



Education Council

Ensuring that our students are provided with quality educational experiences

AGENDA

Regular Meeting

Wednesday, June 24, 2020

4:00 – 6:00 pm

MS Teams

TIME	ITEM	PRESENTER
4:10	CALL TO ORDER AND DECLARATION OF QUORUM (1 MIN.)	Bijan Ahmadi
4:11	ACKNOWLEDGEMENT OF COAST SALISH TERRITORY (1 MIN.) <i>Camosun College campuses are located on the traditional territories of the Lkwungen and WSÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here. <http://camosun.ca/learn/school/indigenous-education-community-connections/about/index.html></i>	Bijan Ahmadi
4:12	CHECK-IN (15 MIN.)	Bijan Ahmadi
4:27	ACCEPTANCE OF AGENDA (2 MIN.)	Bijan Ahmadi
4:29	MINUTES FOR APPROVAL (1 MIN.) For approval: EdCo Meeting Minutes May 20, 2020	Bijan Ahmadi
4:30	REPORTS (6 MIN.) Education Council Chair (2 min) VP Education (2 min) Board Member (2 min)	Bijan Ahmadi John Boraas Brenda McBain
4:36	COMMITTEE REPORTS (2 MIN.) Education Council Policy and Standards Committee	Peter Moroney
4:38	INTEGRATED CURRICULUM COMMITTEE REPORT (2 MIN.) Regular Curriculum for Approval See ICC Monthly Report	Connie Klassen
ITEMS FOR ACTION		
4:40	Academic Integrity Policy See New DRAFT Policy Process Document Standards Document Motion to Approve: That Education Council approve the new Academic Integrity policy: Moved by:	Peter Moroney/ Rashed Al-Haque



TIME	ITEM	PRESENTER
		Seconded by:
5:00	Student Conduct Policy See New DRAFT Policy Procedures Motion to Endorse: That Education Council endorse the new Student Conduct policy going forward to the Board of Governors for approval: <div style="text-align: right;"> Moved by: Seconded by: </div>	Heather Cummings
5:20	Grade Review and Appeals Policy See Revised Process Supporting Document Motion to Endorse: That Education Council endorse the revisions to the Process for Requesting Grade Review and Appeals Supporting Document that incorporate requests on compassionate grounds, subject to the approval of Academic Integrity and Student Conduct policies: <div style="text-align: right;"> Moved by: Seconded by: </div>	Peter Moroney/ Rashed Al-Haque
5:35	Terms of Reference: Education Council Academic Appeals Panel See Policy Supporting Document Motion to Approve: That Education Council approve the Terms of Reference: Education Council Academic Appeals Panel policy supporting document: <div style="text-align: right;"> Moved by: Seconded by: </div>	Peter Moroney/ Rashed Al-Haque
5:50	Managing Vacancies at Education Council See Discussion Paper Motion to Approve: That Education Council amend Section B.6 Education Council By-Laws g.3-1 as outlined in the Discussion Paper: <div style="text-align: right;"> Moved by: Seconded by: </div>	Bijan Ahmadi
6:00	MEETING ADJOURNED	Bijan Ahmadi



Upcoming Meetings:

Regular Meeting
Wednesday, September 16, 2020
4:00 – 6:00 pm
CC320/321 Interurban (Tentatively)

Voting Council Members

1. Andrea Kucherawy, Support Staff
2. Bijan Ahmadi, Faculty
3. Chris Avis, Faculty
4. Debbie Hlady, Administration
5. Fillette Umulisa, Student
6. Isabel Grondin, Faculty
7. Isaiah Jurkuch, Student
8. Janet Danks, Support Staff
9. Jennifer LeVecque, Faculty
10. John Boraas, Administration
11. Joshua Cameron, Student
12. Mark Fournier, Faculty
13. Paige Martin, Student
14. Richard Stride, Administration
15. Robin Fast, Faculty
16. Ryan Russell, Faculty
17. Scott Harris, Administration
18. Vivian Fayowski, Faculty
19. Faculty (Vacant)
20. Faculty (Vacant)

Members (*Quorum = 11*)

