



Classification	ACD XXXX
Parent Policy	Academic Conduct and Professional Suitability Policy
Framework Category	Academic
Approving Authority	Academic Council
Policy Owner	Registrar
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Review Date	
Supersedes	

ACADEMIC MISCONDUCT AND PROFESSIONAL UNSUITABILITY PROCEDURES

PURPOSE

1. The purpose of these Procedures is to outline the process for launching and resolving undergraduate-related academic misconduct and professional unsuitability allegations.

SCOPE AND AUTHORITY

2. These Procedures apply to the launching of undergraduate-related academic misconduct and professional unsuitability allegations and their subsequent resolution.
3. These Procedures do not apply to the launching of graduate-related academic misconduct and professional unsuitability allegations. For more information regarding graduate-related academic misconduct and professional unsuitability, please refer to the Graduate Academic Calendar.
4. The Registrar, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of these Procedures.

PROCEDURES

5. Launching ~~of academic misconduct and professional unsuitability allegations and resolving complaints~~
 - 5.1. Faculty ~~and~~ staff, ~~or students~~ who have reason to believe that an ~~act of academic misconduct or professional unsuitability~~ ~~academic offence~~ has been committed should report the matter promptly ~~based on the determination of the act being a lesser or major offence. to the dean of the faculty responsible for the course in which the offence was committed.~~
 - a) ~~Lesser academic offences include assignments and tests that are worth 25% or less of the total possible grade for the course that are first offences. In other words, if an assignment or test is worth 20% but it is a 2nd offence, then the case should be treated as a major (or more serious) academic offence.~~
 - b) ~~Major academic offences include assignments and tests that are worth more than 25% of the final grade or is a repeat offence, or the nature of the offence is severe, or the offence is related to a Final Examination.~~

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5.1.5.2. Students who have reason to believe that an act of academic misconduct has been committed should report the matter promptly to the instructor responsible for the course in which the act was committed.

5.2.5.3. Alleged ~~non-course related offences~~ acts of professional unsuitability should be reported to the dean or dean's designate of the faculty in which the student is enrolled.

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6. Dealing with lesser academic offences~~Complaints resolved by the course instructor~~

6.1. In the following circumstances, the course instructor may choose to deal with allegations of academic misconduct:

- The offence relates to a piece of academic work representing 25 per cent or less of the final grade in the course.
- The student has committed no other academic offence before.
- The student admits to having committed the offence.
- The student consents to the sanction proposed by the course instructor.

6.2. In such circumstances, the sanction proposed by the course instructor will consist of resubmission of a piece of academic work, a written reprimand, or submission of a failing grade for the piece of work.

6.3. The course instructor may also choose to deal with these cases personally or to refer them to the course dean or dean's designate for action. The student may also elect to have the matter referred to the course dean or dean's designate.

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6.4. Before acting, the course instructor must check with the Office of the Registrar to see whether any record of any previous academic offence(s) had been deposited in the student's file.

6.5. For a first lesser academic offence, the course instructor is responsible for notifying the student of the offence and securing the student's written acknowledgement that they had committed the offence, that they agree to the sanction, and that they agree that no appeal may be taken from this sanction.

6.6. Upon notification, the student will have five working days in which to respond to the allegation. If no response is received within the time period, the instructor will refer the matter to the course dean or dean's designate for formal resolution.

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6.7. In any event, the course instructor shall notify the Registrar's office of the offence. This material will be placed in the student's file for future reference but no notation will appear on the academic record.

6.8. Lesser academic offences resolved by agreement between the course instructor and the student may not be appealed.

7. Complaints resolved by the dean or dean's designate

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7.1. If a complaint of academic misconduct cannot be resolved by a course instructor, or if the course instructor or the student refers the complaint to the course dean or

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dean's designate, the dean or dean's designate shall be responsible for addressing the complaint. All allegations of professional unsuitability must be addressed by the home dean.

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7.2. A student will not be permitted to withdraw from the course in which the offence was alleged to have been committed until the matter is resolved and sanction imposed. Once notified of an unresolved complaint relating to academic misconduct and/or professional unsuitability, the dean or dean's designate shall notify the Office of the Registrar to put the student's account on hold and refer the matter to an academic integrity committee comprised of the dean's delegated designate and two members of the academic staff to investigate the complaint and recommend a resolution. In cases where the resolution may result in the expunging of grades, the revoking of degrees, or in the student being suspended or expelled, the dean or deans' designates of both the faculty responsible for the course in which the offence was committed and the faculty in which the student is enrolled must consult and agree on the sanctions coming from the offence. If the dean or deans' designates cannot agree on the sanctions, the final resolution will rest with the Provost or Provost's designate. Once a final resolution has been determined, the course dean or dean's designate will notify the parties and the Registrar's office in writing.

8. Dealing with professional unsuitability

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8.1. All allegations of professional unsuitability must be addressed by the student's home dean or dean's designate.

9. Procedures for formal resolution

9.1. The dean or dean's designate must inform the student, in writing, of the allegations, the possible sanctions and a copy of the pertinent policy statement. The student will be given five working days to prepare a response. The academic integrity committee will meet with the student to hear the response. The student is entitled to be accompanied by up to two advisors at this meeting, provided 48 hours advance written notice is given of the identity of the advisors.

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9.2. The academic integrity committee shall conduct an investigation of the allegations and response, and make its recommendation to the dean or dean's designate within 10 further working days. The dean or dean's designate will notify the parties and the Office of the Registrar of the decision in writing.

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10. Transcript notations and appeal process

10.1. Transcript notations for academic misconduct will include the following range of notations:

- a) Grade of F assigned for [course number] for academic misconduct;
- b) Suspended for academic misconduct for [dates of suspension];
- c) Suspended for professional unsuitability; and permanently expelled for academic misconduct.

- 10.2. Transcript notations will normally be recorded on the academic transcript for a minimum of two years.
- 10.3. A student may apply to the academic appeals committee to have the notice of suspension and/or transcript notation expunged from his/her academic record after a minimum of two years from the last offence. If the appeal is granted, the Office of the Registrar will be notified to remove the notation.
- 10.4. Transcript notations for students who are suspended for professional unsuitability or permanently expelled for academic misconduct will remain on their academic record and cannot be appealed.

MONITORING AND REVIEW

- 11. These Procedures will be reviewed as necessary and at least every three years. The Registrar, or successor thereof, is responsible to monitor and review these Procedures.

RELEVANT LEGISLATION

- 12. This section intentionally left blank

RELATED POLICIES, PROCEDURES & DOCUMENTS

- 13. Academic Conduct and Professional Suitability Policy