

Academic Integrity Policy

Responsible Executive Officer: Vice-President (Academic)

Approval Authority: Academic Council, January, 2014

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I INTRODUCTION

Dominican University College is a community of scholars dedicated to teaching, learning and research. Sound scholarship rests on a commitment to a code of academic integrity that stresses principles of honesty, trust, respect, fairness and responsibility. The University demands integrity of scholarship from all of its members including students. The quality and integrity of academic work is paramount in achieving student success.

The University states unequivocally that it demands academic integrity from all its members. Academic dishonesty, in whatever form, is ultimately destructive to the values of the University. Furthermore, it is unfair and discouraging to those students who pursue their studies honestly. The integrity of university academic life and the degrees conferred by the university is dependent upon the honesty and soundness of scholarship. Conduct by any person that adversely affects this process is a serious matter. Students who violate the principles of academic integrity through dishonest practices undermine the value of the Dominican degree. Dishonesty in scholarly activity cannot be tolerated. Any student who violates the standards of academic integrity will be subject to appropriate sanctions.

II SCOPE

The Academic Integrity Policy has been designed to ensure fair, transparent and consistent treatment in the promotion of student academic integrity at Dominican University College.

This Policy applies to:

1. all registered students;
2. students who have withdrawn or graduated if the alleged violation occurred during the time they were registered students;
3. students who are applying to obtain admission or registration if it is alleged they breached this Policy or any policy of the University replaced by this Policy in order to obtain admission or registration;
4. students who are withdrawn from the University, but who submit work for academic evaluation for the purpose of gaining readmission.

The Dominican University College Student Rights and Responsibilities Policy governs the non-academic behaviour of students, whereas this Policy governs academic behaviour. In some cases, a student's behaviour may involve both academic and

non-academic issues. In such cases, the student may be subject to the procedures of either or both policies.

Students are reminded that sanctions imposed by the University for breach of this Policy do not prevent the imposition of civil or criminal law sanctions by the relevant authorities in appropriate circumstances.

III PRINCIPLES

Dominican University College seeks to ensure that allegations of violations of this Policy are managed in a fair and equitable manner. This requires clear communication of standards of conduct, notice of allegations, notice of procedures, an opportunity to be heard, notice of the reasons for any decision, and a right to appeal those decisions, all in accordance with this Policy. The principles underlying this Policy are:

- ✂ Recognition of the need for clear institutional guidelines designed to uphold the values of academic integrity.
- ✂ A preference for educational and rehabilitative sanctions rather than punitive action.
- ✂ An understanding of the importance of timely, clear and consistent investigative procedures.
- ✂ An awareness of the need to conduct all investigations under the values of procedural fairness and natural justice.

IV DEFINITIONS

Academic Integrity Appeals Committee is appointed by the Academic Council consisting of the President, one faculty member, and one graduate or undergraduate student. Student appeal requests are submitted to the Academic Appeals Committee through the Office of the Academic Services Manager.

Appeal refers to the process by which students may appeal a decision pursuant to this Policy.

Allegation refers to information sent to the Dean by an instructor relating to his/her concern that a student may have committed a violation of this Policy. For example, an instructor may send a student assignment and pages taken from an article to the Dean's office for investigation because he/she thinks the student's paper has been plagiarised from that article.

Committee refers to the Academic Integrity Appeals Committee. The Committee consists of the President, one faculty member, and one graduate or undergraduate student.

Dean means the chief academic and administrative officer of a Faculty or a person who has been designated by the Dean to manage the academic misconduct process (most commonly the Vice-Dean of the Faculty).

Disciplinary Record means the record retained by the Office of the Academic Services Manager in respect of a student who has committed a violation of this Policy. A student's disciplinary record is kept confidential. It is different from the academic transcript and includes only that information specific to the allegation and decision made pursuant to this Policy.

Examination includes tests, quizzes, midterm, final and deferred examinations (oral or written).

