

Procedure Number:	5006p
Procedure Title:	Academic Integrity
Approved by:	Academic Affairs
Approval date:	February 20, 2019
Effective date:	February 20, 2019
Review date:	May 28, 2021
Next review date:	January 2024

**1. Purpose**

- 1.1. This Procedure is designed to support the Academic Integrity policy.
- 1.2. Faculty will be first to respond to instances of academic misconduct (allegations of potential academic misconduct). Faculty may base their belief on:
  - a. indicators of alleged evidence of academic misconduct in an assessment of submitted work;
  - b. reports of alleged academic misconduct during a test or exam, or
  - c. direct and personal observation of an alleged incident of academic misconduct.
- 1.3. The following Regulations and Procedures specify the process to be followed by faculty, a Department Chair, the Vice President Academic Affairs and Appeal Committees in investigating and adjudicating allegations of academic misconduct.

**2. Definitions**

The term ‘work’ in this Policy refers to written material; laboratory, computer, or mathematical exercises; musical or art works; oral reports; group reports and presentations; audio-visual or taped presentations; and material in any other medium submitted to an instructor for grading purposes. ‘Investigator’ refers to the faculty or staff investigating the academic misconduct allegations.

**3. Responsibilities**

3.1.1 *Students* must ensure they understand what constitutes plagiarism and are responsible for consulting faculty, the Learning Strategist, a Writing Coach, or a Librarian for advice on and clarification of this term. Students found to have committed plagiarism will be required to attend a workshop on plagiarism. Students are expected to check their UCW email daily or almost daily.

3.1.2 *Students* must decide whether to request an instructor or Chair review or to appeal a finding of academic misconduct by the Chair or to accept the decision and any penalty imposed. They are also responsible for assembling and submitting the required documentation for an appeal within the prescribed time limits.

3.2 *Instructors/Faculty* identify and investigate academic misconduct and decide whether an act of academic misconduct has been performed by a student. An instructor /Faculty may impose a prescribed penalty where academic misconduct has been performed.

3.3 The *Department Chair* reviews findings of academic misconduct by instructors if an instructor’s decision is appealed and provides written decisions to the student, the student Rights and Responsibilities Advisor, and to the Academic Department for the student’s record.

3.4 *The Student Rights and Responsibilities Advisor* reviews the Academic Integrity process to ensure that the procedure is followed, as well as assist in investigations of Academic Integrity.