Non-Voting Council Members

Sherri Bell, President
Brenda McBain, Board of Governors
Connie Klassen, ICC Chair

Peter Moroney, Education Policy & Planning
Melody Foreman, Permanent Secretary
Todd Ormiston, Indigenization Representative

Guests

Rashed Al-Haque, Education Policy Specialist

For Information:

Education Council Executive:

Chair: Bijan Ahmadi, Business, 250-370-4140, ahmadib@camosun.bc.ca

Vice Chair: Andrea Kucherawy, Access, 250-370-3165, KucherawyA@camosun.bc.ca

ICC Chair: Connie Klassen, Sport & Exercise Education, 250-370-4728, klassenc@camosun.bc.ca

VP Education: John Boraas, Office of VP Education, Interurban, 250-370-4543, boraas@camosun.bc.ca

Registrar: Scott Harris, Registrar's Office, Interurban, 250-370-3840, harriss@camoun.bc.ca

EPP Director: Peter Moroney, Office of VP Education, Lansdowne, 250-370-3249, moroney@camosun.bc.ca

Permanent Secretary: Melody Foreman, Office of VP Education, Lansdowne, 250-370-3037, edapprovals@camosun.bc.ca



Education Council

Ensuring that our students are provided with quality educational experiences

DRAFT Minutes

REGULAR MEETING

Wednesday, May 20, 2020

4:00 – 6:00 pm

Video Conference

Present

Voting Members

1. Andrea Kucherawy, Support Staff
2. Bijan Ahmadi, Faculty
3. Chris Avis, Faculty
4. Debbie Hlady, Administration
5. Fillette Umulisa, Student
6. Isabel Grondin, Faculty
7. Jennifer LeVecque, Faculty
8. Janet Danks, Support Staff
9. John Boraas, Administration
10. Mark Fournier, Faculty
11. Robin Fast, Faculty
12. Ryan Russell, Faculty
13. Scott Harris, Administration
14. Richard Stride, Administration
15. Vivian Fayowski, Faculty

Non-Voting Members

- Brenda McBain, Board of Governors
 Connie Klassen, ICC Chair
 Melody Foreman, Permanent Secretary
 Peter Moroney, Education Policy & Planning
 Sherri Bell, President
 Todd Ormiston, Indigenization Representative

Regrets/Absent

- Joshua Cameron, Student
 Paige Martin, Student
 Isaiah Jurkuch, Student

Guests

- Rashed Al-Haque, Education Policy Specialist

ITEM	PRESENTER
A. CALL TO ORDER AND DECLARATION OF QUORUM The regular meeting was called to order at 4:01 pm. Quorum was reached.	Bijan Ahmadi
B. ACKNOWLEDGEMENT OF COAST SALISH TERRITORY <i>Camosun College campuses are located on the traditional territories of the Lkwungen and WSÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here. <http://camosun.ca/learn/school/indigenous-education-community-connections/about/index.html></i>	Bijan Ahmadi
C. ACCEPTANCE OF AGENDA The May 20, 2020 agenda was approved with amendments by unanimous consent.	Bijan Ahmadi

D. MINUTES FOR APPROVAL**Bijan Ahmadi**

The minutes for April 15, 2020 were approved by unanimous consent.

E. REPORTS**1. Education Council Chair****Bijan Ahmadi**

Bijan Ahmadi reminded members of the EdCo Retreat to be held on June 12th via videoconference and will include new members Blair Fisher, Puneet Kaur, Ruth Lyall. Bijan also expressed appreciation to Ryan Russell for serving another 2-year term and welcomed Vivian Fayowski back to EdCo. Bijan also reminded members that the Special Election meeting for the election of chair and vice-chair will be held on June 24th.

2. VP Education**John Boraas**

John Boraas provided members with a general update on the College amid the COVID-19 pandemic. The College saw its first return of students to campus on May 20th, which was subject to an enormous level of scrutiny to create mitigations and supports to ensure student safety as well as dental students' ability to accredit. The College is working through process to determine which programs will be allowed on campus for the summer and fall semesters. The majority of programs will continue to be delivered online as per the direction of the health authority. The College continues to navigate the complexities involved in ensuring both the safety of the campus community as well as student success and will continue to regularly communicate with and provide clarity for the campus community.

