENTATION.....	4
SECTION C. EFFICIENT CONDUCT OF APPEALS.....	7
SECTION D. ESTABLISHMENT OF APPEAL TRIBUNAL.....	7
SECTION E. APPEAL TRIBUNAL AND HEARING PROCEDURES.....	9
SECTION F. DELIBERATIONS AND DECISION FOLLOWING A HEARING.....	11

Section A. General

1. The Chair of the Judicial Panel may instruct the Secretary to fulfill on the Chair's behalf any of the procedural responsibilities of the Chair, and the Secretary may fulfill such procedural responsibilities.
2. The Chair of the Judicial Panel may consult with the Secretary regarding the fulfillment of any roles of the Chair.
3. Any and all decisions of the Judicial Panel or an Appeal Tribunal are final.
4. **Timeliness:** Best efforts will be made to ensure appeal proceedings are handled in an expeditious manner. Appellants or Respondents who are concerned about delays in the process may contact the Secretary of the Judicial Panel at (email) student.appeals@lakeheadu.ca or (telephone) 807-343-8518. The Chair of the Judicial Panel may allow Appeals when the University unduly delays the process. The Chair of the Judicial Panel may extend any Appeal timelines, including the deadline to commence an Appeal, in the Chair's absolute discretion.
5. **Lakehead Emails:** All communications concerning an Appeal shall be conducted via the Lakehead University email accounts of the Parties involved, or in the event a Party does not have a Lakehead University email account, such other email address communicated by such Party to the Secretary and acceptable to the Judicial Panel. Students are required to monitor their Lakehead University email accounts, including during exams and holidays. All such communications must be kept confidential and compliant with Lakehead University policy and applicable privacy and other laws. All communications to the Judicial Panel or an Appeal Tribunal shall be sent to the Secretary at student.appeals@lakeheadu.ca.
6. **Confidentiality:** The University expects everyone involved in an Appeal process to respect the confidentiality of personal information of individuals. When a final decision has been made, it will be provided to both the Appellant and Respondent.
7. **Definitions:** In these Procedures, the following words have the meanings set out below:

- a) “Advocate” means a person who may, on the sole discretion of the Appellant or Respondent and at the invitation of the Appeal Tribunal Chief, speak, examine, or cross-examine at any point in the Hearing;
- b) “Appeal” means the appeal of a decision of a Judicial Officer or Other Authorized Person in accordance with the Code and Article III, section 3.01 of the Policy;
- c) “Appellant” means a student who has submitted an Appeal;
- d) “Appeal Application” means the application for Appeal, together with all supporting documentation, submitted by an Appellant to the Secretary pursuant to Sections B.1 and Section B.2 herein;
- e) “Appeal Record” has the meaning set out in Section B.9 herein;
- f) “Appeal Tribunal” has the meaning set out in Section D.1 herein;
- g) “Code” means both the Student Code of Conduct – Academic Integrity and the Student Code of Conduct – Non-Academic;
- h) “Dean” has the meaning set out in the Definitions section of the Appendix to the Student Code of Conduct – Academic Integrity
- i) “Hearing” means the hearing of an Appeal;
- j) “Judicial Officer” has the meaning set out in Paragraph 84 of the Student Code of Conduct – Non-Academic and in the Definitions section of its Appendix;
- k) “Other Authorized Person” includes “University Representative” as categorized in Paragraph 48 of the Student Code of Conduct – Academic Integrity and in the Definitions section of its Appendix. “Other Authorized Person” also includes any University officer expressly so designated in any official University policy that authorizes student appeals under the Policy;
- l) “Party” (plural “Parties”) means the Appellant or Respondent;
- m) “Policy” means the Student Code of Conduct – Appeal Policy;
- n) “Procedures” means these Judicial Panel Procedures;
- o) “Provost” means the Provost and Vice-President (Academic) of Lakehead University;
- p) “Reply” means the documentation filed by the Appellant pursuant to Section B.8 herein;

