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<b>Executive Responsibility:</b>	Provost & Vice-President Academic	<b>Policy:</b>	96.01
<b>Administrative Responsibility:</b>	Associate Vice-President, Student Affairs		

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**DEFINITIONS:**

“Procedural fairness” is the principle whereby the student has the right to a fair process including:

- to know the full facts of the case;
- the right to have matters addressed fairly and expeditiously;
- the right to be heard;
- to receive an impartial and unbiased decision; and
- to be provided with a rationale for that decision.

In addition, students have a right to have a support person and/or an advocate present during all stages of proceedings.

“Dean” can refer to the Faculty Dean or a designate, such as an Associate Dean.

“Poor academic practice” can be described as minor errors made through carelessness or inexperience rather than through an intention to deceive. Poor academic practice may include, but is not limited to, minor technical errors in referencing or a reasonable lack of understanding of academic integrity expectations.

“Contract cheating” is a form of academic dishonesty in which students contract to have assignments completed for them by a third party, irrespective of the third party’s relationship with the student and whether the third party is paid or unpaid. Contract cheating includes, but is not limited to, a student exchanging papers with another, a friend or family member writing a paper for a student, or a student downloading a paper from an essay mill (e.g., 1.1, 3.2, 3.4, 3.6, and 4 below).

**STATEMENT:**

Given the importance to the academic community of upholding the fundamental values of academic integrity, appropriate actions must be taken whenever academic misconduct is suspected.

Instructors will take all reasonable steps to protect academic integrity in all forms of assessment for which they are responsible.

**ACADEMIC MISCONDUCT**

Examples of academic misconduct include, but are not limited to, acts in the following categories:

1. Plagiarism
  - 1.1 Submitting as one's own another person's actual words, whether written or spoken;
  - 1.2 Submitting as one's own another person's idea, opinion, or theory, even if it is completely paraphrased in one's own words; and,
  - 1.3 Submitting facts, statistics, or other illustrative materials, regardless of sources, without appropriate citation, unless the information is common knowledge.
2. Fabrication
  - 2.1 Citing information not taken from the source indicated;
  - 2.2 Inventing or misrepresenting data, source information, or reference lists for any academic assignment.
3. Cheating
  - 3.1 Using any unauthorized materials, such as notes, formula lists, electronic devices, or other reference materials, during an academic assessment;
  - 3.2 Submitting as solely one's own any academic assignment completed totally or in part by another;
  - 3.3 Submitting for multiple courses, without authorization, an academic assignment that is in whole or in part the same;
  - 3.4 Collaborating during a test or similar assessment with any other person by receiving information without authority;
  - 3.5 Impersonating someone else, or willingly being impersonated by someone else, for a test or similar assessment, or for online activity;
  - 3.6 Stealing, buying, unauthorized previewing, or otherwise obtaining all or part of a test or similar assessment; and,
  - 3.7 Changing, altering, or being an accessory to the changing and/or altering of a grade in an official academic record of the University which relates to grades.
4. Facilitation of Academic Misconduct

Facilitation is helping or attempting to help another to commit any acts of academic misconduct as outlined above.

#### PROCEDURE

1. When an instructor believes that academic misconduct has occurred, the instructor will contact the student in a timely fashion to share the nature of the concern, and arrange to discuss the matter thoroughly.

- 1.1 If the instructor concludes that the student has committed neither poor academic practice nor academic misconduct, the Instructor will inform the student that no further action will be taken.
  - 1.2 If the instructor concludes that the concern is related to poor academic practice, the instructor will recommend appropriate remedial support to the student.
  - 1.3 Should the Instructor conclude that academic misconduct has occurred, the Instructor will submit to the Dean Part A and Part B of the “Academic Misconduct Inquiry Form” (see Appendix A).
  - 1.4 The Dean will send a copy of Part A and Part C of the form to the student, who will complete Part C of the form and return it to the Dean within 5 working days of having received it.
2. Upon receipt of Part A and Part B of the completed Academic Misconduct Inquiry Form from the instructor and Part C of the form from the student, the Dean will first verify whether or not academic misconduct has occurred.
    - 2.1 Should the Dean conclude that the student has not committed academic misconduct, the Dean will communicate this conclusion to the instructor and the student within 5 working days of having received the Academic Misconduct Inquiry forms from the Instructor and the student, and no further action will be taken under the current policy. The Dean may recommend remedial work or refer to available support services.
    - 2.2 Should the Dean conclude that the academic misconduct has occurred, the Dean will then check with the Central Registry (Students Records Office) to determine if the student has any prior record of academic misconduct, and will complete Part D of the “Academic Misconduct Inquiry Form.”
      - 2.2.1 If there is no instance of previous academic misconduct, the Dean will, in collaboration with the instructor, determine the appropriate response. Should corrective action be required, this may include the assignment of remedial work, plus one of the following:
        - i. a warning;
        - ii. failure of the assignment, or part thereof, which may be a grade of zero or any other percentage lower than the minimum passing mark, according to the severity of the misconduct;
        - iii. failure of the course in egregious cases, such as contract cheating.
      - 2.2.2 If there is an instance of previous academic misconduct, the Dean will, in collaboration with the Instructor, determine the appropriate response. This will include one of the following:
        - i. failure of the assignment, or part thereof, which may be a grade of zero or any other percentage lower than the minimum passing mark, according to the

