

Student Academic Misconduct Procedure

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- 1 Purpose** The purpose of this procedure is to describe the processes involved in reporting, investigating, and responding to Academic Misconduct at the University.
- 2 Scope** This procedure applies to all matters investigated pursuant to the Student Academic Misconduct Policy.
- 3 Definitions** In this procedure:
- a) “Academic Activities” means critical inquiry, research and learning in the pursuit of official recognition at the University. Examples of Academic Activities include:
 - i. course or program requirements;
 - ii. examinations, tests, or quizzes;
 - iii. interactive online tutorials, or other computer-assisted instruction.
 - b) “Academic Misconduct” means any Student behavior which compromises proper assessment of a Student’s Academic Activities and includes:
 - i. Cheating;
 - ii. Fabrication;
 - iii. Falsification;
 - iv. Plagiarism;
 - v. Unauthorized Assistance;
 - vi. failure to comply with an instructor’s expectations regarding conduct required of Students completing academic assessments in their courses; and
 - vii. failure to comply with the exam regulations applied by the Registrar.
 - c) “Academic Staff Member” means an individual who is engaged to work for the University and is identified as an academic staff member under Article 1 of the

collective agreement between the Governors of the University of Calgary and the Faculty Association of the University of Calgary.

- d) “Advisor” means an individual who accompanies a Student to a meeting to investigate or discuss alleged Academic Misconduct.
- e) “Appointee” means an individual who is engaged to work for the University, or whose work is affiliated with the University, through a letter of appointment, including adjunct faculty, clinical appointments, visiting researchers and scholars.
- f) “Cheating” means trying to give or gain an improper advantage in Academic Activities. Some examples of Cheating include:
 - i. copying from another Student’s work;
 - ii. conversing with another Student (or other Students) during an examination;
 - iii. having, using, or attempting to use unauthorized materials or devices during an examination, or for assistance in completing other Academic Activities;
 - iv. attempting to read another Student’s examination papers; and
 - v. obtaining assistance from another person in completing coursework, such that there is a real question whose work is being assessed.
- g) “Disciplinary Probation” means a period of time during which a Student’s Transcript notes Disciplinary Probation for Academic Misconduct. Students may continue in their program or course of studies while on Disciplinary Probation.
- h) “Expulsion” means permanent dismissal from study in a particular faculty, or at the University.
- i) “Fabrication” means creating or using false records, including a transcript or other document, or citing work which does not actually exist.
- j) “Faculty of Registration” means the faculty in which the Student is registered. For Students in open studies, the Vice-Provost (Student Experience) acts as the Dean of the Faculty of Registration. For Students who are only registered in non-credit courses or programs of study, the head of the teaching unit for that course or program of study acts as the Dean of the Faculty of Registration.
- k) “Falsification” means altering or attempting to alter work or records for academic gain. Some examples of Falsification include:
 - i. altering transcripts or other third party documents;
 - ii. changing, or attempting to change, recorded grades;
 - iii. a Student impersonating another Student, or a Student allowing another individual to impersonate the Student; and
 - iv. manipulating, changing, or omitting source material, data, methods, or findings.
- l) “Instructor” means the Academic Staff Member, Appointee, or other individual teaching a course or section of a course, or the person serving as the supervisor, or co-supervisor of a graduate Student.
- m) “Plagiarism” occurs when a Student presents the ideas, expression of ideas or work of another individual as the Student’s own. Work may include algorithms, code, composition, data, methods, design, formulae, images, indigenous oral teachings, art and ceremonies, organization of ideas, and scientific and mathematical concepts. Some examples of Plagiarism include:

- i. using all or a portion of someone else's work in an assignment or for other Academic Activities, without appropriate acknowledgement, which includes using someone else's words without quotation marks around those words, inappropriate paraphrasing, or referencing someone else's idea without appropriate attribution;
 - ii. purchasing, or otherwise acquiring work and submitting it as the Student's own original work; and
 - iii. submitting the Student's prior work for evaluation in another course, or in a subsequent attempt of the same course, without the express approval of the Instructor teaching the second course, or subsequent attempt.
- n) "Procedural Fairness" means the opportunity to be heard by an unbiased decision maker and to be made aware of the evidence considered by the decision maker. Procedural Fairness is about the procedures used to make a decision, not the actual outcome of the decision.
 - o) "Suspension" means a period of time during which a Student is prohibited from conducting Academic Activities at the University.
 - p) "Student" means an individual registered in a University course or program of study, or an individual who is no longer registered at the University and is alleged to have committed Academic Misconduct while they were registered in a course or program of study at the University.
 - q) "Student Record" means information about a Student's University activities maintained by the Registrar.
 - r) "Teaching Faculty" means the faculty responsible for the delivery of a course. For Students in non-credit courses or programs of study, the head of the teaching unit for that course or program of study acts as the Dean of the Teaching Faculty.
 - s) "Transcript" means the official summary of a Student's permanent academic record at the University.
 - t) "Unauthorized Assistance" means cooperating, collaborating, or otherwise giving or receiving assistance in completing Academic Activities without the Instructor's permission.
 - u) "University" means the University of Calgary.

