



Student Academic Misconduct Procedure

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Approval Authority General Faculties Council	
Implementation Authority Vice-Provost (Students7777777777iJE Exp7777)	
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- 1 Purpose** The purpose of this procedure is to describe the processes involved in reporting, investigating, and responding to Academic Misconduct at the University.
- 2 Scope** This procedure applies to all matters investigated pursuant to the Student Academic Misconduct Policy.
- 3 Definitions** In this procedure:
- a) "Academic Activities" means critical inquiry, research and learning in the pursuit of official recognition at the University. Examples of Academic Activities include:
 - i. course or program requirements;
 - ii. examinations, tests, or quizzes;
 - iii. interactive online tutorials, or other computer-assisted instruction.
 - b) "Academic Misconduct" means any Student behavior which compromises proper assessment of a Student's Academic Activities and includes:
 - i.

- i. using all or a portion of someone else's work in an assignment or for other Academic Activities, without appropriate acknowledgement, which includes using someone else's words without quotation marks around those words, inappropriate paraphrasing, or referencing someone else's idea without appropriate attribution;
 - ii. purchasing, or otherwise acquiring work and submitting it as the Student's own original work; and
 - iii. submitting the Student's prior work for evaluation in another course, or in a subsequent attempt of the same course, without the express approval of the Instructor teaching the second course, or subsequent attempt.
- n) "Procedural Fairness" means the opportunity to be heard by an unbiased decision maker and to be made aware of the evidence considered by the decision maker. Procedural Fairness is about the procedures used to make a decision, not the actual outcome of the decision.
 - o) "Suspension" means a period of time during which a Student is prohibited from conducting Academic Activities at the University.
 - p) "Student" means an individual registered in a University course or program of study, or an individual who is no longer registered at the University and is alleged to have committed Academic Misconduct while they were registered in a course or program of study at the University.
 - q) "Student Record" means information about a Student's University activities maintained by the Registrar.
 - r) "Teaching Faculty" means the faculty responsible for the delivery of a course. For Students in non-

- a) the Dean determines that there was no Academic Misconduct;

- b) information on how to schedule a prompt meeting with the Dean in order to provide the Student's response to the allegation, and the consequences of failing to do so;
 - c) a report of the pertinent evidence, information and particulars that the Dean is aware of;
 - d) notice of the right to be accompanied by an Advisor;
 - e) a link to a copy of the Student Academic Misconduct Policy; and
 - f) notice that a decision may be made in the Student's absence if the Student fails to appear at a scheduled meeting.
- 4.14** If the Student decides to bring an Advisor, the Student will provide written notice of the Advisor's attendance to the Dean at least two (2) business days before the meeting.
- 4.15** The Dean may ask a University employee to take notes during the meeting with the Student. No Instructor who is teaching a course in which the Student is enrolled at the time of the meeting may be present when the Student meets with the Dean.
- 4.16** During the meeting with the Dean the Student:
- a) will have the opportunity to respond to any information contained in the invitation to meet described at 4.13;
 - b) may present any relevant additional information; and
 - c) may be accompanied by an Advisor of their choice as long as they provide notice in accordance with 4.14. The Advisor will not normally be allowed to speak during the meeting.
- 4.17** The Dean may request additional information from the Instructor or the Student before deciding whether the Student committed Academic Misconduct.
- 4.18** The Dean will review all information gathered and determine whether any additional investigation is necessary. If the Dean decides that further investigation is necessary, the Dean will advise the Student within five (5) business days of making that decision and will include an estimate of the additional time required to complete the investigation and communicate a decision.
- 4.19** The Dean will decide whether or not the Student has committed Academic Misconduct. The Dean will:
- a) apply a balance of probabilities standard to deciding whether or not a Student has committed Academic Misconduct; and
 - b) decide within five (5) business days of completing the investigation whether or not the Student has committed Academic Misconduct.
- If the Dean decides that the Student has not committed Academic Misconduct the Dean will promptly advise the Student.
- 4.20** If the Dean decides that the Student has committed Academic Misconduct, the Dean will:
- a) inform the Dean of the Student's Faculty of Registration, if applicable; and
 - b) apply an indicator on the Student's Record recording the instance of Academic Misconduct. This indicator is not considered discipline; it is for internal administrative tracking purposes only and does not appear on the Student's Transcript. This indicator does not affect the Student's continuing progress in

- g) advise the Student if anyone else at the University will be notified of the Academic Misconduct at this stage, and if so, the reason for that notification.
- 4.25 Disciplinary changes to the Student Record will only be made after the deadline to submit an appeal has passed or, if an appeal is launched, at the conclusion of the appeal process.
- 4.26 If a Dean finds that a Student committed Academic Misconduct, the registrar will withhold Transcripts or statements of grades for the Student pending the expiry of the appeal period, or exhaustion of the appeal process. In special circumstances a Student may ask the registrar to send a Tra