severity of the misconduct;

ii. failure of the course.

- 2.3 The Dean will advise the student in writing of this consequence within 5 working days of having received the Academic Misconduct Inquiry forms from the instructor and the student. A copy of the correspondence will be sent to the Instructor and a copy of the correspondence, along with all four Parts (A, B, C, and D) of the Academic Misconduct Inquiry forms will be sent to the Registrar who will store them with the Central Registry.
- 2.4 In cases with a prior offense or a serious first offense, the student may be subject to further disciplinary action up to and including suspension.

The Office of the Associate Vice-President, Student Affairs, will be notified of all such cases and will, in collaboration with the Dean, determine the appropriate disciplinary action.

Should it be determined that suspension is appropriate, this recommendation will be made to the President, who will render a decision, in writing, which will include necessary conditions for a student's return. The letter will be sent to the student with a copy sent to the instructor and the Registrar.

- 3.0 A student is not permitted to withdraw from a course or the university to avoid incurring a penalty for academic misconduct.
- 4.0 Completion or graduation from a course or program from the University does not preclude or exonerate a student from incurring a penalty for academic misconduct, which may include revocation of a degree and return of the student's transcript and degree, certificate, or diploma parchment to the Registrar.

### APPEAL

Students have the right to appeal academic misconduct decisions through the Academic Appeals Policy.

University processes under this procedure may be suspended or terminated by the Provost and Vice-President Academic while external proceedings related to the matter are underway.

### RECORDS OF DISCIPLINARY MEASURES

All records of disciplinary measures taken against a student in terms of academic misconduct will be maintained in accordance with Canadian statutory limitations. A transcript notation will be made only in cases where a student is suspended due to academic misconduct.

### Appendix A – Academic Misconduct Inquiry Form



This form is mandated by Policy 96.01. Please reference this Policy or, if required, contact your Dean, for clarification.

- The Instructor is to complete Part A and Part B, sign and submit them with the necessary attachment(s) to the Faculty Dean.
- The Dean will send a copy of Part A and Part C (not Part B) of the form to the student, who is to complete Part C, sign and return it to the Faculty Dean.
- The Dean is to complete Part D of the form, and will advise the student in writing of the recommended consequence(s).

## **Part A** – to be completed by the Instructor

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Student Name: \_\_\_\_\_ Student #: \_\_\_\_\_

Instructor's Name: \_\_\_\_\_

Course Details (number and section): \_\_\_\_\_

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1. Brief account of the academic misconduct:

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2. Brief account of conference(s) with the student regarding this incident:

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3. List the document(s) involved in the academic misconduct:

**Part B** – to be completed by the Instructor

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Action recommended by the faculty in relation to this incident:

- a warning
- "F" for assignment with a mark of \_\_\_\_\_%
- "F" for course
- Other: \_\_\_\_\_

Comments:

Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

**Part C** – to be completed by the student

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Brief response from student regarding the account of academic misconduct as presented above.

Student: \_\_\_\_\_ Date: \_\_\_\_\_

## Part D – to be completed by the Dean

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**Faculty Dean:** If it is confirmed that the student has committed academic misconduct, check with the Central Registry (Records Office) to determine if the student has any record of previous academic misconduct.

**If no previous record:** (one of the following)

- a warning
- "F" for assignment
- "F" for course
- Other: \_\_\_\_\_

**If the student has a previous record of academic misconduct:** (one of the following)

- "F" for assignment
- "F" for course

**Further disciplinary action:**

- Referred to the Associate Vice-President, Student Affairs

Dean: \_\_\_\_\_ Date: \_\_\_\_\_

*Last revision: September 25, 2020*