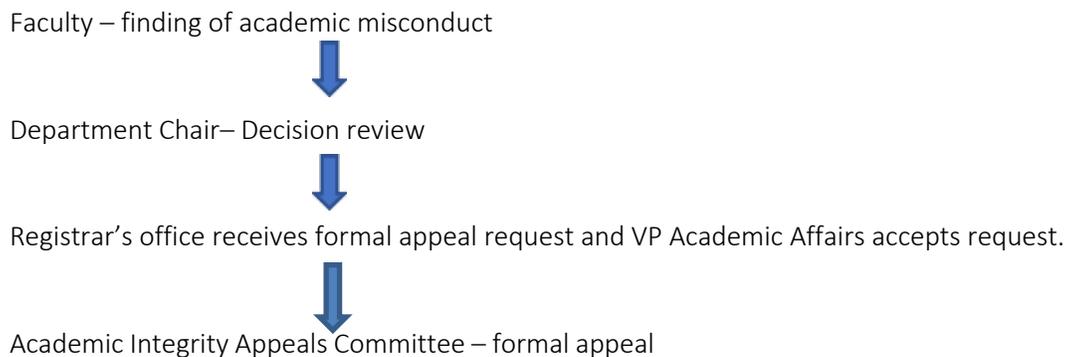
- 3.4.1 The *Student Rights and Responsibilities Advisor* can assist faculty in their investigation and reporting of academic integrity.
  - 3.4.2 The *Student Rights and Responsibilities Advisor* can make recommendations for sanctions to Faculty/Chair.
  - 3.4.3 The *Student Rights and Responsibilities Advisor* can support students who are participating in the process, during the investigation and the meetings, and when submitting an appeal.
  - 3.4.4 The *Student Rights and Responsibilities Advisor* reviews the formal appeal request to assess whether it is frivolous or vexatious. If accepted, the advisor will recommend to the Vice President, Academic to convene an Appeals Committee or request the committee to convene after approved by the Vice President Academic Affairs.
  - 3.4.5 The *Student Rights and Responsibilities Advisor* is also responsible for ensuring that Academic Integrity reports and process are recorded, and of notifying faculty of a student's prior involvement in academic misconduct in accordance to this procedure.
- 3.5 The *Vice President Academic Affairs* is responsible for designating a reviewer for a formal appeal request and approving recommendations to request the Chair of the Academic Council to constitute an Appeals Committee or to directly request the Chair of the Academic Council to constitute an Appeals Committee.
- 3.6 *The Appeals Committee decides the appeal by students against findings of academic misconduct following review by a Department Chair.* The Committee is responsible for deciding an appeal, including specific penalties, if any.
- 3.6.1 *The Chair of the Appeals Committee* documents the process and outcome of the appeal, including providing reasons for the decision to uphold, modify or rescind a penalty and in advising the Student Rights and Responsibilities Advisor and the Registrar of the outcome.
- 3.7 The *Registrar* communicates the Appeals Committee decision to the student and to the Chair of the Academic Council. The Registrar is responsible for retaining all records related to appeals and for destroying materials returned by the Committee. The Registrar keeps any correspondence as part of the student's permanent record. The Registrar is the sole custodian of the record of an appeal.
- 3.7.1 The *Registrar* provides the Academic Council with an annual report on all appeals.

#### 4. Regulations and Procedures

4.1 The following Regulations and Procedures are grounded in principles of justice and fairness that shall be applied in decision-making processes in dealing with allegations of academic misconduct. They are intended to ensure consistency in decision making within Departments and among instructors and Appeal Committees. The Regulations and Procedures shall be applied in all cases of alleged academic misconduct without exception. Where they are not applied, allegations of academic misconduct are liable to be summarily dismissed.

4.2 Like all matters of student discipline, allegations of academic misconduct shall be administered in accordance with the Academic Integrity Policy. While penalties may be imposed where an allegation is found to be true, all hearings concerning academic misconduct will be treated as opportunities for student learning. Persons adjudicating allegations of academic misconduct will ensure that academic integrity is fully taken into account with the aim of ensuring that students understand and value academic integrity and how it benefits them as potential employees as well as the university community.

4.3 The Procedures describe the levels of review and appeal for allegations of academic misconduct with the final appeal authority being the Academic Integrity Appeals Committee as follows:



4.4 Post-decision support: Faculty may consider how to help students who have been found to have committed acts of academic misconduct during their programs. Options include:

- a. referrals to Academic Advising and the Learning Strategist
- b. referrals to the library
- c. well-being and mental health resources
- d. advocacy support forming part of a broader response

A variety of resources may be activated to help students achieve their academic goals and meet the University’s standards for academic integrity.

4.5 **Sanctions:** While a variety of disciplinary Sanctions in response to academic misconduct may be imposed, UCW may consider educational, developmental and restorative outcome instead of or in conjunction with Disciplinary Sanction. Below is a non-exclusive list of sanctions that may be applied:

- a. Resubmission of assignments/work
- b. Attendance to workshops available at UCW
- c. Educational essays or summaries of this policy
- d. Written warning
- e. Grade penalties

Students are responsible for completing all sanctions assigned, where relevant, in the time frame allotted. Failure to complete the sanctions may result in follow up through the Student Rights and Responsibilities policy 9014.