- q) “Respondent” means the Judicial Officer or Other Authorized Person whose decision is being appealed;
- r) “Response” means the documentation filed by the Respondent pursuant to Section B.7 herein;
- s) “Secretary” means the Secretary of the Judicial Panel as determined from time to time by the President or Provost. The Secretary shall also be the Secretary of any Appeal Tribunal. For greater certainty, the President or Provost may appoint a temporary Secretary in the event that the Secretary of the Judicial Panel is unavailable for a period of time or has a conflict of interest in a particular appeal;
- t) “Support Person” means a person who may provide personal and moral support while accompanying the Appellant or Respondent; and
- u) “University” means “Lakehead University”.
- v) “Witness” means a person who gives oral testimony in a Hearing pursuant to Section E.9(b) herein. Neither an Advocate nor a Support Person may be a Witness.

Section B. Commencing an Appeal and Documentation

1. Any student sanctioned by a Judicial Officer or Other Authorized Person may appeal such decision by filing an Appeal Application with the Secretary within fifteen (15) working days of receiving the decision. The student is then known as the Appellant, and the Judicial Officer or Other Authorized Person is known as the Respondent.

Exception - Any student sanctioned by an Other Authorized Person, except the Dean, under the Student Code of Conduct – Academic Integrity must appeal to the Dean by submitting an Academic Integrity Appeal Form (Form 5) as per Paragraph 85 of the Student Code of Conduct – Academic Integrity.

2. **Appeal Application:** To appeal decisions and/or sanctions that are appealable under the Policy, students must submit to the Secretary at this email address, student.appeals@lakeheadu.ca, a written application, including in a reasonably organized manner the following elements:

- a) Identification of the decision and/or sanction(s) being appealed, including the text of that decision and/or sanction(s);
 - b) The form of redress being sought;
 - c) Identification of the valid grounds for appeal, which may be one or more of the following:
 - i. Substantial procedural or factual error, including without limitation the denial of natural justice, that reasonably could have materially affected an appealable decision;
 - ii. Significant new and materially relevant information that was not available through diligence prior to the decision; and,
 - iii. An excessive sanction.
 - d) Reasoned argument in support of the grounds being claimed for the Appeal;
 - e) A summary of the evidence which the student is prepared to offer in support of the Appeal, along with copies of any relevant documentary evidence in the possession, care or control of the student filing the Appeal;
 - f) Program in which student is registered at Lakehead University;
 - g) Student's Lakehead University email account address; and,
 - h) Such other information as may reasonably be required by the Judicial Panel.
3. Appeal Applications to the Judicial Panel must be accompanied by proof of payment of the "Student Appeals Fee" listed on the University's "Schedule of Fees for Services" web page.
 4. No Appeal Application shall be accepted by the Secretary unless it includes, with sufficient substance and clarity, all of the elements noted above and proof of fee payment.
 5. Upon reasonable written request, an Appellant shall be provided, without charge, a copy of any Lakehead University documents not in the Appellant's possession, charge or control that are listed in the summary of evidence presented in Section B.2(e) above, with the exception of those documents that:
 - a) Lakehead University is not authorized or empowered to make available;
 - b) reasonably should be in the student's possession, charge or control; or
 - c) are not in the possession, charge or control of Lakehead University.

An Appellant may amend their Appeal Application by adding any such documents to it.

6. Once the Secretary has ascertained that an Appeal Application is valid and complete, the Secretary shall within five (5) working days:
 - a) confirm the same to the Appellant in writing;
 - b) forward the Appeal Application to the Chair of the Judicial Panel; and
 - c) make a copy of the Appeal Application available to the Respondent.
7. **Response:** The Respondent may:
 - a) file with the Secretary documentation and written argument (the “Response”) regarding the decision being appealed within twenty (20) working days of receipt of the Appeal Application; or
 - b) Consent to the Appellant’s appeal and abandon the matter.

Without limiting the generality of the foregoing, the Judicial Panel has the right of access to, and copies of, all documents that were considered by the Respondent in formulating the decision that is being appealed. The Secretary shall make a copy of any Response available to the Appellant within five (5) working days of receipt.