3. Board Member**Brenda McBain**

Brenda McBain reported that the Board of Governors met on May 19th and approved the [Academic Accommodation for Students with Disabilities](#) and the [Duolingo Exam for General College Admissions](#) (approved by EdCo on April 15, 2020). The President reported that the Erasing Barriers emergency fund has received 1300 applications and, to date, \$235,000 has been distributed to just under 1000 students. International enrolment is at 635, down approximately 100 from this time last year, and domestic enrolment is down approximately 15%. The provincial government has provided some general guidelines for campus reopening and will be providing more details in the next couple of weeks. Sherri Bell and Evan Hilchey reported to the Board on the implementation and review of the [Sexual Violence and Misconduct](#) policy, which is currently undergoing a review and campus-wide consultation. The Board also approved motions for administration to collect fees and levies for 2020/2021 academic year, which will be remitted to the Camosun College Student Society.

F. COMMITTEE REPORTS

Education Council Policy and Standards Committee**Peter Moroney**

Peter Moroney reported that the committee met on May 6th, and Andrea Kucherawy joined as a guest. Policy work included the Grade Review and Appeals and Indigenization policies being presented at today's EdCo meeting. The committee also discussed the Student Conduct policy, which is currently under development under the stewardship of Heather Cummings. As the Student Conduct policy is interconnected with the Academic Integrity policy currently under development, the Student Conduct policy will be coming to the Policy and Standards committee on June 1st for feedback. The Student Conduct policy will come to EdCo at later date before going forward to the Board for approval.

G. CURRICULUM FOR PRESENTATION AND APPROVAL

ACCESS: EMPLOYMENT TRAINING AND PREPARATION**Mark Fournier**

[Employment Preparation IDS3843 Fall2020 NEW CERTIFICATE](#)
[Sector-Specific Employment Training IDS3843 Fall2020 NEW CERTIFICATE](#)
[Occupations Launch IDS3843 Fall2020 NEW CERTIFICATE](#)
[ETP Cooperative Community Cooking IDS3842 Program Cancellation](#)
[ETP Distribution Services IDS3842 Program Cancellation](#)
[ETP EARTH Gardening IDS3842 Program Cancellation](#)
[ETP Workplace Literacy and Numeracy IDS3842 Program Cancellation](#)
[ETP Level 1 IDS3842 Program Cancellation](#)
[ETP Level 2 IDS3842 Program Cancellation](#)

ETP 010 IDS3840 NEW	ETP 021 IDS3841 CANCEL
ETP 011 IDS3840 NEW	ETP 022 IDS384 CANCEL
ETP 020 IDS3840 NEW	ETP 023 IDS384 CANCEL
ETP 021 IDS3840 NEW	ETP 024 IDS384 CANCEL
ETP 030 IDS3840 NEW	ETP 025 IDS384 CANCEL
ETP 031 IDS3840 NEW	ETP 026 IDS384 CANCEL
ETP 032 IDS3840 NEW	ETP 030 IDS384 CANCEL
ETP 035 IDS3840 NEW	ETP 031 IDS384 CANCEL
ETP 036 IDS3840 NEW	ETP 032 IDS384 CANCEL
ETP 051 IDS3840 NEW	ETP 033 IDS384 CANCEL
ETP 052 IDS3840 NEW	ETP 034 IDS384 CANCEL
ETP 053 IDS3840 NEW	ETP 035 IDS384 CANCEL
	ETP 036 IDS384 CANCEL
	ETP 037 IDS384 CANCEL
	ETP 038 IDS384 CANCEL
	ETP 039 IDS384 CANCEL

Motion:

That Education Council approves the Employment Training and Preparation curriculum as submitted:

Moved by: Debbie Hlady
Seconded by: Isabel Grondin
Motion Carried (Mark Fournier Abstained)

H. REGULAR CURRICULUM FOR APPROVAL

Bijan Ahmadi

[IST-093 \(was 118\) IDS3890 Fall2020](#)