## 5. Academic Misconduct Procedure

Disciplinary decisions may contain highly confidential information such as personal health and financial information that should be treated with the utmost discretion. Where a student is disciplined the record of that process is considered personal information under the *Personal Information Protection Act* (PIPA) and may be disclosed only within the university and shared only with those who need the information in order to implement any discipline imposed.

### 5.1 Initiating an investigation of Alleged Academic Misconduct

- 5.1.1 When an allegation of alleged academic misconduct comes to the attention of an instructor, the instructor shall investigate that allegation.
- 5.1.2 An instructor investigating an allegation of academic misconduct shall give notice in writing of the intention to investigate a potential violation of the Academic Integrity policy (5006) within two (2) business days of becoming aware of a potential academic misconduct, whether during the grading of assignment/midterm, after learning from others (student or staff) of an allegation of misconduct, or after witnessing academic misconduct.

- a. The instructor must contact the student(s) concerned within two (2) business days through their UCW email.
- 5.1.3 The Student Rights and Responsibilities Advisor may participate in the investigation process at the request of the instructor, the Academic Chair, or the student(s) involved in the investigation process at any point.
- 5.1.4 The student must be provided sufficient particulars of the allegation so that the student is able to understand the context and content of the allegation, such as the assignment/midterm in question. Pertinent information shall be included in the Notice of Intent to Investigate (See Appendix A).
- 5.1.5 The student is responsible for responding to the written notice within two (2) business days of receiving the notice of intent to investigate allegations of academic misconduct.
  - a. If the student will be participating in the investigation process, they must provide the investigator with a time/date to meet and discuss the allegation.
  - b. Any relevant information that the student wishes to share with the instructor related to the investigation.
  - c. A request for more time before meeting to discuss the allegation, if needed.
- 5.1.6 The student may opt not to participate in the investigation process and a decision can be made using the available information at the time, with or without the student's input. Failure to respond to a meeting request or communication attempt regarding the investigation process will be considered as opting out from participating in the process.

## 5.2 Conducting the Investigation

- 5.2.1 The student shall be provided an opportunity to respond to the allegation and shall be provided with information by the instructor concerning the misconduct process, such as the nature of the allegation.
- 5.2.2 The investigation shall include a meeting or a teleconference between the instructor and the student during which the allegation will be presented and the student will be invited to respond to the allegation. A student may be accompanied by a support person (*who is not a lawyer*), however, the student is expected to respond personally to the allegation. During the meeting the instructor will address:
  - a. the allegation of academic misconduct
  - b. the procedure to be followed
  - c. the penalties for academic misconduct
  - d. the response to the allegation
  - e. campus resources that the student may access
- 5.2.3 If the instructor finds no evidence for the allegation, the student will be informed within three (3) business days of completing the investigation with all involved parties.
- 5.2.4 When a student requests further time to respond or wishes to provide information following the meeting, the instructor shall determine a reasonable period for this purpose.
- 5.2.5 If the student did not attend a scheduled investigation meeting or fails to respond within two (2) business days to the notice of academic misconduct, the investigator may proceed with a decision based on the available information.

## 5.3 Decision

- 5.3.1 Following the meeting with the student(s) concerned, or the expiry of any further period allowed for a response, the instructor shall conclude the investigation and either:
  - a. Dismiss the allegation of academic misconduct and advise the student of that decision; or
  - b. Decide that a student has performed an act of academic misconduct and issue a written decision, giving the reasons for that decision and any facts relied upon and attaching the evidence.
- 5.3.2 If a student admits unequivocally in writing that they performed the act of academic misconduct alleged the

instructor shall issue a written decision to that effect. Before accepting an admission of responsibility from a student the instructor shall ensure that the student understands the nature of that admission and its possible consequences. Where the instructor believes there is any doubt as to these matters the instructor shall not accept an admission of responsibility.

5.3.3 Students shall be notified of any campus resources that may provide support or advice such as Student Affairs, Learning Strategist, and access to available counselling services (See Appendix B).