8. **Reply:** The Appellant may submit a written rebuttal (the “Reply”) to the Response within ten (10) working days of receipt of the Response. To be valid, the Reply may address only those matters not raised in the Appeal Application. The Secretary shall make a copy of any valid Reply available to the Respondent.
9. **Appeal Record:** Upon receipt of:
 - a) a declaration from the Respondent that no Response will be submitted;
 - b) a declaration from the Appellant that no Reply will be submitted; or
 - c) a Reply;or upon the expiration of any of the applicable deadlines for filing such material, the Secretary shall compile into a confidential Appeal Record the Appeal Application, Response if any, Reply if any, and any other documentation that the Chair of the Judicial Panel deems relevant to the consideration of the Appeal. Promptly after the Appeal Record is completed, the Secretary shall make a confidential copy of it available to the Chair, the Appellant, and the Respondent.

10. If reasonable in the Chair's opinion, additional relevant material may be added as a supplement to the Appeal Record and shall be confidentially disclosed to all Parties to the Appeal up to three (3) working days prior to the Hearing scheduled for the Appeal.
11. For greater certainty, in these Procedures the term "make a copy available" includes making an electronic copy available. The Secretary need not provide paper copies.

Section C. Efficient Conduct of Appeals

1. The Chair of the Judicial Panel shall have discretion to do any or all of the following, in order to facilitate orderly operation of the Judicial Panel or promote efficient utilization of resources, or for other valid reasons:
 - a) assign similar matters to one Appeal Tribunal;
 - b) determine that similar matters be heard together;
 - c) delay Hearings, when reasonable and expedient to do so, such that similar matters may be heard together;
 - d) terminate an Appeal if in the reasonable opinion of the Chair such Appeal is obsolete or otherwise unsuitable, the Appeal is frivolous, vexatious, or an abuse of process, or the Appellant is unruly or exhibits disrespect or contempt for the Appeal process.
2. In the event two or more Appeals by different Appellants come before the Judicial Panel that are connected to the same incident or closely related incidents, or if in the Chair's opinion it is reasonable to do so, the Chair has discretion to assign such Appeals to the same Appeal Tribunal. In such cases:
 - a) each Appeal may be heard either together (with both Appellants' consent) or separately;
 - b) a separate decision must be rendered for each Appeal;
 - c) the Tribunal shall not be required to reach any decision until the last of the related Appeals has been heard; and
 - d) Any timelines regarding Hearing processes shall be altered accordingly.
3. The Chair shall provide five (5) working days' notice to the Parties of any exercise of discretion pursuant to this Section C or to terminate an Appeal pursuant to section C 1

(d) above, and, if reasonably requested by either Party, the Chair shall provide the Parties with a written rationale for such decision.

Section D. Establishment of Appeal Tribunal

1. **Appointing Appeal Tribunal Members:** Once the Appeal Record is complete, the Chair of the Judicial Panel shall appoint an Appeal Tribunal consisting of two (2) faculty members and one (1) student member of the Judicial Panel to hear the Appeal, with members selected on the basis of the following criteria in descending order of priority:
 - a) Avoidance of conflict of interest or bias;
 - b) Expertise that could be useful to the informed and just assessment of an Appeal;
 - c) Previous service on an Appeal Tribunal, such that Judicial Panel workload is, as much as possible, evenly distributed amongst members of the Judicial Panel.
2. The Chair of the Judicial Panel shall appoint one of the Appeal Tribunal faculty members as the Appeal Tribunal Chief.
3. **Conflict of Interest or Bias:** No person who is biased either for or against either the Appellant or the Respondent may serve on an Appeal Tribunal. Therefore, a member of the Judicial Panel shall be excluded from an Appeal Tribunal when:
 - a) that member has any emotional or financial interest in the outcome of the Hearing;
 - b) that member has any affiliation with either Party of such a nature or proximity as to give the appearance of partiality or bias;
 - c) that member has been privy to information that is not included in the Appeal Record for the case or otherwise obtained during the Hearing.