4 Procedure

- 4.1** Allegations of Academic Misconduct at the University will be investigated in accordance with this procedure.
- 4.2** The Dean of the Teaching Faculty will consider allegations of Academic Misconduct in a course. The Dean may delegate this responsibility to an Associate Dean, or other appropriate delegate.
- 4.3** The Dean of the Faculty of Registration will consider allegations of Academic Misconduct relating to Academic Activities outside of a course. The Dean may delegate this responsibility to an Associate Dean, or other appropriate delegate.
- 4.4** Where required by relevant professional codes, or principles of conduct, a faculty may restrict a Student's participation in specific Academic Activities in light of alleged Academic Misconduct by the Student. Unless the relevant faculty determines it is appropriate to lift the restrictions sooner, these restrictions will remain in place until:

- a) the Dean determines that there was no Academic Misconduct;
- b) the deadline to submit an appeal of a Dean's decision following investigation has passed; or
- c) the conclusion of the appeal process.

Detecting and Reporting Academic Misconduct

- 4.5** Instructors must submit a written report of all incidents of suspected Academic Misconduct in their courses, as soon as possible after becoming aware of the suspected Academic Misconduct, to the Dean of the Teaching Faculty. Instructors must be specific about the circumstances underlying the report and include all relevant evidence they have.
- 4.6** Students, or other individuals, with evidence of Academic Misconduct at the University, are encouraged to promptly report the suspected Academic Misconduct, in writing, to:
 - a) the Dean of the Teaching Faculty if the alleged Academic Misconduct occurred within a course;
 - b) the Dean of the Student's Faculty of Registration if the alleged Academic Misconduct relates to Academic Activities outside of a course; or
 - c) the Vice-Provost (Student Experience).
- 4.7** Any individual with evidence of Academic Misconduct in a graduate thesis, or candidacy component, must report the suspected Academic Misconduct, in writing, to the Dean of the Faculty of Graduate Studies.
- 4.8** Exam proctors will record details of any suspected incidents of Academic Misconduct and provide a written report to the relevant Instructor, as soon as possible.
- 4.9** Any individual who suspects Academic Misconduct relating to a Student's admission to the University should report the incident to the Dean of the Student's Faculty of Registration.
- 4.10** Deans, and their delegates, will receive allegations of Academic Misconduct, conduct investigations, and issue outcome letters, and in doing so will respect the privacy rights of the individuals involved.

Investigating Academic Misconduct

- 4.11** The Dean considering an allegation of Academic Misconduct will decide whether there is sufficient merit to the allegation to proceed with an investigation.
- 4.12** The Dean will normally notify the Student within ten (10) business days of receiving an allegation whether the Dean has determined that the allegation:
 - a) has sufficient merit to be investigated;
 - b) should be addressed in another manner; or
 - c) should not be investigated or addressed in another manner.
- 4.13** If the Dean determines that there is sufficient merit to the allegation to investigate, the Dean will invite the Student to meet. The invitation will be in writing and will include:
 - a) notice of the alleged Academic Misconduct;

- b) information on how to schedule a prompt meeting with the Dean in order to provide the Student's response to the allegation, and the consequences of failing to do so;
 - c) a report of the pertinent evidence, information and particulars that the Dean is aware of;
 - d) notice of the right to be accompanied by an Advisor;
 - e) a link to a copy of the Student Academic Misconduct Policy; and
 - f) notice that a decision may be made in the Student's absence if the Student fails to appear at a scheduled meeting.
- 4.14** If the Student decides to bring an Advisor, the Student will provide written notice of the Advisor's attendance to the Dean at least two (2) business days before the meeting.
- 4.15** The Dean may ask a University employee to take notes during the meeting with the Student. No Instructor who is teaching a course in which the Student is enrolled at the time of the meeting may be present when the Student meets with the Dean.
- 4.16** During the meeting with the Dean the Student:
- a) will have the opportunity to respond to any information contained in the invitation to meet described at 4.13;
 - b) may present any relevant additional information; and
 - c) may be accompanied by an Advisor of their choice as long as they provide notice in accordance with 4.14. The Advisor will not normally be allowed to speak during the meeting.
- 4.17** The Dean may request additional information from the Instructor or the Student before deciding whether the Student committed Academic Misconduct.
- 4.18** The Dean will review all information gathered and determine whether any additional investigation is necessary. If the Dean decides that further investigation is necessary, the Dean will advise the Student within five (5) business days of making that decision and will include an estimate of the additional time required to complete the investigation and communicate a decision.
- 4.19** The Dean will decide whether or not the Student has committed Academic Misconduct. The Dean will:
- a) apply a balance of probabilities standard to deciding whether or not a Student has committed Academic Misconduct; and
 - b) decide within five (5) business days of completing the investigation whether or not the Student has committed Academic Misconduct.
- If the Dean decides that the Student has not committed Academic Misconduct the Dean will promptly advise the Student.
- 4.20** If the Dean decides that the Student has committed Academic Misconduct, the Dean will:
- a) inform the Dean of the Student's Faculty of Registration, if applicable; and
 - b) apply an indicator on the Student's Record recording the instance of Academic Misconduct. This indicator is not considered discipline; it is for internal administrative tracking purposes only and does not appear on the Student's Transcript. This indicator does not affect the Student's continuing progress in

courses or programs of study at the University. This indicator cannot be appealed. If the Student is studying in a non-credit course or program of study, the teaching unit will track the instance of Academic Misconduct for administrative purposes.

