

DOCUMENT TITLE	Process for Documenting and Addressing Academic Misconduct
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HOLDER	VP Education
RESPONSIBLE OPERATIONAL LEADER	Dean/Director/Registrar or Designate

PROCESS FOR DOCUMENTING AND ADDRESSING ACADEMIC MISCONDUCT

PURPOSE

The purpose of this document is to outline the processes for documenting and addressing an allegation of academic misconduct. The document also outlines the process of appealing a Dean’s/Director’s decision regarding academic misconduct to Education Council’s Academic Appeals Panel.

PROCESS FOR DOCUMENTING AND ADDRESSING ACADEMIC MISCONDUCT

Students are encouraged to seek advice about the Academic Integrity policy and its process from Camosun College employees, including instructors, [the Ombudsperson](#), and/or [Camosun College Student Society](#). Students are encouraged to seek supports from College resources such as the [Office of Student Supports](#) or the [Counselling Centre](#) if required.

Prior to making an allegation, an instructor may communicate with a student to raise concerns and/or clarify issues of academic misconduct. Deans and Directors may initiate conversation with a student at anytime during the subsequent processes for the purpose of clarifying and/or resolving a matter of academic misconduct.

The allegation(s) and the outcome(s) issued will be documented throughout the processes.

INFORMAL PROCESS FOR ADDRESSING ACADEMIC MISCONDUCT

If an instructor alleges that a student has contravened the Academic Integrity policy, then they may begin the Informal Process by contacting the student about the allegation. During contact, the instructor issues the student with a Letter of Information. The letter outlines details of the allegation and states the instructor’s proposed outcome for the breach of academic integrity. If and when possible,

Instructors and students are encouraged to meet in person to discuss the matter. The instructor also sends a copy of the Letter of Information to the Chair/Program Leader who will review the allegation. If the issue is resolved, then documentation is sent to both the Dean's/Director's office and the Office of the Registrar for record keeping.

Instructors and/or students are welcome to consult with the Chair/Program Leader about an allegation of academic misconduct at any time after the student is issued the Letter of Information. The Chair/Program Leader will be involved to review the allegation of academic misconduct and may work with the instructor and student to explore alternative outcomes. The Chair's/Program Leader's role is to ensure that educational standards and fair processes are followed.

If the instructor and student are in conflict regarding the outcome of the academic misconduct, then the student may seek support from the Chair/Program Leader to resolve the conflict. If the conflict is not resolved, the student may seek a Formal Process within **ten (10) business days** of consulting with the Chair/Program Leader.

If either the instructor or the student do not agree to engage in an Informal Process to resolve the academic integrity issue, then the matter will be dealt with through the Formal Process.

Outcomes agreed upon during an Informal Process will be documented and cannot be appealed to the Academic Appeals Panel.

In cases where the instructor is also serving as the Chair/Program Leader and allegation of academic misconduct occurs in their course, then they must declare a conflict of interest, contact the Dean's Office, and request that an alternate member of the department faculty is designated to address the issue.

FORMAL PROCESS FOR ADDRESSING ACADEMIC MISCONDUCT

A Formal Process for addressing academic misconduct is initiated if:

1. Student(s) continue to breach the Academic Integrity Policy and academic misconduct continues; OR
2. The nature of the academic misconduct is severe (Category 2 and Category 3 academic misconduct; see [Policy-Informed Practice: A Guide to Academic Misconduct and How to Address It](#) for reference); OR
3. The student is not satisfied by the outcome of the Informal Process or does not agree to participate in the Informal Process, and seeks a formal review of the matter by the Dean/Director.

A student initiating a Formal Process must do so within **ten (10) business days** of being issued the Letter of Information or a meeting with the Chair/Program Leader.

The Dean/Director will receive the allegation, including the Letter of Information and any and all materials pertinent to the academic integrity matter from the student, instructor, and/or Chair/Program Leader. The Dean/Director may meet with the student, instructor, Chair/Program Leader and any

witnesses, as part of their investigation. If there is compelling information to support the allegation, the Dean/Director shall review the student's record for any other confirmed academic integrity violations.