Expulsion from the University means the termination of all of a student's rights and privileges as a student at the University, with no possibility for readmission. If expelled, the student shall be withdrawn from courses in which a violation has not been committed without academic penalty.

Faculty means:

- a) The Faculty of Philosophy or the Faculty of Theology of the University headed by a Dean.
- b) The academic teaching staff of the University.

Instructor means any individual employed by the University to teach.

Office of the Academic Services Manager refers to the Office that provides procedural advice to instructors, students, Faculties and University administrators with respect to case investigation and documentation in the administration of the appeals process in this Policy and maintains the disciplinary files on students who have violated academic integrity. The Office is also responsible for maintaining the academic records of all Dominican University College students, past and present, undergraduate, graduate and special.

Ombudsperson provides advice and guidance to students with respect to this Policy.

Policy means the Academic Integrity Policy.

Suspension is a sanction under this Policy that restricts a student's right to register in a course(s), program or at the University for a specified period of time.

Student, for the purposes of this Policy, means any person to whom this Policy applies as identified above in Article II: Scope.

V RIGHTS AND RESPONSIBILITIES

The University upholds and will take reasonable steps to ensure that students are aware of their rights and responsibilities as members of the University community. The importance of confidentiality of each student's academic and disciplinary University record is recognized and will be protected in accordance with legislative and policy obligations. Students can expect other members of the Dominican community to demonstrate honesty and integrity in their teaching, research and administrative practices. Instructors, staff, and administrators hold a responsibility to support an environment that discourages violation of the standards of academic integrity and to assist students in completing their university degree successfully.

The Ombudsperson is available to advise students of their rights and responsibilities under this Policy, to advise them on the procedures to be followed, and to accompany them at meetings with the Dean and hearings with the Academic Integrity Appeals Committee pursuant to this Policy.

Students can expect fairness and equity in the assessment of their work.

Students are responsible for being aware of and demonstrating behaviour that is honest and ethical in their academic work. Such behaviour includes:

✂ Following the expectations articulated by instructors for referencing sources of information and for group work.

✂ Submitting original work, citing sources fully, and respecting the authorship of others.

✂ Asking for clarification of expectations as necessary. Students who are in any doubt as to whether an action on their part may be viewed as a violation of the standards of academic integrity should ask their instructors and advisors.

✂ Identifying testing situations that may allow copying.

✂ Preventing their work from being used by others, e.g. protecting access to computer files, etc.

✂ Adhering to the principles of academic integrity when conducting and reporting research.

Instructors at both the graduate and undergraduate level have the responsibility to provide clear guidelines concerning their expectations of academic integrity (e.g. rules of collaboration or citation) on all course outlines, assignment and examination material.

In particular, graduate supervisors hold the responsibility to provide trustworthy mentoring.

VI ACADEMIC INTEGRITY STANDARDS

Effective adherence to academic integrity requires that students understand the meaning of academic dishonesty. The following list describes conduct that violates standards of academic integrity which may lead to the imposition of sanctions pursuant to this Policy. It is important to note that this is not a comprehensive list and should not be viewed as exhaustive.

1. Plagiarism

Plagiarism is presenting, whether intentional or not, the ideas, expression of ideas or work of others as one's own. Plagiarism includes reproducing or paraphrasing portions of someone else's published or unpublished material, regardless of the source, and presenting these as one's own without proper citation or reference to the original source. Examples of sources from which the ideas, expressions of ideas or works of others may be drawn from include but are not limited to: books, articles, papers, literary compositions and phrases, performance compositions, art works, research results, calculations and the results of calculations, diagrams, constructions, computer reports, and material on the internet.

Examples of plagiarism include, but are not limited to:

- ✗ submitting a take-home examination, essay, or other assignment written, in whole or in part, by someone else;
- ✗ using ideas or direct, verbatim quotations, paraphrased material, algorithms, formulae, scientific or mathematical concepts, or ideas without appropriate acknowledgment in any academic assignment;
- ✗ failing to acknowledge sources through the use of proper citations when using another's works and/or failing to use quotation marks.

