Student submits Notice of Intention to Appeal Finding of Academic Misconduct form to Assistant Dean within 5 days of submission of an Academic Misconduct Hearing Outcome form.

Assistant Dean notifies Associate Dean that appeal has been lodged. Sanctions are suspended until appeal procedures are complete.

Student submits Appeal of Finding of Academic Misconduct form to Assistant Dean.

Assistant Dean determines if case has merit to proceed.

Assistant Dean submits a Rejection of Appeal form.

Assistant Dean submits a Request for an Academic Appeal Hearing form.

Dean forms Academic Appeal Panel and determines scheduling of appeal. Dean submits Academic Appeal Hearing form.

Assistant Dean recommends appeal to student on basis of review of Academic Misconduct Hearing Outcome form.

Student submits names of witnesses and / or support person to Assistant Dean of Students.

Appeal proceeds as per Procedures for Student Appeals.

Chair of Panel explains rules of decorum and procedures to be followed.

Appellant makes opening statement and presents case.

Chair invites Respondent to question Appellant.

Panel questions Appellant's witnesses (one by one).

Chair calls Appellant’s witnesses (one by one).

Appellant makes opening statement and presents case.

Chair invites Respondent to question Appellant.

Panel questions Appellant.

Panel may question Respondent.

Chair invites Appellant to question Respondent.

Chair invites Appellant to make closing statement.

Chair invites Respondent to make opening statement and present case.

Chair invites Respondent to make closing statement.

Chair invites Appellant to question Respondent.

Chair calls Respondent’s witnesses (one by one).

Chair calls Respondent’s witnesses (one by one).

Chair invites Respondent to make closing statement.

Chair invites Respondent to question Appellant.

Panel questions Respondent.

Panel questions Appellant.

Appellant, then Respondent, then Panel questions witness. Appellant may re-question witness based on matters arising through previous questioning.

Appellant, then Respondent, then Panel questions witness. Respondent may re-question witness based on matters arising through previous questioning.

Chair invites Appellant to present any evidence as rebuttal.

Respondent, then Panel, may question the Appellant on this evidence.

Chair invites Appellant to make closing statement.

Chair invites Respondent to make closing statement.

Chair invites Appellant to make closing statement.

Chair closes hearing. Panel deliberates and reaches conclusion.

Dean writes Academic Appeal Report in consultation with Panel members.

Finding of Academic Appeal Panel comes into immediate effect.

Yes

Finding of Academic Appeal Panel is recommendation for suspension or withdrawal from University?

Dean submits Academic Appeal Report.

No

Dean writes ‘draft of disciplinary action’ and submits to student and Student Affairs Conference as per Article 10 of RU Student Disciplinary Regulations.

Student submits ’draft of disciplinary action’ and submits to student and Student Affairs Conference as per Article 10 of RU Student Disciplinary Regulations.

No

Student may appeal finding as per Article 16.1 of RU Student Disciplinary Regulations.

Yes

Dean writes Academic Appeal Report in consultation with Panel members.

Assistant Dean submits a Request for an Academic Appeal Hearing form.

Assistant Dean submits a Rejection of Appeal form.

Assistant Dean recommends appeal to student on basis of review of Academic Misconduct Hearing Outcome form.

Student fails to submit documentation by deadline.

Assistant Dean notifies Associate Dean that appeal has been lodged. Sanctions are suspended until appeal procedures are complete.

Student submits Appeal of Finding of Academic Misconduct form to Assistant Dean.

Assistant Dean determines if case has merit to proceed.

Assistant Dean submits a Rejection of Appeal form.

Assistant Dean submits a Request for an Academic Appeal Hearing form.

Dean forms Academic Appeal Panel and determines scheduling of appeal. Dean submits Academic Appeal Hearing form.

Assistant Dean recommends appeal to student on basis of review of Academic Misconduct Hearing Outcome form.

Student submits names of witnesses and / or support person to Assistant Dean of Students.

Appeal proceeds as per Procedures for Student Appeals.

Chair of Panel explains rules of decorum and procedures to be followed.

Appellant makes opening statement and presents case.

Chair invites Respondent to question Appellant.

Panel questions Appellant's witnesses (one by one).

Chair calls Appellant’s witnesses (one by one).

Appellant makes opening statement and presents case.

Chair invites Respondent to question Appellant.

Panel questions Appellant.

Panel may question Respondent.

Chair invites Appellant to question Respondent.

Chair invites Respondent to make opening statement and present case.

Chair invites Respondent to make closing statement.

Chair invites Appellant to make closing statement.

