



## **ACADEMIC OFFENCES PROCEDURE**

Approved by: Academic Coordinating Committee

Authorizer: Vice President, Academic Administration & Human

Resources Reference Code: ACA22 V4

Effective Date: 9/5/2007

### **PROCEDURE STATEMENT:**

All members of the Conestoga community are responsible and accountable for upholding academic integrity. All of those who are involved in the academic offence procedure at Conestoga will be treated in a fair, transparent and consistent manner.

### **DEFINITIONS:**

Refer to eGlossary.

### **RESPONSIBILITIES:**

#### **Registrar's Office**

- Maintain the official student record of any grade change, suspension or expulsion related to academic offences.

#### **Executive Dean/Dean**

- Advise on and/or approve any penalty that would result in suspension from the college.
- Communicate decision to a student that would result in a suspension or expulsion from the college.

#### **Chair**

- Consult on and approve Category 3 penalties or where an "other" option is selected for the penalty.
- Provide support and advice to Faculty on academic integrity and offences as needed/requested.
- File offences that occur outside of a course but where students are registered in one of the Chair's Programs.

#### **Faculty**

- Ensure college expectations about appropriate academic behaviour are

included in course materials.

- Communicate expectations about academic integrity for group work, assessments and citing and referencing.
- Use college procedure and resources to investigate and document potential incidents involving academic offences.
- Maintain evidence until the opportunity for an appeal has passed.

### **Academic Administration**

- Ensure course outlines include a statement about academic integrity.

### **Library Services**

- Develop and maintain educational opportunities and supports.
- Provide information to faculty and other college stakeholders to assist in decision making.

### **Teaching & Learning**

- Provide support and advice to faculty on aspects of teaching and learning processes that involve academic integrity and offences.

### **Information Technology Systems**

- Maintain and update (in consultation with the Academic Integrity Coordinator) the academic offences module in the employee portal.
- Ensure that portal records of academic offences are removed five years after the last offence occurred.

### **Students**

- Meet college expectations about academic integrity.
- Avoid committing academic incidents and/or aiding others in committing them.
- When an academic integrity incident has been filed, respond within the timeframe allotted and complete the educational opportunities and assessments.

### **PROCEDURE ELABORATION:**

1. Faculty identifies a possible academic integrity incident.
2. Faculty communicates via email with the student within three business days of determining that an academic integrity incident has likely occurred.
3. The student has three business days to respond from the date the faculty communication was sent. As required, the faculty and student will discuss the incident.
4. The faculty member files the incident via the employee portal within three business days of discussion with the student. If the student does not communicate with the faculty member within the allotted timeframe, the faculty member may file the incident.

5. The filing of all incidents, other than those resulting in suspension, will be completed within 14 business days of the original communication to the student.

### **Filing an Incident**

1. Faculty logs in to the employee portal and selects the Academic Offences tab).
2. For all incidents, faculty must complete a detailed description of the incident.
3. For a first offence within the warning category, a warning should be filed. No penalty is applied. The student is directed to complete the educational opportunity and assessment. Other educational supports may be recommended.
4. For a first incident not within the warning category, an offence should be filed and an appropriate penalty selected. A progressive penalty for a subsequent offence should be applied.
5. If faculty selects a penalty of “other,” or a penalty resulting in a failure in the course, the Chair will be notified.
6. The Chair reviews and communicates to the faculty within five business days.
  - a. In complex cases, additional time may be required for investigating and filing an incident. Within five business days of receiving the email requiring Chair review and approval, a communication will be sent by the Chair to the student to make them aware if additional time is required.
7. Faculty completes the filing process within three business days of receipt of approval from the Chair.
8. Student receives notification to their Conestoga email account once the academic integrity offence or warning has been submitted.
9. If the penalty selected by the faculty is suspension, or required to withdraw from the program/college, the Executive Dean/Dean is notified for discussion and approval.
  - a. If the penalty is approved by Executive Dean/Dean, then the Executive Dean/Dean will consult with the registrar about suspension/withdrawal specifics prior to communication with the student.

### **REFERENCES:**

Related Policies include:  
Discontinuance Procedure  
Academic Dispute Resolution and Appeal Policy  
Academic Offence Process – Appendix A  
Student Rights and Responsibilities Policy  
Student Rights and Responsibilities Procedure

**REVISION LOG:**

2007 06 25	Academic Forum
2007 07 16	Policies and Procedures Task Force
2007 09 05	Academic Coordinating Committee
2012 09 12	Policies and Procedures Committee
2012 09 19	Academic Coordinating Committee
2018 04 24	Academic Forum
2018 04 25	Policy and Procedure Committee
2018 05 09	Academic Coordinating Committee
2019 03 08	Minor revisions to formatting and defintions