#### 5.4 Penalties for Academic Misconduct

5.4.1 Once the instructor has completed the investigation and found the allegation to be substantiated, the instructor can request the Student Rights and Responsibilities Advisor ([studentrights@ucanwest.ca](mailto:studentrights@ucanwest.ca)) to determine whether the student has a previous record (based on an investigation), and been found to have performed an act of academic misconduct, and if so, the sanction imposed.

- a. If the student has been found responsible of academic misconduct in the past, this can affect the sanction in the current allegation.

5.4.2 The instructor will impose the following penalties according to the number of offences the student has been found responsible for based on the policy (#5006).

- a. **First Offence:** Re-evaluate the academic merit of the student's work and assign a grade for the work taking into consideration the results of the investigation.

When the student concerned has not committed an egregious act of academic misconduct and has not previously performed an act of academic misconduct the instructor will:

- I. provide the student with an opportunity to revise and resubmit an assignment showing no evidence of academic misconduct or direct the student to add citations to such an assignment; and
- II. require the student to review and gain a complete understanding of the academic integrity module; and

- b. **Second Offence:** Give the student a written warning that an act of academic misconduct has been performed by that student and state the facts and circumstances of the academic misconduct.

- c. **Third Offence:** Assign the student a zero grade in the assignment. In deciding the penalty to be imposed the instructor shall take into consideration what proportion of the student's work was affected by the misconduct.

5.4.3 The instructor may assign a grade only in respect to the work which is the subject of the academic misconduct and not in respect of an entire course of study of which the work is part.

#### 6. Notification and documentation of the decision

6.1 The instructor will email the student a decision letter (see Appendix B and Appendix C) based on the results of their investigation.

- a. The instructor will include facts and evidence that aided in their decision-making process as well as resources to support students as outlined in this procedure.
- b. If the instructor needs support drafting the decision letter or assessing appropriate supports for students, they may reach out to the Student Rights and Responsibilities Advisor for guidance.
- c. The student will be notified of their right to request a decision review to the Department Chair

6.2 After notifying the student of the decision, the instructor will email the Academic Department and the Student Rights and Responsibilities Advisor with:

- a. The complete academic Integrity report including sanctions.
- b. Evidence that supports the instructor's decision, such as TurnItIn Originality report, student(s) assignments, email communication from the student(s), etc.
- c. A copy of the email sent out to the student outlining the decision of the investigation.

- d. The email should be sent to [studentrights@ucanwest.ca](mailto:studentrights@ucanwest.ca) and [academic.department@myucwest.ca](mailto:academic.department@myucwest.ca)

### 6.3 Review to Department Chair Against a Finding of Academic Misconduct

6.3.1 When a student has been found to have performed an act of academic misconduct, they may dispute that decision and any penalty imposed by submitting a written request for a review of the decision to the Department Chair, in writing, **within 7 business days** from the date of the decision.

6.3.2 When the request for review is not submitted within the time limit provided, the Department Chair shall dismiss the request for review. There is no appeal against that dismissal.

6.3.3 The Department Chair shall review the request within 7 business days of receipt of the review request, and may uphold, modify, or rescind the decision of the instructor and of any penalty imposed. The Department Chair shall issue a written decision stating the reasons for their decision and any facts relied upon. Where the Department Chair determines to modify a penalty imposed by the instructor, they shall impose a penalty from those available to an instructor under these Procedures.

- a. The Department Chair shall notify the Student Rights and Responsibilities Advisor of an appeal request for record purposes and/or support.

6.3.4 The student shall be given written notice of the date fixed for the hearing of the review. A student may not attend a review in person unless invited by the Department Chair to respond to issues that arose during a review. In such case, the student will attend the appeal in person or via teleconference. The student may be accompanied by a student who is there as support but who may not address the Department Chair.

