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| **Academic Misconduct Procedure** | | | |
| Effective Date | April 25, 2024 | Procedure Type | Academic |
| Responsibility | Provost and Vice-President Academic | Parent Policy | Student Rights and Responsibilities Policy |
| Approver | Deans’ Council | Appendices | Appendix 1: Examples of Academic Misconduct  Appendix 2: Example Student Academic Misconduct Letter  Appendix 3: Student Complaint Form  Appendix 4: Student Rights and Responsibilities Committee |
| Review Schedule | As needed |

# **Purpose**

# The purpose of this procedure is to outline the process of a Student Academic Misconduct.

1. **Student Academic Misconduct Procedure**
   1. Identification of Offence: Academic Staff/Supervisor identifies or is notified about the student’s alleged academic misconduct offence. Academic Staff determines if the alleged offence warrants further action. The Academic Staff may meet with the student to discuss the allegation. If the Academic Staff decides that sufficient evidence exists to pursue the allegation, the Academic Staff reports the allegation in writing to the Department Chairperson.
      1. If the Academic Staff issues a verbal warning to the student without formal documentation of the offence, the incident will not be considered a first offence in the Student Academic Misconduct Procedure.
   2. Review by the Department Chairperson: The Department Chairperson determines if there is sufficient evidence to pursue the allegation. If the Department Chairperson decides to pursue the allegation, the Department Chairperson checks with the Registrar’s Office to determine if the student has had previous findings of academic misconduct. If no, this allegation is a possible first offence. If yes, this allegation is a possible second or third offence.
      1. A student who has committed a first offence of academic misconduct will normally receive a record of first occurrence of academic misconduct added to the student’s academic file along with one or more of the following sanctions:

1.2.1.1 Verbal warning from Academic Staff

* + - 1. Formal warning/reprimand
      2. Resubmission of the evaluation associated with the academic misconduct
      3. Failing grade of zero (0) on the evaluation associated with the academic misconduct
      4. Completion of the NWP Academic Integrity Module
    1. A student who has committed a second offence of academic misconduct will normally receive a record of second occurrence of academic misconduct being added to the student’s academic file along with one or more of the following sanctions:

1.2.2.1 Formal warning/reprimand

1.2.2.2 Failing grade of zero (0) in the evaluation associated with the academic misconduct

1.2.2.3 Failing grade of zero (0) in the course associated with the academic misconduct

1.2.2.4 Completion of the NWP Academic Integrity Module

* + 1. A student who has committed a third offence of academic misconduct will normally receive a record of third occurrence of academic misconduct being added to the student’s academic file along with one or more of the following sanctions:
       1. Formal warning/reprimand
       2. Failing grade of zero (0) in the course associated with the academic misconduct
       3. Suspension for at least two (2) academic terms
    2. A student who has committed a fourth offence of academic misconduct will normally receive a record of fourth occurrence of academic misconduct being added to the student’s academic file along with one or more of the following sanctions:  
       1. Expulsion

1.2.4.2 Prohibited from applying or registering for any credit or non-credit courses

* 1. Formal Communication to Student: The Department Chairperson sends written notice of the allegation to the student and Academic Staff. The notice includes the course, academic misconduct details, and consequences.
  2. The student may appeal the disciplinary action by delivering the Student Complaint Form to the Dean of the program on or before the tenth (10th) business day after the appellant receives the written decision.

* + 1. The Dean of the program has the authority to deny an appellant permission to appeal where the Dean of the program determines that the appeal is being brought solely due to the appellant’s dissatisfaction with the decision. The Dean of the program will communicate in writing to the appellant the rationale in deciding to dismiss an appeal.
  1. Student Rights and Responsibilities Committee: If the Dean of the program grants an appeal, the process will follow the procedures of the Student Rights and Responsibilities Committee.

# **Appendix 1: Examples of Student Academic Misconduct**

Examples of student academic misconduct include but are not limited to the following acts, whether completed or attempted. Any student who voluntarily and consciously aids another student in the commission of an act of academic misconduct is also guilty of academic misconduct.

**Cheating**

Examples of cheating include but are not limited to situations where a student:

1. Presents false or fabricated material, including research results.
2. Communicates with other students during tests or examinations without explicit permission from the Academic Staff.
3. Consults any person or materials outside the confines of the examination environment (physical or virtual) without permission to do so.
4. Writes an examination or part of it outside the confines of the examination environment (physical or virtual) without permission to do so.
5. Impersonates another student in an examination or other class assignment.
6. Copies from another student's examination or assignment.
7. Allows another student to copy from their examination or assignment.
8. Works with others on an evaluative assessment beyond the degree of what is permissible.
9. Possesses and/or uses unauthorized materials (such as print or electronic materials, calculators, or other electronic devices) during an evaluative process.
10. Pre-programs a calculator, electronic or other device to contain answers or other unauthorized information for use in examinations or other evaluative assessments.
11. Removes any examination materials or papers from the examination room, without permission to do so.