2. Unauthorized Re-submission of Work

A student shall not submit substantially the same piece of work for academic credit more than once without prior written permission of the course instructor in which the submission occurs. Minor modifications and amendments, such as phraseology in an essay or paper do not constitute a significant and acceptable reworking of an assignment.

3. Unauthorized Cooperation or Collaboration

An important and valuable component of the learning process is the progress a student

can make as a result of interacting with other students. In struggling together to master similar concepts and problems and in being exposed to each other's views and approaches, a group of students can enhance and speed the learning process. The University encourages students to benefit from these activities. However, it is also critically important that each individual student's abilities and achievements form the basis of the evaluation of that student's progress. As a result, while collaboration is supported as being beneficial for various components of a course and is generally encouraged, instructors typically limit the amount of collaboration allowed and communicate this to students in the course outlines. To ensure fairness and equity in assessment of term work, students shall not cooperate or collaborate in the completion of an academic assignment, in whole or in part, when the instructor has indicated that the assignment is to be completed on an individual basis. Failure to follow the instructor's directions regarding which assignments, or parts of assignments, should be completed by the individual alone will be considered violation of the standards of academic integrity.

4. Misrepresentation

Students shall not submit or present false assignments, research, credentials, or other documents or misrepresent material facts for any academic purpose. Examples of misrepresentation include but are not limited to:

- ✗ research and data;
- ✗ concocted facts or references;
- ✗ medical or compassionate certificates;
- ✗ admission documents;
- ✗ letters of support or other letters of reference;
- ✗ academic records, transcripts, diplomas or other registrarial records
- ✗ misrepresenting the date or time of submission;
- ✗ changing a score or record of an examination result; or
- ✗ altering graded work for re-submission.

5. Impersonation

It is a violation of the standards of academic integrity to impersonate another person or enter into an arrangement with another to be impersonated by any means for the purposes of gaining academic advantage including in the taking of examinations, tests, or the carrying out of other assignments.

6. Withholding

It is a violation of the standards of academic integrity to withhold records, transcripts or other academic documents to mislead or gain unfair academic advantage.

7. Obstruction and Interference

It is a violation of the standards of academic integrity to obstruct or otherwise interfere with the scholarly activities of another in order to gain unfair academic advantage. This includes but is not limited to interfering or tampering with data or files, with human or animal research subjects, with a written or other creation (e.g. a painting, sculpture, file), with a chemical used for research, with any other object or study or research device or with library, electronic or other materials intended for academic use.

8. Disruption of Classroom Activities or Periods of Instruction

Dominican University College has a commitment to provide a safe environment for learning. It is a violation of the standards of academic integrity for a student registered in a class to disrupt the class or other period of instruction with any action or behaviour reasonably judged by the instructor, or tutorial assistant, to be detrimental to the class. Normally disruption of activities outside of the classroom or outside of periods of instruction or by a student not registered in the class is dealt with under the Student Rights and Responsibilities Policy but, in particular cases, may be subject also to this Policy.

9. Improper Access

It is a violation of the standards of academic integrity to improperly obtain access to confidential information such as examinations or test questions or to gain undue academic advantage as a result of such behaviour.

10. Improper Dissemination

It is a violation of the standards of academic integrity to publish, disseminate or otherwise make public to a third party, without prior written consent, confidential information. Confidential information includes but is not limited to academic information, data or documents which are not otherwise publicly available and which have been gathered or held with a reasonable expectation of confidentiality.

11. Assisting in the Violation of the Standards of Academic Integrity

To assist anyone in violating the standards of academic integrity is itself a violation of academic integrity standards and subject to this Policy. For example, giving another student an assignment that you have submitted for another class and allowing that student to copy parts of the assignment and submit it as his/her own work would be a violation of this Policy.

12. Tests and Examinations

The University is committed to ensuring fairness and consistency in the completion of examinations. As part of this commitment, students are required to follow proper examination procedures. A student who commits a violation of this Policy on an

examination, test, or take-home examination, or obtains or produces an answer or unfair advantage by deceit, fraud, or trickery, or by an act contrary to the rules of the examination are subject to sanction under this Policy.