[IST-094 \(was 119\) IDS3891 Fall2020](#)

[IST-095 \(was 171\) IDS3892 Fall2020](#)

[IST-096 \(was 172\) IDS3893 Fall2020](#)

[Indigenous College Preparation IDS3889 Fall2020 Revision](#)

Motion:

That Education Council approves the Indigenous Studies and Indigenous College Preparation curriculum as submitted:

Moved by: Debbie Hlady
Seconded by: Janet Danks
Motion Carried

I. INTEGRATED CURRICULUM COMMITTEE REPORT

Connie Klassen

Regular Curriculum for Approval

Whereas: The Integrated Curriculum Committee has reviewed and had consensus to recommend full approval of the following curriculum:

HEALTH & HUMAN SERVICES: CMLA

[CMLA IDS3895 Fall2020](#)

Motion:

That Education Council approves changes to the curriculum as submitted:

Moved by: Isabel Grondin
Seconded by: Scott Harris
Motion Carried

Whereas: The Integrated Curriculum Committee has reviewed and did not have consensus to recommend full approval of the following curriculum:

ACCESS: ENGLISH

[ENGL-092 IDS3897 Fall2021](#)

[ENGL-094 IDS3898 Fall2021](#)

ACCESS: ACADEMIC CAREER FOUNDATION

[COMP-040 IDS3899 Fall2021](#)

Motion:

That Education Council approves changes to the curriculum as submitted:

Moved by: Fillette Umulisa
Seconded by: Debbie Hlady
Motion Carried

J. ITEMS FOR ACTION

Indigenization Policy**Peter Moroney**See [New DRAFT Policy](#)**Motion to Endorse:**

That Education Council endorse the new Indigenization policy going forward to the Board of Governors for approval:

Moved by: Mark Fournier
Seconded by: Richard Stride
Motion Carried

Grade Review and Appeals Policy**Peter Moroney**See [New DRAFT Policy](#) | [Process Document](#) | [Standards Document](#)**Motion to Approve:**

That Education Council approve the new Grade Review and Appeals policy, to be implemented at a later date, subject to the approval of Academic Integrity and Student Conduct policies:

Moved by: Andrea Kucherawy
Seconded by: Chris Avis
Motion Carried

K. PRESENTATION AND DISCUSSION

Terms of Reference: Education Council Academic Appeals Panel**Peter Moroney/
Rashed Al-Haque**See [Policy Supporting Document](#)**Managing Vacancies at Education Council****Bijan Ahmadi**See [Discussion Paper](#)

L. ADJOURNMENT**Bijan Ahmadi**

The meeting adjourned at 6:03 pm.



EX-250-003-001-002

Wednesday, May 13, 2020

Present: Connie Klassen (Chair), Emah Christiansen, Heather delVillano, Ken Kosik, Lynelle Yutani, Mavis Smith, Nasr Khalifa, Peter Moroney, Steven Rumpel, Melody Foreman (Resource)

Guests: Jennifer Bennett, Community Learning Partnerships (Instructor)

Regrets: Gillyan Haden, Nik Hill

CURRICULUM FOR APPROVAL

REGULAR CURRICULUM

PENDING Whereas: The Integrated Curriculum Committee has reviewed and had consensus to recommend full approval of the following curriculum:

ACCESS: ENGLISH

[ENGL-021 IDS3901 Fall2021](#)

[ENGL-022 IDS3902 Fall2021](#)

[ENGL-023 IDS3903 Fall2021](#)

[ENGL-024 IDS3904 Fall2021](#)

[ENGL-025 IDS3905 Fall2021](#)

[ENGL-033 IDS3906 Fall2021](#)

Motion: That Education Council approves changes to the curriculum as submitted:

Moved by:

Seconded by:

CURRICULUM UNDER REVIEW

None

APPROVED CATEGORY 3 CURRICULUM CHANGES

Approved Category 3 (Dean Approval) and Category 3 (VP Ed Approval) (Program Suspensions) curriculum changes are accessible from the [EdCo SharePoint site](#) > [Category 3 Changes Approved](#) for members to review.

