

Procedure Number:	5006
Procedure Title:	Academic Integrity
Approved by:	Senate
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Next review date:	May 2026

1. Purpose

- 1.1. This Procedure is designed to support Policy No. 5006, Academic Integrity and provide a course of action for reviewing cases of academic misconduct, and if necessary, a formal appeal process.

2. Definitions

- 2.1. Refer to definitions in Policy No. 5006, Academic Integrity.

3. Responsibilities

- 3.1. Refer to responsibilities in Policy No. 5006, Academic Integrity.

4. Academic Misconduct Process

4.1. Step 1 – The Faculty Member will:

- 4.1.1. Investigate and document the case, including providing the Student(s) with an opportunity to discuss the allegation and evidence.
- 4.1.2. Complete and sign the Academic Integrity Report Form within ten (10) calendar days of identifying or detecting alleged academic misconduct, including:
- 4.1.2.1. Providing comments and evidence highlighting the violation of Policy No. 5006, Academic Integrity. *Submissions will not be accepted without evidence or a detailed description of the event.*
- 4.1.2.2. Attaching all relevant and material evidence.
- 4.1.3. If appropriate, impose an informal interim sanction, including educational outcomes, until the case is adjudicated by the Academic Integrity Committee and a final sanction is determined.
- 4.1.4. Recommend a sanction to be considered by the Department Chair (or designate) and Academic Integrity Committee and provide a rationale for this recommendation.
- 4.1.5. Notify the Student and request that they sign the Academic Integrity Report Form.
- 4.1.6. Submit the completed and signed Academic Integrity Report Form to the Office of Academic Operations.

4.2. Step 2 – Once notified, the Student will have the opportunity to:

- 4.2.1. Review the case and evidence from the Faculty Member.

- 4.2.2. Seek advice and support from a Student Rights and Responsibilities Advisor or Student Ombudsperson.
- 4.2.3. Provide a response to the allegation explaining their acknowledgement or disagreement with the case and evidence outlined by the Faculty Member, and provide evidence if available.
- 4.2.4. Request a meeting with the Faculty Member to discuss the allegation.
- 4.2.5. Complete and sign the form within ten (10) calendar days of receipt. If this is not done, the case may proceed with without the Student's involvement.

4.3. Step 3 – The Office of Academic Operations will:

- 4.3.1. Confirm that the Academic Integrity Report Form is complete, including:
 - 4.3.1.1. The form has signatures from both the Faculty Member and the Student;
 - 4.3.1.2. A rationale for the recommended sanction has been provided by the Faculty Member; and
 - 4.3.1.3. Evidence or a detailed description of the event is attached.
- 4.3.2. Forward the completed and signed form to the Department Chair (or designate) for review.
- 4.3.3. If the Student has not responded to the allegations within ten (10) calendar days of receiving the form, the incomplete form will be sent to the Department Chair (or designate) noting that the Student has not responded.

4.4. Step 4 – The Department Chair (or designate) will:

- 4.4.1. Acknowledge their support or disagreement with the case report, provide a rationale for this decision, and sign the Academic Integrity Report Form.
- 4.4.2. Forward the completed Academic Integrity Report Form to the Office of Academic Operations within ten (10) calendar days of receipt.

4.5. Step 5 – The Office of Academic Operations will:

- 4.5.1. Confirm that the Academic Integrity Report Form is complete, including:
 - 4.5.1.1. The form has signatures from both the Faculty Member, Department Chair (or designate), and the Student;
 - 4.5.1.2. A rationale for the recommended sanction has been provided by the Faculty Member;
 - 4.5.1.3. Evidence or a detailed description of the event is attached; and
 - 4.5.1.4. A rationale for the Department Chair's (or designate) support or disagreement with the case report has been provided by the Department Chair (or designate).
- 4.5.2. Redact any identifying information relating to the Student in the Academic Integrity Report Form.
- 4.5.3. Provide only fully complete Academic Integrity Report Forms to the Academic Integrity Committee, usually seven (7) calendar days in advance of the adjudication of each case.

4.5.4. Notify the Committee if previous findings of academic misconduct were found against the Student, and the nature of those events and the sanction(s) imposed, including educational outcomes.

4.6. Step 6 – The Academic Integrity Committee will:

- 4.6.1. On a bi-weekly basis (or as needed), review and adjudicate each case forwarded by the Office of Academic Operations.
- 4.6.2. Determine, on a balance of probabilities, whether a violation of the Policy has occurred.
- 4.6.3. Assign resolutions or sanctions when violations are determined.
- 4.6.4. Provide a written report of their decision to the Office of Academic Operations, include reasons for their decision.