These rules include but are not limited to:

- ✂ bringing to the examination/test room any textbook, notebook, memorandum, or other written material or mechanical or electronic device not authorized by the examiner;
- ✂ writing an examination or part of it, or consulting any person or materials outside the confines of the examination room, without permission to do so;
- ✂ leaving answer papers exposed to view;
- ✂ attempts to read other students' examination papers; or
- ✂ speaking to another student (even if the subject matter is irrelevant to the test).

VII PROCEDURES

1. Alleged Violation

Faculty members, instructors, advisors and/or supervisors must report all suspected cases of violation of this Policy to the Faculty Dean. All evidence relevant to the alleged violation should be sent to the relevant Faculty Dean's office responsible for administering the course in which the alleged violation took place within ten (10) working days after the assignment has been graded. If an allegation cannot be considered by the Dean before the final course grade is due, the Dean may advise the instructor to record a grade of GNA (grade not available) on the Final Grade Report. The grade of GNA will be replaced by an appropriate grade once the allegation has been resolved.

2. Faculty Dean

Upon review of the documentation, the responsible Dean may determine that:

- ✂ there is insufficient evidence to proceed and return the documentation to the instructor. If the assignment was not graded at the time it was sent to the Dean, the instructor will grade the assignment without penalty.
- ✂ there is sufficient evidence to proceed and arrange a meeting with the student to discuss the matter. A meeting will occur within fourteen (14) working days from receipt of the allegation by the Dean's office. If the student is enrolled in a program in another Faculty, the Dean will notify the other Faculty Dean of the allegation and the Deans will

decide whether both Faculties will be involved in the meeting. The Dean responsible for the course is the Dean who will make the determination in the case. If the student is a graduate student, the Vice-President (Academic) will notify the Faculty Dean responsible for the administration of the course and the Deans will decide whether both Faculties will be involved in the meeting.

3. Contacting the Student

The Faculty Dean will inform the student, by email and in writing, of the nature of the charge in the breach of this Policy, the evidence against him or her, the procedures to be followed as well as the time and place of the meeting. The student will be encouraged to seek the advice of the University Ombudsperson. The University Ombudsperson, or delegate of the University Ombudsperson, may accompany the student to the Dean's meeting. If the allegation relates to a course in which the student is registered, the student, and the Office of the Academic Services Manager will be notified by the Faculty Dean's office that, while under investigation for a breach of this Policy, the student shall not be permitted to withdraw from the course concerned. The notification from the Dean's Office to the Office of the Academic Services Manager will not include any particulars of the allegation. If the student does not respond within ten (10) working days to the request for a meeting, or if the student refuses to attend the meeting, the Dean may make a decision on the available evidence. In cases where the student is unable to attend a meeting in person, he or she may request a telephone meeting and it will be arranged.

4. Determination that an Offence has been Committed

The purpose of the Dean's meeting is investigative, rehabilitative and educational in nature. It is also meant to:

- ✂ provide students with an opportunity to respond to the allegation made against him or her;
- ✂ seek clarification of the evidence;
- ✂ help students understand the rules of academic integrity, and
- ✂ enable the Dean to decide whether this Policy has been violated.

The Faculty Dean shall determine, based on his or her discussion with the student and a review of all relevant evidence, whether a breach of this Policy has been committed, and if so, an appropriate sanction (as set out in Article VIII: Sanctions). The Dean may consider such factors as:

- ✂ the relative weight of the assignment,
- ✂ the student's year standing,
- ✂ any record of previous offences,
- ✂ the seriousness of the offence (e.g. the amount of work plagiarized),
- ✂ the instructor recommendations, or
- ✂ any mitigating circumstances presented by the student.

In the case of graduate students, consideration of the student's year standing in the graduate program and the work in which the violation occurred (e.g. an M.A. course paper versus a comprehensive examination) may affect the sanction assigned. Recommendations by supervisory committee members may also be considered.