- a. The Student Rights and Responsibilities Advisor may also be requested to attend by either the student or the Department Chair.
- b. The decision of the Department Chair shall be communicated to the student and the instructor. The Department Chair will include the Student Rights and Responsibilities Advisor, the instructor, and the Academic Department in their communication (emailed to [studentrights@ucanwest.ca](mailto:studentrights@ucanwest.ca) and [academic.department@myucwest.ca](mailto:academic.department@myucwest.ca)).
- c. The student shall be advised that a record of the decision will be retained in the student's file held in Registrar's Office and that, in the event of any further allegations of academic misconduct against that student, the record of that decision may be taken into account in deciding the penalty to be imposed for a subsequent act of academic misconduct.
- d. The student shall also be advised of their right to a formal appeal.

### 6.4 Formal Appeal

6.4.1 When a student disputes the decision of the Department Chair following a review, they may submit a formal appeal request form to the Registrar's Office within 30 calendar days of the date on which the written decision of the Department Chair was received by the student.

6.4.2 The Registrar shall refer the appeal to the Vice President Academic immediately upon its receipt. An appeal will only be accepted by the Registrar if it is complete and the following items are submitted by the student:

- a. The date of submission and a summary of the decision(s) made and the name(s) and titles of the person(s) making the decision(s)
- b. A clear, precise statement of the decision(s) being appealed
- c. All relevant supporting documentation or other documents relevant to the appeal (without these, the appeal cannot proceed)
- d. The reasons the student believes the appeal should be upheld; and
- e. The remedy or relief the student seeks

- 5.6.2 A student who is preparing an appeal of the Chair’s decision may receive guidance from Student Affairs and/or the Student Rights and Responsibilities Advisor
- 5.6.3 The Vice President Academic Affairs designate, the Student Rights and Responsibilities Advisor, shall review the appeal submission within 3 business days of having received it from the Registrar to determine whether the appeal includes evidence for the allegation and is not frivolous or vexatious.
  - a. When the designate believes that the appeal fails to comply with the provisions of this policy or is frivolous or vexatious, they shall submit a report to that effect to the Registrar.
  - b. If the matter is not considered frivolous or vexatious, the Vice President Academic Affairs or their designate shall request the Chair of the Academic Council to appoint an Appeals Committee
- 5.6.4 The Academic Integrity Appeals Committee shall be appointed and convened in accordance with the *Academic Integrity Appeals Committee Procedure*.
  - a. The Academic Integrity Appeals Committee shall convene within 7 business days of its appointment or as soon as practicable after that time.
  - b. The Academic Integrity Appeals Committee shall *dismiss* an appeal when:
    - i) the appeal was not submitted within 30 calendar days of the date on which the written decision of the Department Chair was received by the student or
    - ii) after consideration of a report from the Vice President Academic Affairs, it finds that the appeal fails to comply with the provisions as to content or is frivolous or vexatious
- 5.6.5 When an appeal is not dismissed, the Academic Integrity Appeals Committee shall review the decision of academic misconduct and any penalty imposed, taking into account the decisions of the instructor and the Department Chair.
- 5.6.6 A student may not attend an appeal in person unless invited by the Academic Integrity Appeals Committee to respond in person to issues arising during an appeal in which case a student may be accompanied by a support person who shall remain silent during the conduct of the appeal.
- 5.6.7 The Academic Integrity Appeals Committee may uphold, modify, or rescind the instructor’s decision regarding academic misconduct and any penalty imposed and its decision shall be final. The Committee’s decision shall be in writing and shall state the reasons and any facts relied upon.
- 5.6.8 When the Academic Integrity Appeals Committee determines to modify a penalty imposed by the instructor, **it may in egregious cases or based on an accumulation of incidents, impose a penalty of suspension from the University for a period of between one and three consecutive semesters.** During the period of suspension, a student will not be permitted to register and will retain none of the privileges accorded to students with respect to right of access to University faculty, staff, facilities or services.
- 5.6.9 The Registrar will provide the student with the written decision of the committee and include the Student Rights and Responsibilities Advisor ([studentrights@ucanwest.ca](mailto:studentrights@ucanwest.ca)) for recording purposes.