4.7. Step 7 – The Office of Academic Operations will:

- 4.7.1. Communicate the findings of the Academic Integrity Committee to the Student, Faculty Member, and Department Chair (or designate).
- 4.7.2. Communicate sanctions involving a change of grade to the Registrar.
- 4.7.3. Communicate sanctions involving a recommendation for a suspension to the Registrar, Vice-President Academic, and the President.

4.8. Step 8 (Optional) – If the Academic Integrity Committee has recommended that the Student be suspended, the President will:

- 4.8.1. Review and consider the written decision of the Academic Integrity Committee, and the rationale for its recommendation for a suspension.
- 4.8.2. Consult with the Vice-President, Academic and any other members of the UCW Community as they see fit.
- 4.8.3. Determine whether a suspension of the Student is an appropriate sanction.
- 4.8.4. Provide a written report of their decision to the Office of Academic Operations, including reasons for their decision.

4.9. Step 9 (Optional) – If required, the Office of Academic Operations will:

- 4.9.1. Communicate the decision of the President to the Student, Faculty Member, and Department Chair (or designate).

4.10. Step 10 (Optional) – If required, the Registrar will:

- 4.10.1. Process any grade changes resulting from sanctions imposed by the Academic Integrity Committee;
- 4.10.2. Include the written report of the Academic Integrity Committee, and related communications to and from the Office of Academic Operations, on the Student's official UCW record; and

- 4.10.3. Where the Academic Integrity Committee has made a recommendation for a suspension, include the written decision of the President on this sanction.

5. Sanctions for Academic Misconduct

- 5.1. Below is a non-exclusive list of sanctions that may be applied:
- 5.1.1. No sanction;
 - 5.1.2. Reprimand/written warning;
 - 5.1.3. Remedial sanction;
 - 5.1.4. Resubmission of assignments/work;
 - 5.1.5. Reduction in grade on an assignment;
 - 5.1.6. A zero grade on an assignment;
 - 5.1.7. Failure of the course; or
 - 5.1.8. Suspension.
- 5.2. 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 UCW Policy No. 9014, Student Rights and Responsibilities.
- 5.3. The Committee may consider the following typical range of progressive sanctions based on a Student's past record of offenses:
- 5.3.1. **First Offence:** When the Student concerned has not committed an egregious act of academic misconduct and has not previously performed an act of academic misconduct, the Committee may:
 - 5.3.1.1. Provide the Student with a reprimand/written warning;
 - 5.3.1.2. Require the Student to engage in a remedial activity (learning module on academic integrity, submission of an essay on a topic related to the misconduct, etc.);
 - 5.3.1.3. 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; or
 - 5.3.1.4. Assign a grade reduction on the assignment in question.
 - 5.3.2. **Second Offence:**
 - 5.3.2.1. Assign the Student a zero grade on the assignment in question.
 - 5.3.3. **Third Offence:**
 - 5.3.3.1. Assign the Student a failing grade for the course with a notation to be placed on the Student's official transcript.
 - 5.3.4. **Fourth Offense:**
 - 5.3.4.1. Assign the Student a failing grade for the course with a notation to be placed on the Student's official transcript; or

5.3.4.2. The Committee may also choose to recommend to the President of the University that the Student be suspended from the University.

5.3.5. Egregious Offense:

5.3.5.1. The Committee has the authority to apply any of the listed sanctions in situations considered egregious violations where the act was seen as deliberate and intended to provide a significant academic advantage to the individual. When applying such a sanction, the Committee must provide written reasons for their decision and the application of this sanction.

6. Post-Decision Support

6.1. Faculty Members may consider how to help students who have been found to have committed acts of academic misconduct during their programs. Options include:

- 6.1.1. referrals to Academic Advising and Learning Success;
- 6.1.2. referrals to the Library;
- 6.1.3. referral to a writing coach or peer tutoring service;
- 6.1.4. referral to well-being and mental health resources; and
- 6.1.5. advocacy support forming part of a broader response.

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

7. Academic Misconduct Appeals

7.1 In situations where the process set out in this procedure and associated policy have not been followed, the Student may submit a request to appeal to the Office of Academic Operations.