**Plagiarism**

Examples of plagiarism include but are not limited to situations where a student:

* + - 1. Submits or presents work, in whole or in part, taken from another source without appropriate reference to the original creator and/or source.

1. Commits self-plagiarism by submitting the same work from one course for assessment in a subsequent offering of that same course or in a different course, without prior written permission from all the Academic Staff involved.
2. Mentions an author or source in a paper without including a full citation in the bibliography.
3. Cites a source with inaccurate information, making it impossible to find that source.
4. Uses a direct quote from a source, cites that source, but fails to indicate the copied text with quotation marks.
5. Submits work that the student has obtained from someone else.
6. Submits work that contains a purported statement of fact or refers to a source that does not exist or has been concocted.

**Other Types of Academic Misconduct**

Examples of other types of academic misconduct include but are not limited to situations where a student:

* + - 1. Sells, distributes, posts, or publishes course materials, recordings, or other information provided by an Academic Staff, or uses them for any commercial purpose without the express permission of the Academic Staff.
      2. Uses the intellectual property of others for distribution, sale, or profit without the authorization of the owner of that material. This includes slides and presentation materials used in a class wherever the owner of those materials has not authorized further use.
      3. Intentionally or deliberately acquires or attempts to acquire, possesses, or distributes examination or assessment materials without the Academic Staff’s prior approval.
      4. Tampers or attempts to tamper with examinations, class work, grades, or class records.
      5. Removes, defaces, destroys or deliberately keeps library, academic, or reference materials from other students.
      6. Furnishes false information in the context of an assignment or evaluative task.
      7. Has unauthorized access to or interferes with the academic records, data and documents from NWP, an Academic Staff, another student or a third party.
      8. Alters a previously graded examination or assignment or alters a grade without the Academic Staff’s prior consent.
      9. Intentionally damages or destroys the academic work of others.
      10. Impersonates someone or has someone impersonate them in person, in writing, or electronically.
      11. Withholds or alters academic information, portfolios, essays, transcripts, or documents, including during the admissions process.
      12. Submits altered, forged, or falsified medical or other certificates or documents for academic consideration, or makes false claims for such consideration, including in or as part of an academic appeal, or the academic misconduct process.
      13. Altering, in any way, official documents issued by the Polytechnic.

**Appendix 2: Example Student Academic Misconduct Letter**

Student Name Student ID:

Date:

Re: Academic Misconduct in [course code]

Dear [Student first name],

The NWP Student Rights and Responsibilities Policy on Student Academic Misconduct provides examples of cheating and plagiarism as they relate to examinations and assignments submitted in an NWP course.

[Provide additional details regarding discussions of expectations reviewed in class or in course outline: example - *Prior to the final exam, students were also reminded of repercussions of cheating (receiving a zero on the final exam) and reminded of NWP cheating and plagiarism policies.]*

As per the NWP policies, [Student Name] submitted a [assignment/quiz/exam] that demonstrates academic misconduct has taken place for the following reasons:

1. [provide evidence of the misconduct]
2. [provide evidence of the misconduct]
3. [provide evidence of the misconduct]

Based on the academic misconduct and this being a [1st/2nd/3rd/4th] offense, [student name] has received [outline the consequence of the academic misconduct aligning with the specification of the student rights and responsibilities policy].

As outlined in the Student Rights and Responsibilities Policy, you may request an appeal to this decision by delivering the Student Complaint Form to [Name of Dean], Dean of [school name].

Sincerely,

[Chairperson name] [Department]



10726-106 Ave, Grande Prairie, AB T8V 4C4

Ph:

Office:

Cc: [Name] NWP Registrar

# **Appendix 3: Student Complaint Form**

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| **STUDENT COMPLAINT FORM**  ***STUDENTS RIGHTS AND RESPONSIBILITIES POLICY*** |

**All students will be notified within two (2) business days that a complaint has been received.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Last Name** | **First Name** | | **Student ID** | | **Today’s Date** (MM-DD-YYY) |
| Enter Last Name | Enter First Name | | Enter Student ID#. | | Click or tap to enter a date. |
| **Phone** | | **Phone 2** | | **Email** | |
| Enter phone number. | | Enter alternate phone number. | | Enter email. | |

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| **Nature of Complaint** | |
|  | Student Rights Violation: Please specify the student right(s) being violated. |
|  | Academic Grievance: Please specify course name. |
|  | Academic Misconduct Decision Appeal |
|  | Non-Academic Misconduct Decision Appeal |