5. Checking for Previous Offences

The Office of the Academic Services Manager will maintain records of violations of academic integrity.

When the Faculty Dean determines that an offence has taken place, and before deciding on a sanction, he or she shall check with the Office of the Academic Services Manager to determine if this is the student's first offence.

6. Notification of Decision

a) Student

The Dean will inform the student of the decision, in writing, normally within ten (10) working days of the Dean's meeting. If the Dean concludes that it is necessary to conduct further investigation, the student will be informed of any new information and be given the opportunity to respond either in writing or in person before a final decision is made as to whether this Policy has been violated.

If the Dean determines a violation of this Policy has been committed the written decision to the student will include a description of the conduct, the sanction imposed and the relevant details on which the finding and the sanction were based. In cases where the student has admitted to a violation of this Policy, reference to this fact will be made in the letter. The student will also be informed of the appeal process and his or her right to make an appeal.

In cases where the Dean determines there has been no violation of this Policy, no record of the proceedings will be kept.

b) Other Offices

The instructor, the Office of the Academic Services Manager and the Ombudsperson will be informed of the Dean's decision.

In cases where penalties affect a student's academic standing, the Office of the Academic Services Manager will be notified through a change of grade form within ten (10) working days of the penalty decision. The Office of the Academic Services Manager will record these changes within ten (10) working days of receiving notification of the penalty decision.

In cases where the Dean determines there is no violation of this Policy, the Office of the Academic Services Manager will be notified to lift any hold on course withdrawal placed pursuant to Article VII: Procedures, Section 3 of this Policy.

c) Office of the Academic Services Manager

Records of violations of academic integrity will be sent to the Office of the Academic Services Manager and shall be maintained centrally by the Office. The Office will examine this list to ascertain whether a student holds a record of academic misconduct and, if appropriate, destroy any files on the case within three (3) months of the student's graduation. Files will not be destroyed in cases where a notation has been made on the student's transcript unless a petition to delete the transcript notation has been granted by Academic Council pursuant to Article XII of this Policy. The Office will keep statistics on academic misconduct cases and present an annual report to Academic Council on the characteristics of the offences.

7. Procedures Where a Dean Recommends Suspension or Expulsion from the University, a Transcript Notation or the Rescission of a Degree

a) Vice-President (Academic)

In a case where the Dean believes suspension or expulsion from the University or that rescission of a degree or notation on a transcript is warranted, the Dean will advise the Vice-President (Academic) of his or her recommendation and forward all evidence involved in the case. The Vice-President (Academic) will arrange a meeting with the student and the Dean. Notification to the student will occur within ten (10) working days after receiving the Dean's recommendation. The student will be encouraged to seek the advice of the University Ombudsperson, who will also be able to attend the meeting with the student. The Vice-President (Academic) shall determine, based on the discussion at the meeting and a review of all relevant evidence, whether or not to apply the recommended sanction pursuant to Article VIII: Sanctions, Section 2. If the sanction of suspension, expulsion or notation on a transcript is applied, the student will be informed in writing of the sanction. The student will also be informed of the appeal

process and his or her right to take such action.

b) Academic Council

In a case where the Vice-President (Academic) has recommended rescission of one or more degrees, diplomas or certificates, the Vice-President (Academic) will advise Academic Council of this recommendation and forward all evidence involved in the case to the Academic Council. The Academic Council will, upon review of the case, determine whether or not to accept the recommendation of rescission of the degree, diploma or certificate. If the sanction is upheld, the student will be informed of this decision in writing. The student will also be informed of the appeal process and his or her right to take such action.

VIII SANCTIONS

The Faculty Dean, or his or her delegate, may apply any one or any combination of the following sanctions if, after hearing the student's response to the alleged offence, he or she is satisfied that a violation of this Policy has occurred. Repeated and/or multiple violations will increase the sanction. When there is a finding of academic dishonesty relating to a course, the student shall not be permitted to withdraw from the course in question. Sanctions may be used independently or in combination for any single violation.

