President's Advisory Committee on Student Discipline, UBC Okanagan, Case Hearing Management Cross-Functional Flowchart

July 2025

University Counsel

University Counsel Contact
Yvonne Lui
yvonne.lui@ubc.ca
604-822-2971

Review report. Send President's decision letter and report to the student, with a copy to the case initiator, Dean/Director, PACSD Chair, Deputy Registrar, and Academic Governance Officer

PAC on Student Discipline

PACSD Chair
Loïc Markley
loic.markley@ubc.ca
250-807-9590

SOC Package also provided to the Chair for review

Review and sign notification of hearing

Provide at least 15 working days' notice to student prior to case hearing date.

Consider student's request for alternative hearing date

Hearing may be held in-person or via Zoom

Hearing
Report findings to University Counsel (for the President)

Provost Office

Warning letters and Academic Integrity Plans must also be forwarded to the PACSD for record keeping

Ensure case documents are complete and prepare package for the Chair's review

Contact Chair, case initiator, and witness(es) to identify potential hearing dates

Set hearing date based on committee availability (send calendar hold)

Draft notification of hearing and send to Chair for approval

Send notification of hearing and statement of response (SOR) template to student

Contact student to verify that materials have been received. Does the student request a different hearing date?

Yes

No

Collate hearing materials and distribute to the committee

Include copies of: SOC, supporting documents, SOR, and notification of hearing

Case Initiator (Faculty)

Prepare statement of case (SOC) alleging academic misconduct against student. See PACSD Case Checklist

Send SOC and supporting documents to the PACSD Chair, c/o pacsd.ok@ubc.ca

Student

SOR must be completed and submitted no later than 10 working days prior to the hearing.

Receive notification of hearing letter. Complete SOR and return to pacsd.ok@ubc.ca

Case complete
The student may appeal the decision to the UBC Okanagan Senate Appeals of Standing and Discipline Committee

Indicates start of process

Indicates end of process