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| Students are encouraged to discuss their concerns and complaints via informal conferences with the appropriate administrator or Academic Staff member. | |
| Have you attempted to resolve your complaint?  Yes  No | |
| If yes, please provide any evidence of resolutions steps (include dates, times, names, etc.):  Click or tap here to enter text. | |
| Summarize the nature of your complaint using factual information in your narrative. You may attach an additional sheet of paper if needed:  Click or tap here to enter text. | |
| Specify the outcome being sought:  Click or tap here to enter text. | |
| Should you have any additional comments, please attach a separate sheet to this form. | |
| ***I hereby declare the information on this form is correct, true, and complete to the best of my knowledge. I understand that any misrepresentation of the information may result in disciplinary action in accordance with the Student Rights and Responsibilities Policy.*** | |
| Student Signature: | Date: Click or tap to enter a date. |

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| **For Office Use** | |
| Processed by: Click or tap here to enter text. | Date: Click or tap to enter a date. |
| Action Taken/Notes: Click or tap here to enter text. | |

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# **Appendix 4: Student Rights and Responsibilities Committee**

1. **Purpose**
   1. The purpose of the Student Rights and Responsibilities Committee is to hear matters affecting the rights and responsibilities of a student, including Academic Grievances, Academic Misconduct Decision Appeals, and Non-Academic Misconduct Decision Appeals. The committee does not participate in matters of student rights violations.
   2. The Committee will draft a recommendation to uphold or reverse the decision and provide the Registrar with a copy.
2. **Membership**
   1. The Committee shall normally consist of five persons with an annual membership and a rotating Dean based on the division of the hearing:
      1. The Chair of the Committee shall normally be a Dean nominated by the Provost and Vice-President Academic;
      2. Two academic staff members, one selected by the Academic Staff Association and one nominated by the Provost and Vice-President Academic;
      3. Two student representatives, one selected from the Students’ Association membership at large and one nominated by the Provost and Vice-President Academic.
   2. Members of the Committee may disqualify themselves from deliberating on an issue if there are concerns about perception of bias, or if they have been involved with the issue prior to this step. Another member from the same constituency is named as a replacement.
3. **Operation**
   1. The quorum of the Student Rights and Responsibilities Committee is five.
   2. Three affirmative votes are required to uphold the decision of the Committee. All Committee members, including the Chair of the Committee, must vote.
4. **Term**
   1. The term of the Student Rights and Responsibilities Committee will be for one Academic Year.
5. **Jurisdiction of the Committee**
   1. The Student Rights and Responsibilities Committee shall hear and determine outcomes for grievances affecting the rights and responsibilities of a student, including Academic Grievances, Academic Misconduct Grievances, and Non-Academic Misconduct Grievances. The committee does not participate in matters of student rights violations.
   2. The Student Rights and Responsibilities Committee shall have no jurisdiction to hear a grievance unless the procedures outlined in the student rights and responsibilities have been followed. The informal procedures may include seeking resolution under related policies.
   3. The Committee has the right to request any Polytechnic employee or student to appear.
   4. All business of the Committee shall be conducted confidentially.
6. **Procedure**
   1. Upon receipt of a Student Complaint Form, the Dean, within five (5) business days, ensures that a Student Rights and Responsibilities Committee is formed.
   2. The Student Rights and Responsibilities Committee will meet to consider the issue presented and will strive to conclude the issue within a reasonable timeframe.
   3. Both the appellant and the respondent will be given opportunity to state their case. The Student Rights and Responsibilities Committee will invite anyone they deem necessary to present information. Written submissions or teleconference participation may be acceptable.
   4. Upon conclusion of their deliberation, the Student Rights and Responsibilities Committee shall prepare a brief summary of the information presented to it, the recommendation of the Committee, and the reasons for the recommendation. The summary and recommendation shall be signed by the Chair of the Committee and normally delivered to the appellant and respondent within five (5) business days of the conclusion of the hearing with a copy to the Registrar and Provost and Vice- President Academic. The Chair of the Student Rights and Responsibilities Committee will oversee implementation of recommendations.
      1. The recommendation of the Students Rights and Responsibilities Committee may be appealed by either party to the Provost and Vice-President Academic on the grounds of procedural error on the part of the committee or bias or discrimination against either party on the part of the Student Rights and Responsibilities Committee.
      2. The decision of the Provost and Vice-President Academic shall be final and binding.
7. **Records Management**
   1. The Student Rights and Responsibilities Committee and the Registrar will create and maintain, In confidence, the record of proceedings and outcomes. The records will be stored/destroyed as per the Records Management Policy of the Polytechnic.