Chair closes hearing. Panel deliberates and reaches conclusion.

Dean writes Academic Appeal Report in consultation with Panel members.

Finding of Academic Appeal Panel comes into immediate effect.
GLA Student Appeal Procedure

*Forms, Procedures, and Guidelines*

1. Notice of Intention to Appeal Finding of Academic Misconduct form
2. Appeal of Finding of Academic Misconduct form
3. Rejection of Appeal form
4. Request for an Academic Appeal Hearing form
5. Academic Appeal Hearing form
6. Academic Appeal Hearing Report form
Notice of Intention to Appeal Finding of Academic Misconduct

A Notice of Intention to Appeal Finding of Academic Misconduct form is to be filed by a student intending to appeal the finding of an Academic Misconduct Hearing that the student has committed academic misconduct. The form is to be submitted to the Assistant Dean of Students within 5 business days of the submission date of an Academic Misconduct Hearing Outcome form. On receipt of the form the Assistant Dean of Students must immediately notify (i) the Associate Dean of Academic Affairs, (ii) the Dean, and (iii) the GLA Office of the student's intention to appeal. Any sanctions imposed or recommended at the Academic Misconduct Hearing will be suspended until completion of all appeal procedures.

Student Name:                      Student Number:

Course (if applicable):

Date of Academic Misconduct Hearing:

Date of receipt of Academic Misconduct Hearing Outcome form:

Date of submission of Notice:

Sanction imposed or recommended at the Academic Misconduct Hearing:

Sanction imposed:
☐ Reduce mark on assignment
☐ Award '0' on assignment
☐ Award 'F' in course
☐ Written letter of apology
☐ Other _______________________

Sanction recommended:
☐ Suspension from the University
☐ Withdrawal from the University

Signature:                      Date:

As per Article 9 of the GLA Policy on Academic Misconduct students have the right to appeal a finding of academic misconduct at an Academic Misconduct Hearing. The student must notify the Assistant Dean of Students of their intention to appeal within 5 business days of receiving an Academic Misconduct Hearing Outcome form. Upon submission of this notification the student has 5 business days to submit an Appeal of Finding of Academic Misconduct form documenting their reasons for the appeal, on the basis of which the Assistant Dean will decide whether the appeal has merit to proceed on grounds of procedural or substantive unfairness. Upon review of the Academic Misconduct Hearing Outcome form and all associated documentation the Assistant Dean of Students may also recommend that the student appeal the finding of the Academic Misconduct Hearing. The student may consult with the Assistant Dean of Students in completing any part of this appeal process.
Appeal of Finding of Academic Misconduct

An Appeal of Finding of Academic Misconduct form is to be filed by a student appealing the finding of an Academic Misconduct Hearing that the student has committed academic misconduct. The form is to be received by the Assistant Dean of Students within 5 business days of the student submitting a Notice of Intention to Appeal Finding of Academic Misconduct form. The form should provide the substance of the student’s appeal and should include as attachments any supporting documentation. Within 2 business days of receiving an Appeal of Finding of Academic Misconduct form the Assistant Dean shall determine whether the appeal has merit to proceed. If the appeal is approved the Assistant Dean submits a Request for Academic Appeal Hearing form to (i) the Dean, (ii) the student, and (iii) the GLA Office. If the appeal is not approved the Assistant Dean submits a Rejection of Appeal form to (i) the student, (ii) the GLA Office, (iii) the Associate Dean, and (iv) the Dean.

Student Name: 
Student Number: 
Course (if applicable): 
Date of Notice of Intention to Appeal Finding of Academic Misconduct: 
Reason for Appeal (may be attached as a separate document): 
Supporting Documentation: 
Signature (Student): Date: 
Signature: 
(Assistant Dean): Date Received: 
Rejection of Appeal

A Rejection of Appeal form is to be filed by the Assistant Dean of Students within 2 days of receipt of an Appeal of Finding of Academic Misconduct form, or if a student fails to submit an Appeal of Finding of Academic Misconduct form by the submission deadline. The form is to be submitted if the Assistant Dean judges that the student’s appeal lacks merit to proceed. The form is to be submitted to (i) the student, (ii) the GLA Office, (iii) the Associate Dean, and (iv) the Dean. On submission of a Rejection of Appeal form any sanctions imposed for academic misconduct come into immediate effect.