1. A. Sanctions that may be imposed by the Faculty Dean

- a) A finding of no violation.
- b) A written reprimand.
- c) Completion of a remedial process. Completion of a remedial process may be either a sanction of its own accord or may be used to reduce a more severe sanction. Examples of participation in a remedial process are attendance at a writing tutorial or study skills workshop, completion of an academic integrity computer tutorial or the submission of a new assignment for grading.
- d) Re-submission of the piece of academic work in which the violation was committed, for evaluation with or without a grade penalty.
- e) Assignment of a grade of zero, a failure, or a reduced grade for the piece of academic work in respect of which the violation was committed.
- f) Assignment of a sanction in the form of a reduction of the final grade in the course in respect of which the violation was committed including the assignment of a grade of unsatisfactory or failure for any completed or uncompleted course.
- g) Restriction of privileges to use any facility of the University related to the offence, including library and computer facilities.
- h) Restitution of costs incurred by the University as a result of the violation of this Policy.
- i) Withdrawal from a course or courses concerned. In certain cases, the Dean may decide that the student will not be allowed to enroll in the course again for a limited

time.

j) Failure for the course concerned or an additional requirement of up to a maximum of 6.0 credits added to the student's program of studies. The courses for which credits were withdrawn remain in the student's file; they are included in the grade point average and must be repeated or replaced by other courses at the discretion of the faculty.

k) Suspension from a program. If suspended from a program, the student will lose all rights and privileges as a student in that program. Students who have been suspended from a program may be withdrawn from courses in which the violation has not been committed without academic penalty.

1. B. Sanctions that may be recommended by the Faculty Dean

a) Recommendation to the Vice-President (Academic) that a student be suspended from the University.

b) Recommendation to the Vice-President (Academic) that the student be expelled from the University.

c) Recommendation to the Vice-President (Academic) for rescission of one or more degrees, diplomas or certificates obtained by any graduate who, while enrolled at the University, committed any academic offence which if detected before the granting of the degree, diploma, certificate, standing or credits would have resulted in a finding of violation of this Policy and the application of a sanction sufficiently severe that the degree, diploma, certificate, standing, credits or marks would not have been granted.

2. A. Sanctions that may be imposed by the Vice-President (Academic)

a) On recommendation of the Dean, suspension from the University. If suspension is imposed, the student will be withdrawn, without academic penalty, from all uncompleted courses to which a finding of violation of this Policy does not apply.

b) On recommendation of the Dean, expulsion. If expulsion is imposed, the student will be withdrawn, without academic penalty, from all uncompleted courses to which the finding of a violation of this Policy does not apply.

c) In the case of suspension or expulsion from the University, the Vice-President (Academic) may determine that a notation be placed on the student's transcript in the form as set out in Article IX. The notation may be permanent or for a limited period. In the case of a limited period, the notation shall be removed at the expiry of the set time limit. A student may petition the Academic Council for removal of the notation within two (2) years of the date on which the allegation of a breach of this Policy was communicated to the student pursuant to Article VII: Procedures, Section 3.

2. B. Sanctions that may be recommended by the Vice-President (Academic)

a) The Vice-President (Academic) may recommend to the Academic Council the

rescission of one or more degrees, diplomas or certificates obtained by any graduate who, while enrolled at the University, committed any violation of this Policy.

3. Sanctions that may be imposed by the Academic Council

a) On recommendation of the Vice- President (Academic) rescission of one or more degrees, diplomas or certificates obtained by any graduate who, while enrolled at the University, committed any violation of this Policy, which if detected before the granting of the degree, diploma, certificate, standing or credits would have resulted in a finding of violation of this Policy and the application of a sanction sufficiently severe that the degree, diploma, certificate, standing, credits or marks would not have been granted. In this event, a notation will be made on the student's transcript pursuant to Article IX.

IX TRANSCRIPT NOTATIONS

When a student is suspended, the notation will read: "Suspended by the Vice-President (Academic) for academic dishonesty for (xx) months effective (date suspension starts)." In no case shall the notation be removed before the student is clear to graduate.