Should a Judicial Panel member discover that he or she is in one of the positions described above, the member shall inform the Chair and ensure that he or she has no further contact with the Appeal Tribunal regarding the case.

4. Should an Appeal Tribunal member become unavailable for any reason prior to the Hearing, including declaration of bias or a conflict of interest, the Chair of the Judicial Panel may appoint another Judicial Panel member in his/her place. Once, however, it has been confirmed at the beginning of the Hearing that no Appeal Tribunal member

has a conflict of interest or bias, no additional substitutions may be made to the Appeal Tribunal's membership.

5. In the event that no student member of the Judicial Panel is available or eligible to join an Appeal Tribunal, the Chair may, upon obtaining consent from both Appellant and Respondent, appoint a third Judicial Panel faculty member instead of a student to the Appeal Tribunal.
6. The identities of the Appeal Tribunal members shall be disclosed to the Appellant and the Respondent at least five (5) days prior to the Appeal Hearing. Neither the Appellant nor the Respondent may contact the Appeal Tribunal members, nor communicate with them in any way regarding the Appeal prior to the Hearing.
7. The quorum for each appeal Hearing shall be the three (3) voting members of the appointed Appeal Tribunal.
8. As soon as the Chair has appointed the Appeal Tribunal Chief, the Secretary shall contact all Parties to the Appeal to schedule a Hearing at the earliest time convenient to all.

Section E. Appeal Tribunal and Hearing Procedures

1. **Appeal Tribunal Hearing Procedures:** The Appeal Tribunal shall have control over its own Hearing procedures provided they are consistent with the Code, these Procedures, and the principles of natural justice including procedural fairness.
2. **Public Hearings:** The Hearing shall be open to the public unless the Appeal Tribunal is of the opinion that intimate financial, personal or confidential matters may be disclosed at the Hearing that would outweigh the principle that Hearings ought to be open. Any of the Parties may ask that a Hearing be closed. The Appeal Tribunal may also decide to close a Hearing without receiving a request.
3. **Hearing Progress:** If there is unanimous consent among the Appeal Tribunal members the Appeal Tribunal may proceed with the Hearing in the absence of either of the Parties involved or if there is delay in the proceedings without reasonable cause. In his or her discretion the Appeal Tribunal Chief may postpone the commencement of the Hearing.

4. **Conflict Allegations:** Any allegation of conflict of interest or bias regarding members of the Appeal Tribunal shall be made immediately upon commencement of the Hearing. The Appeal Tribunal Chief shall determine the validity of said allegation. If the Chief determines that the allegation is valid, the Chief shall adjourn the Hearing until such time as the Appeal Tribunal member with conflict of interest or bias can be replaced. As soon as the said member has been replaced, the Secretary shall contact the Parties and the Appeal Tribunal members to reschedule the Hearing.
5. **Notes:** Notes of the proceedings of the Hearing shall be taken by the Secretary or designate. Such notes are for the use of only the Secretary and Appeal Tribunal members to assist in deliberations and decision writing, and are not to be released to the Parties to the Appeal. Such notes are not a transcript of the proceedings.
6. **Chief’s Role:** The Appeal Tribunal Chief has the power to:
 - a) Request and receive advice from the Secretary, other Appeal Tribunal members, and such others in the discretion of the Appeal Tribunal Chief;
 - b) regulate the conduct of the proceedings and enforce compliance with the Code, the Procedures and Appeal Tribunal procedures, and maintenance of the Hearing’s decorum;
 - c) rule on the admissibility of evidence;
 - d) direct the Appellant, Respondent, Advocates, Witnesses, or members of the Appeal Tribunal to refocus on the issue at hand if their testimony or questions become repetitive or irrelevant;
 - e) with the support of at least one other member of the Appeal Tribunal, exclude Witnesses or amount of cross-examination where further evidence or cross-examination will be repetitive or irrelevant;
 - f) upon reasonable request by a Party, allow the Support Person of that Party to become an Advocate for that Party at any point during the Hearing; and
 - g) with the support of at least one other member of the Appeal Tribunal, adjourn a Hearing when, in the interests of justice or out of necessity, the Chief determines that it is imperative to do so.
7. **Advocate or Support Person:** Each of the Parties may be accompanied by one other person (“Advocate” or “Support Person”), provided that a Party choosing to be so

accompanied identifies their Advocate or Support Person to the Secretary no later than four (4) working days prior to the date of the Hearing. If the aforementioned notice is not provided, the Appeal Tribunal Chief may, but is not required to, grant permission for such person to accompany a Party. An Advocate or Support Person may be legal counsel or another person such as a supportive friend or colleague.

