



## 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:

Office of Academic Excellence

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### Procedures

FORM - Record of Academic Misconduct (fillable PDF)

FORM - Record of Academic Fraud (fillable PDF)

### 1. 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.

2. **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 the Dean, the Dean's designate, or if neither is available, the Executive Coordinator, Academic Excellence.)
  3. In all cases, every effort will be made to process the review/decision in a timely fashion.

**a) First Offence**

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

**b) Second Offence**

1. If it is the student's second offence:
  - a. The instructor will consult with the Dean to determine a recommended penalty. For a second offense, the penalty will normally range from receiving a zero on the assignment or examination to failing the course.
  - b. The instructor will complete the RAM with the recommended penalty and submit it to the Dean, Executive Coordinator, Academic Excellence, and the student.
  - c. The Vice Provost, Academic Excellence (or designate) will send a formal letter to the student.
  - d. The Dean will recommend an appropriate penalty to the Vice Provost, Academic Excellence
  - e. The Vice Provost, Academic Excellence will either confirm or change the penalty, and inform the instructor, Dean, and student.
2. Students may appeal the Vice Provost, Academic Excellence's decision to the Provost, whose decision is final.

**c) Third or Subsequent Offence**

1. If it is the student's third or subsequent offence:
  - a. The instructor will consult with the Dean to determine a recommended penalty. For a third or subsequent offense, the penalty will normally range from failing the course to suspension or expulsion from the University.

- b. The instructor will complete the RAM with the recommended penalty, adding this statement: "Since this is a third recorded offense, the final consequence shall be determined by the Vice Provost, Academic Excellence."
  - c. The instructor will submit the RAM to the Dean, the Executive Coordinator, Academic Excellence, the Vice Provost, Academic Excellence, and the student.
  - d. The Vice Provost, Academic Excellence (or designate) will meet with the student.
2. If the penalty is failing the course, students may appeal the Vice Provost, Academic Excellence's decision to the Provost, whose decision is final.
3. In cases involving a recommendation for suspension or expulsion, the Vice Provost, Academic Excellence shall forward the recommendation to the Vice President, Student Life (or designate) for review and processing according to the Student Code of Conduct. The Student Conduct Officer who leads the adjudication process will communicate the final decision to the student and the Vice Provost, Academic Excellence.
4. If the penalty is suspension or expulsion, students may appeal the decision through the Student Code of Conduct Appeal process; the resulting decision will be final.
5. In all cases, every effort will be made to process the review/decision in a timely fashion.

### **3. 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 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 the Dean, or if not available, the Executive Coordinator, Academic Excellence.)
3. In all cases, every effort will be made to process the review/decision in a timely fashion.

#### **a) First Offence**

1. If it is the student's first offence, the instructor will:
  - a. Impose an appropriate penalty and note this on the form entitled Record of Academic Misconduct (RAM). For a first offense, the penalty will normally range from redoing the assignment to receiving a zero for the assignment or examination.
  - b. Submit the RAM to the Graduate Program Director, Executive Coordinator, Academic Excellence, and the student.
2. Students may appeal the faculty member's decision to the Graduate Program Director (or to the Associate Provost, Graduate Studies if the instructor is the Graduate Program Director), whose decision is final.

#### **b) Second or Subsequent Offence**

1. If it is the student's second or subsequent offence:
  - a. The instructor will consult with their Graduate Program Director and the Dean to determine a recommended penalty. For a second or subsequent offense, the penalty

will normally range from failing the course to suspension or expulsion from the University.

- b. The instructor will complete the RAM, including the recommended penalty, with the following statement: "The final decision concerning the penalty shall be made by the Associate Vice Provost, Graduate Studies (or designate)
- c. The instructor will submit the RAM to the Graduate Program Director, the Dean, the Associate Vice Provost, Graduate Studies, the Executive Coordinator, Academic Excellence, and the student.
- d. The Associate Vice Provost, Graduate Studies (or designate) will meet with the student.
- e. The Associate , Vice Provost, Graduate Studies will decide on the penalty, and inform the instructor, the Graduate Program Director, the Dean, the Executive Coordinator, Academic Excellence, and the student.

2. In cases where the penalty is up to and including failing the course, students may appeal to the Associate Vice Provost, Graduate Studies (or designate) decision to the Provost, whose decision is final.
3. In cases involving a recommendation for suspension or expulsion, the Associate Vice Provost, Graduate Studies (or designate) shall forward the recommendation to the Vice President, Student Life (or designate) for review and processing according to the Student Code of Conduct. The Student Conduct Officer who leads the adjudication process will communicate the final decision to the student, the Associate Vice Provost, Graduate Studies(or designate), and the Executive Coordinator, Academic Excellence.
4. If the penalty is suspension or expulsion, students may appeal the decision through the Student Code of Conduct Appeal process; the resulting decision will be final.
5. In all cases, every effort will be made to process the review/decision in a timely fashion.

#### **4. Procedure for Dealing with Acts of Academic Fraud**

1. Instructor fills out the Record of Academic Fraud and submits it to the Executive Coordinator, Academic Excellence. Instructor should include as much information and evidence as possible.
2. Members of the Office of Academic Excellence (for undergraduate students) or the Office of Graduate Studies (for graduate students) will conduct an investigation.
3. As per the policy, incidents of academic fraud may result in serious consequences. If the outcome of the investigation results in a recommendation for suspension or expulsion, the Student Code of Conduct process will apply, including adjudication and appeal as needed.
4. The instructor, student, Dean, and/or program or department chair will be informed of the outcome of the investigation and resultant consequence.