POST-EDCO ERROR CORRECTIONS

See [Corrections Post-EdCo](#)

POLICY TITLE	Academic Integrity
POLICY NUMBER	E-2.13
APPROVAL DATE	TBD
APPROVAL BODY	Education Council
REPLACES (IF APPLICABLE)	E-2.5 - Student Conduct Policy (partial)
LAST UPDATE OR AMENDMENT OR REVIEW DATE	2019
NEXT REVIEW DATE	2024
POLICY HOLDER	VP Education
RESPONSIBLE OPERATIONAL LEADER	Dean/Director/Registrar
SUPPORTING DOCUMENTS	E-2.13.1 Process for Documenting and Addressing Academic Misconduct E-2.13.2 Standards for Records Management – Academic Integrity E-2.13.3 Academic Integrity Appeals Form E-2.13.4 Academic Integrity Letter of Information Template

ACADEMIC INTEGRITY

PURPOSE AND/OR RATIONALE

Camosun College (known as “Camosun” or “the College”) is committed to building the academic competency of all students, and seeks to empower students to become agents of their own learning and promote academic belonging for everyone. The Academic Integrity policy outlines Camosun College’s academic expectations for all students and articulates the College’s values and principles with respect to upholding the highest standards of academic integrity.

POLICY APPLICATION, SCOPE, AND/OR LIMITS

This policy applies to all students enrolled in a College course or program, on or off campus, as well as prospective students, while they are engaged in College-related activities. The Academic Integrity Policy also applies to students engaged in any organized academic, College-related activity, and/or [Work Integrated Learning](#) opportunity. This includes, but is not limited to work-terms, work shadowing, field schools, field trips, field placements, practicums, community placements, College-based and external clinical placements, off-site course deliveries, service learning projects, and study abroad opportunities.

This policy also applies to students who have withdrawn or graduated from the College where an allegation of academic misconduct occurred during their registration, admission, and/or enrolment at the College.

Academic integrity is the responsibility of the entire College community. As such, this policy also applies to all employees of Camosun College who are responsible for supporting the enactment of this policy and/or those who are enrolled in courses at Camosun.

This policy is limited to academic conduct issues. If a situation arises in which student non-academic conduct is also an issue, then the student may be subject to processes and outcomes of additional relevant College policies.

DEFINITIONS

1. **Academic Integrity:** Academic integrity is the commitment to and demonstration of honest and ethical behaviour in an academic setting. It is the performance of all academic work without cheating, plagiarizing, lying, stealing, inappropriately collaborating, falsifying information, or receiving unauthorized assistance from any other person or using any source of information not appropriately authorized or attributed.
2. **Academic Misconduct:** Obtaining an academic advantage dishonestly through conduct such as cheating or plagiarism. Academic misconduct also includes gaining admission through dishonest means, whether providing false or fraudulent documentation or withholding information or documentation required for admission.
3. **Allegation:** Claim made by a College employee that a student has committed an act of academic misconduct. Allegations must be supported by observations and/or preliminary pieces of evidence to support the claim.
4. **Appeal:** A request by the student for a review of a decision and/or outcome resulting from the violation of the Academic Integrity Policy. A request for an appeal must meet one of the following grounds for appeal:
 1. A procedural error has been made or an inappropriate bias or perception of bias is present in the process;
 2. New evidence is available that is likely to change the outcome of the violation; or
 3. The outcome(s) imposed is disproportionate to or inconsistent with the nature of the offence.
5. **Balance of Probability:** Also known as preponderance of evidence, balance of probability assesses whether it is more likely than not that an allegation in question has occurred.
6. **Dean/Director/Registrar:** In the context of this policy, the principle academic and/or administrative officer at the College responsible for the Academic Integrity Policy's procedures, requirements, and/or standards. A Dean/Director/Registrar may assign a designate to oversee the procedures, requirements, and/or standards outlined in this policy.
7. **Designate:** Refers to the individual who has been delegated authority to act on behalf of an academic or administrative officer at the College.

