

ACADEMIC INTEGRITY Procedures:**1. Introduction**

- 1.1 The Vice-President Academic implements the academic integrity process by providing leadership, support, information and counsel to the academic area.

2. Academic Integrity Forms

- 2.1 The following resources are made available and are to be used in the administration of these procedures:
- 2.1.1 Breach of Academic Integrity Incident Report Form: Email Notification; and
 - 2.1.2 Breach of Academic Integrity Decision Form: Email Notification.

3. Procedure**3.1 Informal Investigation**

- 3.1.1 Upon discovering a possible breach of academic integrity, the Professor discusses the incident with the student in order to clarify the situation and determine if further investigation and/or action is required.
- 3.1.2 Should a College employee other than the Professor discover a possible breach, he or she notifies the Professor of the course who then conducts an informal investigation to determine if further investigation and/or action is required.

3.2 Invoking the Procedure

- 3.2.1 Upon identifying that further investigation is required, the Professor confiscates the test, examination, assignment and/or other related documentation immediately or as soon as appropriate depending on the situation.
- 3.2.2 The Professor contacts the Deans' Office to determine if the suspected breach is a first offense.
- 3.2.3 The Professor informs the student or students involved and the Dean that a breach is suspected, and that the procedure is being invoked.
- 3.2.4 The Professor determines if the matter should be forwarded to the Dean based on the student's history and the severity of the breach as per section 4.3 of the Academic Integrity Policy.
- a. If the matter is not being referred to the Dean, the Professor completes the Breach of Academic Integrity Email Notification Form (see Appendix A) and forwards it to the Deans' Office with a copy to the Dean and to the student. The Professor implements the disciplinary action as warranted.
 - b. If the matter is being referred to the Dean, the Dean reviews the incident with the Professor in a timely manner to determine appropriate disciplinary action if any, consistent with the Academic Integrity Policy. The Dean informs the student through email of the decision using the Breach of Academic Integrity Decision Form (see Appendix B). This notification is copied to the

Registrar's Office where the document is placed in the student's file.

3.2.5 The responsibility for further action remains with the student, consistent with the Academic Appeal policy.

3.2.6 If the Dean is not available for any step(s) outlined in this procedure, another Academic Administrator is appointed to act on his or her behalf by the Vice President Academic.

3.3 Record Retention

3.3.1 Records are retained as per the Academic Integrity Policy for five years following the student's last academic activity and will be removed from the file after this time. In cases where the disciplinary action involves expulsion from the College or revoking of a credential, records remain intact indefinitely.

3.3.2 If the allegation is proven to be unfounded, all forms are destroyed and no record of the incident is retained.

4. **Responsibilities**

4.1 Professors are responsible to ensure that academic integrity is adhered to at all times, are to invoke this procedure if a breach is suspected and may impose penalties consistent with the College's Academic Integrity Policy.

4.2 The Dean is responsible to: ensure that the policy and procedure are implemented consistently; impose academic penalties consistent with the College's Academic Integrity Policy; escalate the incident within the College as appropriate; and ensure that all documentation is filed as outlined in this procedure.

4.3 The Deans' Office retains a record of first offences.

4.4 The Registrar's Office retains records in accordance with this procedure.

4.5 The Vice President Academic assigns an alternate Academic Administrator if the program Dean is away from the College, and approves the sanction of suspension.

4.6 The President approves the sanctions of expulsion or revocation of a credential.

BREACH OF ACADEMIC INTEGRITY: EMAIL NOTIFICATION

To be completed by the College Professor, and distributed as follows:

To: Dean

Copy: Deans' Office, Student

The email notification should include:

1. Name of student, student number and incident number (e.g. First Offense) for each student
2. Date that incident was detected
3. Course
4. Program of Study
5. Name of Employee who discovered the breach
6. Name of the Professor
7. Description of alleged breach of academic integrity (and corrective action taken if the Professor has dealt with the issue in accordance with College Policy)

BREACH OF ACADEMIC INTEGRITY DECISION FORM: EMAIL NOTIFICATION

The Dean complete one form for each student, and distributes as follows:

To: Student

Copy: Professor, Registrar, Deans' Office

The email notification should include:

1. Name of student and student number
2. Date that incident was discovered
3. Course
4. Program
5. Name of Professor/Staff
6. Description of alleged breach of academic integrity
7. Decision and disciplinary action
8. The following statement advising students of their right to appeal the decision
Pursuant to the College's Academic Appeal Policy, you have the right to appeal this decision.