



President's Advisory Committee on Student Discipline (PACSD) Case Document Checklist

- Statement of Case** (template available [here](#))
- List of Witnesses**
Please include the names and titles of anyone who should be invited to attend the hearing
- Letter referring case to the PACSD**
- Case documents**
Please include anything on which the case initiator intends to rely at the hearing. This can include evidence of academic misconduct and emails to/from a student. *Please ensure that any sensitive information regarding other students is redacted unless it is relevant to the current case (eg. Student ID numbers)*
- Course Syllabus**
- Student Academic Record**

Useful resources

UBC Counsel Website: <https://universitycounsel.ubc.ca/homepage/guides-and-resources/discipline/academic-misconduct/>

UBC Okanagan Academic Calendar: <http://www.calendar.ubc.ca/okanagan/index.cfm?tree=3,54,111,0>