- 8. Employee:** Any person who is employed by the College or is contracted by the College, including but not limited to faculty, staff, sessional instructors, and security personnel.
- 9. Informal Process:** A process for addressing Academic Integrity issues through communication and/or dialogue. During an Informal Process, all parties may agree to an outcome that resolves the Academic Integrity issue. Outcomes agreed upon through an Informal Process are not appealable to the Academic Appeals Panel.
- 10. Formal Process:** A process for addressing Academic Integrity if/when an Informal Process is not possible and/or appropriate. A formal process may result in an outcome decided upon by a Dean/Director. Outcomes of a Formal Process are appealable to the Academic Appeals Panel.
- 11. Instructor:** Any individual who is employed by the College to teach in any of the College's programs of study.
- 12. Interim Measure:** A decision or outcome that is enacted temporarily pending a completed investigation or outcome following an Informal or Formal Process.
- 13. Investigation:** The process of collecting and assessing information to determine if an allegation of academic misconduct has merit. The investigation will also determine the nature of and circumstances under which an alleged academic misconduct occurred. The process will be used to determine whether it is more probable than not that the College's Academic Integrity policy was violated.
- 14. Multiple Proceedings:** In cases where an allegation involves violation of more than one College policy, the policy holders and/or designates will determine which educational, rehabilitative, and/or restitution process to follow. If there is an overlap in the policies and/or if there is any conflict between the provisions in the policies, the policy holders and/or designates will determine a common course of action. The student will be notified of the process that is being followed.
- 15. Natural Justice:** A set of principles that underpins the processes, practices, and outcomes of a response to a complaint. Key elements of a process grounded in natural justice include that the respondent is made aware of the allegations against them and is given a fair opportunity to respond. Whomever is adjudicating the evidence must not be biased towards either the respondent or the complainant. The outcome(s) of any process will be in balance with the nature of the misconduct and in keeping with the principles of procedural fairness.
- 16. Outcome:** An outcome is issued as the consequence of a student's academic conduct in contravention of this policy. Students who violate the principles of academic integrity will be subject to appropriate educational, rehabilitative, and/or punitive outcomes set out by the College.

- 17. Ombudsperson:** an impartial, independent office within the College which provides a safe, confidential place for students to discuss concerns, complaints and disputes, and to consider options. The Ombudsperson is an advocate for fairness and equity, rather than an advocate for a particular person or outcome.
- 18. Procedural Fairness:** Procedural fairness is concerned with the procedures used in an investigation rather than the outcome of an investigation. Absence of bias is a core component of procedural fairness. The right to a fair process includes being made aware of and given an opportunity to respond to, correct, or contradict any information available, in person and/or in writing. Additionally, procedural fairness affords a person a right to appeal and to have an advisor or [support person](#) of their choice at any stage of the investigation process, if desired.
- 19. Student:** For the purposes of the Academic Integrity Policy, a student is anyone who, at the time of the alleged violation of this policy, was either:
1. Admitted to a degree, diploma, and/or certificate program;
 2. Registered in a credit or non-credit course and/or program offered by the College;
 3. In process of obtaining admission, readmission, or registration in a course, degree, diploma, or certificate program if it is alleged that a person breached Academic Integrity to obtain admission, readmission, or registration.

PRINCIPLES

1. Camosun College adheres to the six tenets of academic integrity: honesty, trust, fairness, respect, responsibility, and courage ([International Centre for Academic Integrity, 2014](#)).
2. Camosun recognizes the multiple and nuanced understandings of academic integrity that are prevalent across cultures. Camosun College students are strongly encouraged to inform themselves of the standards of academic integrity articulated in this policy, and the College is committed to providing supports and services to assist students in understanding the principles set out in this policy.
3. The College recognizes that students are responsible for their educational journeys. The College is committed to supporting all students to achieve their academic goals. Students are entitled to seek out available and appropriate student services, assistance, and support as they go through the processes outlined under the Academic Integrity policy. During meetings with instructors, Chairs, and/or Program Leaders, students are entitled to bring an appropriate [support person](#) to the conversation.
4. Instructors may seek assistance from their Schools with the investigation and appeal processes outlined in this policy.
5. Responsibility for upholding the values of academic integrity lies with everyone within Camosun's teaching and learning communities. Students are expected to embrace and demonstrate academic integrity as an integral part of their learning journey. Instructors will

evaluate students' academic performance in a fair and just manner and are expected to model and instill the values of academic integrity in their teaching practices.