8. **Standing:** Normally only the following persons shall have standing to make representation before an Appeal Tribunal and to examine and cross-examine:
 - a) Either the Respondent or the Respondent's Advocate if the former authorizes the latter to represent them or if the Appeal Tribunal Chief, in their sole discretion, authorizes the Advocate to speak, examine, or cross-examine at any point in the Hearing;
 - b) Either the Appellant or the Appellant's Advocate if the former authorizes the latter to represent them or if the Appeal Tribunal Chief, in their sole discretion, authorizes the Advocate to speak, examine, or cross-examine at any point in the Hearing.
9. **Evidence:** Evidence must be relevant to the Appeal. The Appeal Tribunal is not bound by the laws of evidence applicable to court proceedings. Evidence may be introduced during the Hearing in a manner acceptable to the Appeal Tribunal, including the following:
 - a) If the Parties to an Appeal agree, the evidence for a Hearing may be introduced by way of a statement of facts agreed to by both Parties.
 - b) Either Party to the proceedings before the Appeal Tribunal may call Witnesses and cross-examine Witnesses called by the other Party. The Appeal Tribunal may also call Witnesses if deemed necessary by the Appeal Tribunal, and may address questions to any Witness. Both Parties may question any Witness called independently by the Appeal Tribunal.

Section F. Deliberations and Decision Following a Hearing

1. **Deliberations:** Following the Hearing the Appeal Tribunal shall deliberate in camera to reach a final decision.

2. **Remedy:** The Appeal Tribunal is empowered to affirm or dismiss the Appeal or to reduce, increase or otherwise alter the sanction(s). The Appeal Tribunal shall provide instructions detailed and clear enough such that the decision may be given full effect.
3. **Majority:** Unless otherwise indicated, all matters shall be determined by a majority of the members of the Appeal Tribunal. The Appeal Tribunal Chief will cast a vote only in the case of a tie.
4. **Communication of Decision:** Within ten (10) working days of the Appeal Tribunal reaching a decision, the Appeal Tribunal Chief shall submit a confidential written report to the Appellant, Respondent(s), the Provost, and such other persons as are required to implement the decision. The report shall include the following information:
 - a) membership of the Appeal Tribunal;
 - b) background information regarding the Appeal;
 - c) a summary of the main arguments on both sides; and
 - d) the final decision and reasons for the decision.
5. In the event the Appeal Tribunal wishes to make recommendations regarding policy or procedural changes, such recommendations shall be confidentially provided separately to the Provost for review.
6. **Decision Implementation:** The Provost shall ensure that the decision of the Appeal Tribunal relative to the Appeal is implemented and may choose to make recommendations for policy and procedural changes arising from the disposition of the case. The University Secretary shall be informed of such recommendations and shall forward them to the responsible University authorities.

Review Period: 5 years;

Date for Next Review: 2024-2025;

Related Policies and Procedures: Student Code of Conduct – Academic Integrity; Student Code of Conduct – Non-Academic; Student Code of Conduct – Appeal Policy;

Policy Superseded by this Policy: Student Code of Behaviour and Disciplinary Procedures

The University Secretariat manages the development of policies through an impartial, fair governance process, and in accordance with the Policy Governance Framework. Please

contact the University Secretariat for additional information on University policies and procedures and/or if you require this information in another format.

Open: Monday through Friday from 8:30am to 4:30pm;

Location: University Centre, Thunder Bay Campus, Room UC2002;

Phone: 807-346-7929 or Email: univsec@lakeheadu.ca