Discipline for Academic Misconduct

4.21 In determining the appropriate sanctions for Academic Misconduct, Deans should consider the Student's intention, any other instance of Academic Misconduct committed by the Student, the seniority of the Student, any relevant personal circumstances, and the gravity of the offence in the context of the course and the Student's program of study. Sanctions may include one or more of the following:

- a) required attendance at academic integrity seminars, submission of reflective essays, or similar educational requirements;
- b) a written warning;
- c) grade reductions;
- d) failure of the relevant assignment or course;
- e) denial of access to non-credit courses or programs of study at the University;
- f) Disciplinary Probation;
- g) Suspension;
- h) Expulsion; and
- i) revocation of a credential obtained through Academic Misconduct.

Sanctions (f), (g), and (h) are not applicable to Students in non-credit courses or programs of study.

4.22 The Dean of the Teaching Faculty will decide what grade is assigned where a Student has committed Academic Misconduct that could have affected the Student's grade. The Dean of the Faculty of Registration, if applicable, will decide whether any other discipline should be imposed. The Provost will consider recommendations from the Dean(s) and decide whether a Student should be expelled from the University, or a credential should be revoked, as a result of Academic Misconduct.

4.23 If a Dean is considering Suspension, Expulsion from the faculty, or recommending that the Provost expel a Student from the University or revoke a credential, the Dean must consult with the Vice-Provost (Student Experience).

4.24 Normally within ten (10) business days of the Student's meeting with the Dean, the Dean of the Faculty of Registration will provide the Student with a written decision letter outlining the basis for a finding of Academic Misconduct and the consequences for the Student. If the Student is not registered in the Teaching Faculty, the written decision letter will include any discipline required by the Teaching Faculty and will be signed by both Deans. The decision letter will:

- a) outline procedural steps in reaching the decision;
- b) provide the rationale for the finding of Academic Misconduct;
- c) include detail on when and how any of the sanctions in 4.21 will be implemented, and how long any restrictions will be in effect;
- d) provide information on when and how a Student may appeal the decision;
- e) direct the Student to the Student Ombuds for support;
- f) identify health and wellness supports available to the Student; and

- g) advise the Student if anyone else at the University will be notified of the Academic Misconduct at this stage, and if so, the reason for that notification.
- 4.25** Disciplinary changes to the Student Record will only be made after the deadline to submit an appeal has passed or, if an appeal is launched, at the conclusion of the appeal process.
- 4.26** If a Dean finds that a Student committed Academic Misconduct, the registrar will withhold Transcripts or statements of grades for the Student pending the expiry of the appeal period, or exhaustion of the appeal process. In special circumstances a Student may ask the registrar to send a Transcript directly to a third party while an appeal is pending. The registrar will confirm that the third party will not be relying on results which are affected by the appeal before sending a Transcript to the third party.

Appealing a Finding of Academic Misconduct

- 4.27** A Student who has been found to have committed Academic Misconduct may appeal the decision in accordance with the Student Misconduct and Academic Appeals Policy. Students may also appeal sanctions imposed in response to Academic Misconduct in accordance with the Student Misconduct and Academic Appeals Policy; however, sanctions requiring attendance at educational seminars and sanctions that are simply written warnings may only be appealed if the Student is also appealing the decision that they committed Academic Misconduct.
- 4.28** A Student appealing a Suspension or Expulsion may register for and attend classes, and participate in Academic Activities, pending appeal. Any restrictions imposed pursuant to 4.4 will continue pending appeal, unless the relevant faculty determines that it would be appropriate to lift them sooner. This decision is in the sole discretion of the faculty and may not be appealed.
- 4.29** If an appeal is unsuccessful the original date of Suspension or Expulsion may take effect. If the appeal panel decides that the original date is the appropriate one for a Suspension or Expulsion to take effect, the Student will not receive credit for Academic Activities completed pending the appeal decision.

Non-compliance with Sanctions

- 4.30** If a Student does not comply with discipline imposed in accordance with this procedure, the Student may be subject to discipline under the Student Non-Academic Misconduct Policy.

5	Parent Policy	Student Academic Misconduct Policy
6	Related Policies	Research Integrity Policy Student Non-Academic Misconduct Policy Student Misconduct and Academic Appeals Policy Code of Conduct
7	Related Operating Standards	Exam Regulations

- 8 Related Guidelines/Forms** [EXAMPLE: Student Academic Misconduct Reporting Form](#)

- 9 References** <https://www.academicintegrity.org/>

- 10 History**
 - May 16, 2019 Approved.
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 - January 1, 2020 Editorial Revision. Updated format and links.