6. Camosun College ensures that allegations of violations of this policy are managed and investigated appropriately, in a fair and equitable manner, with determinations based on the balance of probabilities. The College commits to the principles of natural justice and procedural fairness when addressing allegations of academic misconduct. Investigations of academic misconduct will be conducted through timely, consistent, unbiased and established procedures.
7. Outcomes will vary based on the severity and frequency of the academic misconduct. Where appropriate, the outcomes of an investigation of academic misconduct will be educational and developmental rather than punitive.
8. While under investigation for violation of the Academic Integrity policy, a student may continue to register and enroll in academic courses but will not receive a credential until a final decision regarding the matter has been made. If a student fails a pre-requisite course due to an academic misconduct, then they may be removed from a subsequent course that requires the pre-requisite. As an Interim Measure, students under investigation may be prevented from continuing on to a practicum course or work-term while under investigation for violation of the Academic Integrity Policy.
9. Students have the right to request an appeal of a Dean's/Director's decision or outcome resulting from the violation of the Academic Integrity Policy if the grounds for appeal are met. Students may withdraw their appeal to the Education Council's Academic Appeals Panel, in which case the matter will be considered closed and no further appeals may be made to the Panel regarding the same matter.
10. All parties must conduct themselves through the process outlined in this policy with mutual respect in accordance with relevant policies at Camosun.

STANDARDS OF ACADEMIC INTEGRITY: STUDENTS' RIGHTS AND RESPONSIBILITIES

Students are responsible for understanding and practicing Academic Integrity. Violations of Academic Integrity include but are not limited to the following:

1. **Acting unethically/dishonestly in a test or examination:** The College has a right and responsibility to ensure fairness and consistency in the administration and completion of examinations. Students have a responsibility to follow all examination procedures and abide by the principles of academic integrity before, during, and after the examination. This includes but is not limited to only relying on authorised materials/resources during the exam, making sure examination answers are properly hidden from others' view, looking at and focusing on one's own exam, completing the exam without disruption or delay, and complying with the instruction of the College official(s) administering the examination.

2. **Cheating:** Cheating is an act of deceit, fraud, distortion of the truth, or inappropriate use of another person's effort to obtain an academic advantage. Cheating is also the act of sharing one's work with others for the purpose of giving another person an academic advantage. Students have a responsibility to ensure that the academic work produced is their own.
3. **Falsifying, Misrepresenting, and/or Withholding Information:** Falsifying, misrepresenting, and/or withholding information, in the context of academic integrity, is the presenting of deceptive or false information to the College, its appointed official, and/or an external body/official to obtain an unfair advantage. Additionally, students have a responsibility to ensure that any official academic and non-academic records or information provided to the College are truthful and free from alteration and misrepresentation. This responsibility also extends to College documents that students submit to a body external to the College. It is expected that students will not withhold records, transcripts, or other academic documents to gain an unfair advantage or mislead the College.

In the case that false, misrepresentative, and/or incomplete information is presented to the College for the purposes of gaining admission, the College reserves the right to refuse admission.

If it is discovered that a student, who is enrolled in the College, has gained admission to the College using false, misrepresentative, and/or incomplete information, the College reserves the right to suspend the student or take other measure(s) deemed appropriate.

If it is discovered that a student has submitted falsified, misrepresentative, or altered College documents to an external body, the College reserves the right to suspend the student or take other measure(s) deemed appropriate.