When a student is expelled, the notation will read: "Expelled by the Vice-President (Academic) for academic dishonesty (effective date)."

If the Academic Council at some later date reinstates this student, this will be followed by the notation: "Reinstated by the Academic Council (effective date)". Such a notation may be removed from a student's transcript on petition to the Academic Council but not before five (5) years after the penalty commences.

When a student's degree is rescinded, the notation will read: "Degree rescinded by the Academic Council for academic dishonesty (effective date)".

X APPEAL OF SANCTION

All students have the right to appeal a sanction imposed pursuant to this Policy to the Academic Integrity Appeals Committee. A decision and/or a penalty imposed under the above procedures may be appealed within fourteen (14) days after the student has been advised of the decision and/or sanction. The original sanction will remain in effect until the appeal is completed.

In cases of extreme hardship, a student may be granted a stay of sanction pending appeal. The Academic Integrity Appeals Committee, herein known as the Committee, is a Standing Committee of the Academic Council appointed by the Academic Council consisting of:

- ✂ the President;
- ✂ one faculty member; and
- ✂ one graduate or undergraduate student.

A student member of the Academic Integrity Appeals Committee must be in good academic standing. The nonvoting secretary of the Committee will be the Academic Services Manager. The Committee will select its own Chair from members of the Committee.

The Committee will meet as needed in response to appeals made by students. The quorum for the Committee will consist of two members, one of whom will be the student member.

In situations where a member of the Committee has prior involvement in the case, the Academic Council will be asked to appoint an alternate member who represents the same group as the Committee member being replaced (e.g. a student will be replaced by student).

In the case of an appeal by a graduate student, all reasonable efforts will be made by the Committee to ensure the attendance by the student representative on the Committee at the hearing of the appeal.

An appeal may be based on:

- (a) an error of fact, for example, additional information has emerged that raises concern over the correctness of the original decision that the student's conduct violated this Policy;
- (b) an error of process/procedure; or
- (c) a claim that the sanction imposed was inappropriate.

A notice of an appeal should be made by a student to the Office of the Academic Services Manager within fourteen (14) working days after the student receives the decision letter.

✂ Appeals shall be made in writing.

✂ The appeal must contain a concise statement that identifies precisely the grounds for the appeal. Students will be advised to consult with the Ombudsperson for assistance in completing their appeal documentation.

The Committee will notify the student (appellant) and original decision-maker (respondent), in writing, within ten (10) days of the time and date of the hearing of the appeal. The procedural rules for the hearing of an appeal shall be approved by the Academic Council and shall be in accordance with principles of procedural fairness.

The Committee will provide a summary of each appeal decision to the Office of the Academic Services Manager. The summary, with any identifying information removed, will be included in an annual Academic Integrity Report to the Academic Council.

Decisions of the Academic Integrity Appeals Committee will be final.

XI RECORDS

The Office of the Academic Services Manager shall maintain a record of each finding of a breach of this Policy against a student. The purpose of this record, which shall be kept separate from any other of the student's records, is to determine whether there has been a previous offence, before a sanction is imposed. Such a record of offences shall not be used for any other purpose.

When the sanction does not involve a transcript notation, the student may petition the Office of the Academic Services Manager to destroy the record of the offence. Such a petition cannot be made for a period of two (2) years subsequent to the date of the determination of offence. If the petition is granted, the record shall not be destroyed before the student is cleared to graduate.

When the penalty does involve a transcript notation, and the student's petition to delete the transcript notation has been granted by the Academic Council, the record of the offence shall be destroyed by the Office, when the transcript notation is deleted.

In the event that:

1. a recommendation for sanction by a Dean is dismissed by the Vice-President (Academic) or
2. a recommendation for sanction by the Vice-President (Academic) is dismissed by the Academic Council; or
3. any sanction is removed by the Committee and no other sanction is substituted;

then all records of the relevant allegation of a violation of this Policy shall be removed from the student's file held in any University office and destroyed.