



TRINITY WESTERN UNIVERSITY

Operating Procedures: Series A 2-18 Policy on Academic Misconduct and Fraud

Policy Hyperlink:

A 2-18 Policy on Academic Misconduct and Fraud

Policy Administrator:

Provost

Procedures Created by:

Unknown. Updated by Office of the Provost

Procedures Created/Revised:

December 7, 2012 (updated)

Procedures

Record of Academic Misconduct

Record of Academic Fraud

Procedures for dealing with acts of academic misconduct – Overview

Academic misconduct normally results in a confidential notation of academic discipline on the student's record in the University Academic Misconduct database. The notation does not appear on the student's transcript. Related disciplinary measures are staged, with second or subsequent infractions resulting in more severe consequences. The student is expected to take responsibility to learn about the nature, significance, and consequences of academic misconduct. The instructor is expected to emphasize student education and support. Examples of staged disciplinary measures include:

1. Requirement to re-do the assignment or examination
2. A reduced grade, or grade of zero, on the related assignment or examination
3. Failing the course
4. Suspension from the program for a specified time
 - a. During the period of suspension, the student will not receive credit at TWU for courses taken at another institution during the suspension
5. Expulsion from the university
6. Revocation of a degree or credentials dishonestly or improperly obtained

Procedures for dealing with acts of academic misconduct (*Undergraduate Students*)

1. If an instructor suspects that a student has committed an act of academic misconduct, the instructor shall determine if an offense has been committed by reviewing all relevant information and discussing the situation with the student.

2. If the instructor determines that an offence has been committed, the instructor shall query the Academic Misconduct database to see if the student in question has committed a prior offence before assigning a penalty. (The instructor takes this step by contacting their Dean, or if not available, the Office of Academic Excellence)
3. In all cases, every effort will be made to process the review/decision in a timely fashion.

First Offence

1. If it is the student's first offence, the instructor will:
 1. Impose an appropriate penalty and note this on the form entitled Record of Academic Misconduct (RAM)
 2. Give a copy of the RAM to the student
 3. Submit a copy of the RAM to the Dean and the Office of Academic Excellence
2. For a first offence, the penalty will normally range from redoing the assignment to receiving a zero for the assignment or examination involved.
3. Students may appeal the faculty member's decision to the Faculty/School Dean (or to the Vice Provost, Academic Excellence if the instructor is the Dean), whose decision is final.

Second Offence

1. If it is the student's second offence:
 1. The instructor will consult with their Dean
 2. The Dean will recommend an appropriate penalty to the Vice Provost, Academic Excellence
 3. The Vice Provost, Academic Excellence will decide on the penalty, and inform the instructor
 4. The instructor will complete the RAM and submit to the student with a copy to the Dean and the Office of Academic Excellence
 5. The Vice Provost, Academic Excellence (or designate) will meet with the student
2. For a second offence, the penalty will normally range from receiving a zero on the assignment or examination to failing the course.
3. For penalties up to failing the course, students may appeal the Vice Provost, Academic Excellence's decision to the Provost, whose decision is final.

Third or Higher Offence

1. If it is the student's third or higher offence:
 1. The instructor will consult with their Dean
 2. The Dean will recommend an appropriate penalty to the Vice Provost, Academic Excellence
 3. The Vice Provost, Academic Excellence will decide on the penalty, and inform the instructor
 4. The instructor will complete the RAM and submit it to the student with a copy to the Dean, the Office of Academic Excellence, and the Vice Provost, Academic Excellence
 5. The Vice Provost, Academic Excellence (or designate) will meet with the student

2. For a third or higher offence, the penalty will normally range from failing the course to being suspended or expelled from the University.
3. In cases involving a recommendation for suspension or expulsion, the Vice Provost, Academic Excellence shall forward the recommendation to the chair of the University Accountability Committee to begin stage two of the University's formal accountability process (as per the Student Handbook). Students are entitled to hearings and appeals set out by that Committee.
4. For penalties up to failing the course, students may appeal the Vice Provost, Academic Excellence's decision to the Provost, whose decision is final.
5. In all cases, every effort will be made to process the review/decision in a timely fashion.

Procedures for dealing with acts of academic misconduct (*Graduate Students*)

1. If an instructor suspects that a student has committed an act of academic misconduct, the instructor shall determine if an offence has been committed by reviewing all relevant information and discussing the situation with the student.
2. If the instructor determines that an offence has been committed, the instructor shall query the Academic Misconduct database to see if the student in question has committed a prior offence before assigning a penalty. (The instructor takes this step by contacting their Dean, or if not available, the Office of Academic Excellence.)
3. In all cases, every effort will be made to process the review/decision in a timely fashion.

First Offence

1. If it is the student's first offence, the instructor will:
 1. Impose an appropriate penalty and note this on the form entitled Record of Academic Misconduct (RAM)
 2. Give a copy of the RAM to the student
 3. Submit a copy of the RAM to the Graduate Program Director and the Office of Academic Excellence
2. For a first offence, the penalty will normally range from redoing the assignment with or without a grade reduction, to receiving a zero for the assignment or examination involved.
3. Students may appeal the faculty member's decision to the Graduate Program Director (or the Faculty/School Dean if the Director is the course instructor), whose decision is final.

Second or Higher Offence

1. If it is the student's second offence:
 1. The instructor will consult with their Graduate Program Director and the Dean
 2. The Dean will recommend an appropriate penalty to the Associate Provost, Graduate Studies
 3. The Associate Provost, Graduate Studies will decide on the penalty, and inform the instructor
 4. The instructor will complete the RAM and submit to the student with a copy to the Graduate Program Director, the Dean, the Office of Academic Excellence, and the Associate Provost, Graduate Studies

5. The Associate Provost, Graduate Studies (or designate) will meet with the student.
2. For a second or higher offence, the penalty will normally range from failing the course to being suspended or expelled from the University.
3. Students may appeal the Associate Provost, Graduate Studies' decision to the Provost, whose decision is final.
4. In cases involving a recommendation for suspension or expulsion, the Associate Provost, Graduate Studies shall forward the recommendation to the chair of the University Accountability Committee to begin stage two of the University's formal accountability process (as per the Student Handbook). Students are entitled to hearings and appeals set out by that Committee.
5. For penalties up to failing the course, students may appeal the Associate Provost, Graduate Studies decision to the Provost, whose decision is final.
6. In all cases, every effort will be made to process the review/decision in a timely fashion.