The Dean/Director will then review the allegation and either:

- a) Dismiss the allegation; OR
- b) Uphold the instructor's outcome; OR
- c) Issue a different outcome.

The Dean/Director has **five (5) business days** from receiving the allegation to issue a response. Upon issuing a response, the Dean/Director has **ten (10) business days** to issue a final decision.

Any decision and outcome resulting from an academic integrity violation will be accompanied by a letter from the Dean/Director responsible for issuing the outcome. The letter stating the outcome will be sent to the student, the instructor, and the Chair/Program Leader. A copy, along with all other related documentation, will be included in the record maintained by the Office of the Registrar.

A student has the right to appeal the Dean's/Director's decision to the Academic Appeals Panel.

If the Dean/Director recommends a suspension from the College, the recommendation is sent to the President for consideration, along with any supporting documents which can include, but it not limited to a summary of past incidents, copy of the student's transcript, copies of previous Letters of Information, and a rationale for recommending a suspension.

If the President approves the suspension, the President's Office notifies the student via email. The Dean's Office and Registrar's Office is also copied to the email. The Dean's Office notifies Chairs, Program Leaders, and/or Instructors. The Registrar's Office removes the student from registered and enrolled courses and programs.

PROCESS: APPEALS TO EDUCATION COUNCIL'S ACADEMIC APPEALS PANEL

A student wishing to appeal the Dean's/Director's decision on a matter of academic integrity must do so within **five (5) business days** of the decision being issued by the Dean/Director.

The student must submit their appeal in writing and provide all of the following information in support of the appeal:

- a. The decision which is being appealed;
- b. The ground(s) for appeal;
- c. The reason(s) why the student believes the appeal should be allowed;
- d. The outcome which the student is seeking; and
- e. Any and all documentation that is relevant to the student's appeal, including completed and marked term work.

Appeals are made to the Academic Appeals Panel and must be based on valid grounds for appeal. The grounds for appeal are:

1. A procedural error has been made or a bias present or perceived in the process;
2. New evidence is available that is likely to change the outcome of the violation; or
3. The outcome(s) imposed is disproportionate to or inconsistent with the nature of the offence.

The Academic Appeals Panel will decide whether or not a student's appeal will proceed. The Academic Appeals Panel may decide not to proceed with the appeal if it is determined that:

- a. The instructor, Chair/Program leader, and Dean/Director have acted in good faith and have issued a reasonable outcome; or
- b. The appeal is frivolous, vexatious, or does not meet the grounds for appeal.

If the Academic Appeals Panel decides to dismiss the appeal, then the Dean's/Director's decision will stand.

After review, if the Academic Appeals Panel determines that the student's grounds for appeal have merit, the Academic Appeals Panel investigates the appeal and presents findings, which may result in upholding the Dean's/Director's decision or may result in the Vice-President Education issuing a new and final outcome.

Once a final outcome has been established, the issue will be deemed resolved.

Findings that lead to a loss of College credit/award are appealable to the Vice-President Education.

Findings that lead to a recommendation of suspension from the College are referred to the College President. If the President approves a suspension from the College, the student has a right to appeal to the Board of Governors as per the [British Columbia College and Institute Act](#) and [Policy G-1.7](#).

LINKS TO RELATED CAMOSUN POLICIES, DOCUMENTS, AND/OR WEBSITES

- Camosun College Glossary of Terms
- [Copyright Guide for Camosun College](#)
- [E-1.13.1 Supporting Document - Process for Addressing and Documenting Academic misconduct](#)
- [E-1.13.3 Supporting Document - Academic Integrity Appeals Form](#)
- [E-1.13.4 Supporting Document - Academic Integrity Letter of Information Template](#)
- [E-1.13.5 Policy-Informed Practice: A Guide to Academic Misconduct and How to Address It](#)
- [G-1.7 Board Executive Committee Terms of Reference](#)
- [G-3.1.4 Terms of Reference: Education Council Academic Appeals Panel](#)
- [Guidelines: Camosun College Support Person](#)