



ACADEMIC DISHONESTY PROCEDURE - 2022

In order to ensure a fair and consistent process across all cases where Academic Dishonesty is suspected, the procedure below should be followed.

Initial Investigation of Suspected Academic Dishonesty by Professor

- 1) Upon identifying that Academic Dishonesty may have occurred, the Professor confiscates the test, exam, assignment, etc. and/or any other related materials immediately, or as soon as appropriate, depending on the situation.
- 2) The Professor undertakes any further investigation they feel may be necessary and/or gathers any further supporting information.
- 3) Where there is reasonable belief that Academic Dishonesty has occurred, the Professor meets with the student to discuss the incident in order to clarify the situation. In doing so, the Professor will clearly identify the suspected academic dishonesty that occurred, ask the student if they engaged in the academic dishonesty, and provide the student with an opportunity to explain their behaviour. The purpose of this discussion is to inquire into the basis of the Professor's suspicion(s), and to give the student an opportunity to answer questions and to articulate their perspective on the facts. This meeting should be investigative and non-adversarial.
- 4) The Professor decides whether there is sufficient basis to support a reasonable belief that Academic Dishonesty has occurred. This decision should be based on the information available, and by applying a "balance of probabilities" standard of proof (i.e., it is more likely than not that Academic Dishonesty occurred).
- 5) If the Professor determines that there was no Academic Dishonesty, the matter is closed with no further steps.
- 6) If the Professor determines that there was Academic Dishonesty, the Professor communicates their decision to the Academic Administrator with responsibility for the course using the Academic Dishonesty Reporting Form.

Determination of Disciplinary Action by Academic Administrator

- 7) The Academic Administrator reviews the incident with the Professor and determines the appropriate disciplinary action, consistent with the Academic Integrity Policy.

- 8) The Academic Administrator may communicate further with the student to clarify the incident and/or to provide the student another opportunity to explain their behaviours.
- 9) The Academic Administrator informs the Student, Professor, and Registrar of the decision and penalty. The Academic Administrator advises the Student of their right to appeal.
- 10) Depending on the penalty for the first or second offence that the Academic Administrator determines, the Professor may need to update the student's gradebook according to the penalty.
- 11) In the case of a third offence, the Registrar prepares and delivers a letter to the Student outlining the terms of the suspension as well as the procedures for returning to the College.

Academic Appeal Initiated by Student

- 12) The responsibility for any further action rests with the student. If a student wishes to appeal, that appeal falls within the timelines and procedures outlined in the Student Appeals Policy.