7.2 Step 1 – To initiate a Formal Appeal, the Student (Appellant) must:

- 7.2.1 Complete and submit a Notice of Formal Appeal (Academic Misconduct) form to the Office of Academic Operations within seven (7) calendar days of receipt of the sanction as per the procedures outlined in section 4 of this Procedure;
- 7.2.2 Pay a processing fee of \$50.00 CAD for each academic misconduct case being appealed; and
- 7.2.3 Include the following information in the Notice of Formal Appeal:
 - 7.2.3.1 Course code, name, and section number for the course in which the academic misconduct occurred and is being appealed;
- 7.2.4 The name of the Faculty Member who taught the course;
- 7.2.5 The Sanction the Student received for the academic misconduct;
- 7.2.6 The grounds the Student relies upon in making the appeal;
- 7.2.7 All material evidence to support the appeal (including but not limited to any paper or written examinations, assignments or other relevant supporting documents including the documentation from the academic misconduct case, Faculty Member and

Department Chair (or designate) communication, forms, and outcomes or sanctions imposed by the Academic Integrity Committee);

- 7.2.8 A letter of explanation;
- 7.2.9 The resolution sought by the Student; and
- 7.2.10 Receipt showing payment for the processing fee of \$50.00 CAD for each academic misconduct case being appealed, which will be returned to the Student if the appeal is successful.

7.1. Step 2 – Upon receipt of a completed Notice of Formal Appeal, the Office of Academic Operations will:

- 7.1.1. Review the appeal normally within ten (10) calendar days of receipt to determine whether it complies with the provisions as to the content.
- 7.1.2. Determine if the appeal meets the grounds for appeal, timeline, and appeal package requirements as outlined in Policy No. 5006, *Academic Integrity* and this Procedure:
 - 7.1.2.1. If the appeal does not meet the allowable grounds for appeal as stated in the policy, was not submitted within seven (7) calendar days of the date on which the review was concluded, or did not include all required information listed above, the Office of Academic Operations will respond to the Student (with copy to Academic Appeals Committee Chair) indicating that the appeal is not accepted.
 - 7.1.2.2. If the appeal meets the allowable grounds, was submitted within seven (7) calendar days of the date on which the review was concluded, and includes all relevant information, the Office of Academic Operations confirms the appellant has paid the \$50.00 CAD processing fee and requests the Registrar appoint an Appeals Panel from the Academic Appeals Committee members.

7.2. Step 3 – To convene the Appeals Panel, the Registrar will:

- 7.2.1. Appoint an Appeals Panel from the Academic Appeals Committee in accordance with the Academic Appeals Committee Terms of Reference.

7.3. Step 4 – The Appeals Panel:

- 7.3.1. Will review the appeal of the academic misconduct, including consideration of all relevant documents and discussions at the Appeal meeting; and
- 7.3.2. Based on its review of the evidence, may:
 - 7.3.2.1. Remove the imposed sanction;
 - 7.3.2.2. Change the imposed sanction;
 - 7.3.2.3. Decide that the imposed sanction may remain unchanged; or
 - 7.3.2.4. Provide the Student the opportunity to speak to the initial case if this was not originally provided.

7.4. Step 5 – The Registrar will:

- 7.4.1. Communicate the decision to the appellant, with a copy to the Office of Academic Operations indicating if the sanction has been changed.

8. Appeal Hearings

- 8.1. The Appeals Panel will be convened in a timely manner, normally within ten (10) calendar days of its appointment. If the appeal cannot be scheduled within the timeline given, approval to extend that timeline will be approved by the Chair of the Appeal Committee and communicated to the Student (Appellant).
- 8.2. The Appeals Panel may convene in-person, by tele-conference, or virtually, at the discretion of the Panel Chair.
- 8.3. The Chair of the Appeals Panel may invite guests to attend the hearing and speak to the appeal.
 - 8.3.1. If the Student (Appellant) is invited to attend the appeal hearing, the Appeals Panel will allow the Student (Appellant) to be accompanied by another person of their choosing to lend moral support to the Appellant. This person may not address the Committee directly.
 - 8.3.2. Students who are not involved in the Formal Appeal may not request to attend the Appeal meeting.
- 8.4. The hearing of each appeal will be *in camera*. The Chair of the Appeals Panel will determine procedures for the hearing in a manner that is consistent with natural justice, procedural fairness, and these Procedures.
- 8.5. If an Appeals Panel is convened virtually, a recording will be made. The recording and all correspondence and documentary evidence relating to the appeal proceedings (e.g., minutes and decisions) will be kept for a period of five (5) years from the date of the decision of the Appeals Panel, in accordance with the University's document retention policies.
- 8.6. Decisions made by the Appeals Panel are final and binding on the parties, with no further appeal.

9. Applicable Legislation:

- *Personal Information Protection Act, S.B.C. 2003, c. 363*

10. Related Policies

Policy Number	Policy Title
6750	Records Management
9014	Student Rights and Responsibilities
9010	Misrepresentation of Student Documentation
9011	Appeals for Non-Academic Discipline
9015	Student Records
9024	Examinations