**Related legislation:** Not Applicable

**Related policies**

Policy Number	Policy Title
5002	Turnitin
9007	Admissions
9010	Misrepresentation of Student Documentation
9011	Appeals for Non-Academic Discipline

## Appendix A

Instructor notification to student regarding allegations of academic  
misconduct-Notice of Investigation intent

Date:

Dear [student's name]

I have completed [marking the final exams/reviewing papers/assignments from Course no.]. I have noted some irregularities in your [exam/paper/assignment], specifically, [describe the irregularities]. I have decided to conduct an investigation to determine if you have performed an act of academic misconduct. The procedure that applies to this investigation is described in the Academic Integrity Policy. Further information about that process can be found in the [Academic Integrity Policy](#) and [Academic Integrity Appeals Procedures](#).

I am available to meet you at my office on [date, time]. If you are not available on this date and time, please provide me with alternative times. It is important that we meet as soon as possible. If you do not respond to this email by [date], your [paper, assignment, exam, etc.]. I will proceed with the investigation in your absence.

If you require advice or support, I encourage you contact KeepMeSafe, Here2Talk and/or the Student Rights and Responsibility Advisor ([studentrights@ucanwest.ca](mailto:studentrights@ucanwest.ca)).

You are welcome to bring someone with you to the meeting, although you will be expected to speak for yourself and your support person will not be permitted to speak for you. A note-taker will also be present. I will look forward to hearing from you by [date] to confirm our meeting.

Best regards,

[Professor's name]

[Department]

## Appendix B

Instructor notification to student regarding a decision following an  
academic integrity procedure-Student found responsible

Dear (STUDENT NAME)

I am writing to follow up regarding the allegations of academic misconduct which I notified you about on (DATE OF FIRST EMAIL). In making my decision, I have considered the following information:

- (FACTS AND EVIDENCE SUPPORTING THE DECISION)

Based on this information I have determined that you have been found responsible for violating UCW's Academic Integrity policy. Specifically, I have found that you violated (INSERT POLICY NUMBER, EXAMPLE 5.a PLAGIARISM). Please note that an Academic Integrity Report has been filed for you in.

This email is to inform you of the following sanctions:

- (INSERT SANCTIONS AGREED ON. If there is a deliverable, include a due date)

UCW's goal is to provide you with the knowledge and resources to achieve future success in academic integrity. You can take this opportunity to grow and develop as a student. Please review the [Library Resources](#) on how to avoid academic integrity issues in the future or attend one of the [workshops available](#). You can also [Book a Virtual Appointment](#) with a Librarian. Please refer to the University student handbook and website for additional information about violations of Academic Integrity.

Please note that failure to complete the assigned sanctions may result in follow up through the Student Rights and Responsibilities policy 9014.

Appeals: A student who has had a sanction imposed as a result of alleged academic misconduct has the right to appeal. If you wish to appeal, please review [UCW policy 5006](#) and 5006p and/or contact Student Affairs for guidance. You have the right to appeal my decision as per 5006p to the Chair **within 7-days**. You may also reach out to the Student Rights and Responsibilities Advisor for support in understanding the appeal process at [studentrights@ucanwest.ca](mailto:studentrights@ucanwest.ca)

Thank you for your participation and cooperation during this process.

Sincerely,

[Professor's name]

[Department]

## Appendix C

Instructor notification to student regarding a decision following an  
academic integrity procedure-Not Responsible

Dear (STUDENT NAME)

I am writing to follow up regarding the allegations of academic misconduct which I notified you about on (DATE OF FIRST EMAIL). In making my decision, I have considered the following information:

- (FACTS AND EVIDENCE SUPPORTING THE DECISION)

Based on this information I have determined that you have been found **not responsible** for violating UCW's Academic Integrity policy.

Thank you for your participation in this process.

Sincerely,

[Professor's name]

[Department]