Student Name: ___________________________  Student Number: ___________________________

Course (if applicable): ___________________________

Sanction imposed or recommended at the Academic Misconduct Hearing:

Sanction imposed:  Sanction recommended:
☐ Reduce mark on assignment  ☐ Suspension from the University
☐ Award ‘0’ on assignment  ☐ Withdrawal from the University
☐ Award ‘F’ in course
☐ Written letter of apology
☐ Other ___________________________

Date of receipt of Appeal of Finding of Academic Misconduct form:

Explanation of student’s appeal and reason for rejection:

Signature: ___________________________  Date: ___________________________

Assistant Dean of Students
Request for an Academic Appeal Hearing

A Request for an Academic Appeal Hearing form is to be filed by the Assistant Dean of Students if a student’s appeal of a finding of academic misconduct is adjudged to have substantive or procedural merit. The form should be submitted within 2 business days of receiving an Appeal of Finding of Academic Misconduct form. The request form is to be submitted to (i) the student, (ii) the GLA Office, (iii) the Associate Dean of Academic Affairs, and (iv) the Dean. The form should be accompanied by a copy of the student’s Appeal of Finding of Academic Misconduct form and any associated evidence.

Student Name:  
Student Number:  
Course (if applicable):

Dear [insert name of the Dean of the College of Global Liberal Arts],

As per Article 7 of the GLA Student Appeal Procedure, this letter is submitted as a formal request that an Academic Appeal Hearing be scheduled to hear the appeal of [insert student’s name] of the finding of academic misconduct at the Academic Misconduct Hearing held on [insert date of hearing here]. As per Article 8 this appeal is to be held not within 3 business days of the date of this letter, but within 10 business days unless extenuating circumstances obtain.

Please find attached to this letter a copy of (i) the Academic Misconduct Hearing Outcome form filed by the Associate Dean of Students, and (ii) the Appeal of Finding of Academic Misconduct form submitted by the student. [Please also find attached a copy of all submitted documentation supporting the student’s appeal.]

Signature:  
Date:  
Assistant Dean of Students
Academic Appeal Hearing

An Academic Appeal Hearing form is to be filed by the Dean as Chair of the Academic Appeal Panel to notify a student and other relevant parties of the scheduling of an Academic Appeal Hearing. Hearings should be scheduled not within 3 business days of receiving a Request for an Academic Hearing form but within 10 business days as per the Procedures for Student Appeals. The form should be submitted to (i) the student, (ii) the GLA Office, (iii) the Associate Dean of Academic Affairs, and (iv) the Assistant Dean of Students.

Appeal Hearing Date: Time:

Appeal Hearing Location:

Academic Appeal Panel Members: (Chair) 1.
2.
3.

Appellant (Student): Student Number:

Respondent:

Respondent's Witnesses:

Signed: Date:

Dean of The College of Global Liberal Arts

As per Article 11 of the GLA Student Appeal Procedure students are allowed to have witnesses speak on their behalf at an Academic Appeal Hearing. Names of all witnesses must be submitted to the Chair of the Academic Appeal Panel within 24 hours of the Appeal’s scheduled time. Witnesses will not be prejudiced against for having spoken for the student unless they are found to have dissembled the truth, intentionally tried to mislead the Panel, or otherwise subverted the procedures and purposes of the hearing. Students are also allowed as per Article 12 to have a person present at the Academic Appeal Hearing for support. This person however (if not also a witness) is not permitted to speak at the hearing unless granted permission by the Chair.
Academic Appeal Hearing Report

An Academic Appeal Hearing Report is to be filed by Dean after holding an Academic Appeal Hearing. The report is to be approved and signed by all members of the Academic Appeal Panel and submitted within 10 business days of the Academic Appeal Hearing. The report is to be submitted to (i) the GLA Office, (ii) the Assistant Dean of Students, and (iii) the Dean. The Assistant Dean shall communicate the decision and finding of the Academic Appeal Panel to the student, and the GLA Office shall deliver a copy of the report to the student’s postal address and to the student’s official university email address.

Student Name:  
Student Number:  

Course (if applicable):

Date of Academic Appeal Hearing:

Academic Appeal Panel Members:

Persons Present at Academic Appeal Hearing:

Appellant:

Respondent:

Decision Being Appealed:
Hearing Summary:

_The Respondent:_

_The Respondent’s Witnesses:_

_The Appellant:_

_The Appellant’s Witnesses:_

Deliberations of the Academic Appeal Panel:

Decision of the Academic Appeal Panel:

Supporting documentation (list all and attach to this report):

Signature: Date:  
(Chair of Academic Appeal Panel)

Signature: Date:  
(Panel Member)

Signature: Date:  
(Panel Member)

Students have the right to appeal the upholding of a recommendation of suspension or withdrawal from the University as per Article 16.1 of the _Ritsumeikan University Student Disciplinary Regulations._