

DOCUMENT TITLE	Standards for Records Management – Academic Integrity
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HOLDER	VP Education
RESPONSIBLE OPERATIONAL LEADER	Dean/Director/Registrar

STANDARDS FOR RECORDS MANAGEMENT – ACADEMIC INTEGRITY

PURPOSE

The purpose of this document is to articulate how records and documentation associated with the Academic Integrity policy will be managed.

STANDARDS FOR RECORDS MANAGEMENT – ACADEMIC INTEGRITY

Records of violations of this policy are kept to ensure that multiple violations of academic integrity by a student are identified and addressed appropriately. Access to these records is restricted to protect students’ privacy and will be maintained in a central repository within the Office of the Registrar.

Deans/Directors or their designate will report academic integrity violations and will forward all relevant documentation relating to a violation to the Office of the Registrar once the decision regarding a violation has been made.

The Office of the Registrar and senior academic administrators such as Deans and Directors will have access to student records regarding academic integrity violations, and normally only to check for repeat violations to determine appropriate outcomes. Access to records will not be granted to instructors, Chairs, or other staff.

If an academic misconduct results in a loss of College credit, suspension from a program, temporary suspension from the College, or permanent suspension from the College, then a notation will be made on the transcript that the student was suspended/lost College credit due to the violation of Camosun’s Academic Integrity Policy.

Notations will remain on the student's transcript for a maximum of **five (5) years**. After **two (2) years** of the notation being on the transcript, a student may file a request to have the permanent notation removed from their transcript. Requests to remove a notation are made to the Vice-President Education. All requests to remove notations of academic misconduct from a transcript must explain the reason for the request, what the student has learned from the experience, and what they have done to ensure violations of academic integrity will not occur again.

All other violations of academic integrity will be a part of the student's record with the Office of the Registrar but will not be noted on the student's transcript. Records of academic misconduct will remain on file for a **five (5)** year period after the student's departure from Camosun. After **five (5)** years, all records of academic misconduct will be destroyed.

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](#)