4. **Fraud or Fabrication:** Students have a responsibility to ensure that their work is free of fraud and fabrication. The intentional misrepresentation of information, falsifying research, inventing or exaggerating data or results, or citing incorrect or fictitious resources is a violation of academic integrity.
5. **Impersonation:** Impersonating someone or entering into an agreement to impersonate someone to gain an unfair advantage in a course, submitted work, or exam violates the principles of academic integrity. Students have a responsibility to produce work on their own merit and verify their identity when requested by the College.
6. **Improper access:** Students have a right to privacy over their work and learning tools and materials. Inappropriately accessing someone else's work or gaining unauthorised access to confidential tools and materials to gain an unfair academic advantage is a violation of academic integrity. Students also have a responsibility to uphold the confidentiality of another person's work and to ensure that work (e.g., draft documents, final assignments, access codes) is not published or otherwise made available to a third party without prior consent of the work's author or owner.

- 7. Obstruction and interference:** All students have a right to succeed academically without scholarly obstruction and interference from other students. Interference with the scholarly activities of another in order to gain an unfair academic advantage is a violation of academic integrity.
- 8. Plagiarism:** Plagiarism is the intentional or unintentional presentation of work, ideas, and expression of ideas that is other than one's own. This includes presenting someone's published work, either in part or in full, without proper citations or without referencing the original source. Creators and authors have a right to expect that the work they produce will be used and referenced appropriately. Students have a responsibility to ensure that any work they submit for evaluation is their own and that any part of that work that is not their own is appropriately cited.
- 9. Unauthorised co-operation or collaboration/collusion:** When permitted, students have the right to learn collaboratively with their peers or other community members when learning is facilitated through group learning. However, there are circumstances where students are expected to produce work and demonstrate skills mastery or knowledge acquisition individually. In such instances where an instructor has indicated that work be completed on an individual basis, students have a responsibility to work independently and demonstrate their own learning, knowledge, and skill. Failure to do so is a violation of academic integrity.
- 10. Unauthorised resubmission of work:** Resubmitting a piece of work (with or without minor modifications) for evaluation and credit, for which credit has already been awarded is contrary to the principles of academic integrity. Students have a responsibility to obtain permission from their instructor before previously evaluated work is submitted.

RELATED LEGISLATED REFERENCES

- [British Columbia College and Institute Act](#)

LINKS TO RELATED CAMOSUN POLICIES, DOCUMENTS, AND/OR WEBSITES

- Camosun College Glossary of Terms
- [Copyright Guide for Camosun College](#)
- [G-1.7 Board Executive Committee Terms of Reference](#)
- [Guidelines: Camosun College Support Person](#)
- Policy-Informed Practice: A Guide to Academic Misconduct and How to Address It
- Supporting Document - Academic Integrity Appeals Form
- Supporting Document - Academic Integrity Letter of Information Template
- Supporting Document - Process for Addressing and Documenting Academic misconduct
- Terms of Reference: Education Council Academic Appeals Panel

DOCUMENT TITLE	Process for Documenting and Addressing Academic Misconduct
DOCUMENT NUMBER	E-2.13.1
NAME OF POLICY THE DOCUMENT SUPPORTS	Academic Integrity
TYPE OF DOCUMENT	Process Document
APPROVAL DATE	TBD
REPLACES (IF APPLICABLE)	E-2.5 – Student Conduct Policy (Partial)
LAST UPDATE OR AMENDMENT OR REVIEW DATE	N/A
HOLDER	VP Education
RESPONSIBLE OPERATIONAL LEADER	Dean/Director/Registrar

PROCESS FOR DOCUMENTING AND ADDRESSING ACADEMIC MISCONDUCT

PURPOSE

The purpose of this document is to outline the processes for documenting and addressing an allegation of academic misconduct. The document also outlines the process of appealing a Dean’s/Director’s decision regarding academic misconduct to Education Council’s Academic Appeals Panel.

PROCESS FOR DOCUMENTING AND ADDRESSING ACADEMIC MISCONDUCT

Students are encouraged to seek advice about the Academic Integrity policy and its process from Camosun College employees, including instructors, [the Ombudsperson](#), and/or [Camosun College Student Society](#). Students are encouraged to seek supports from College resources such as the [Office of Student Supports](#) or the [Counselling Centre](#) if required.

Prior to making an allegation, an instructor may communicate with a student to raise concerns and/or clarify issues of academic misconduct. Deans and Directors may initiate conversation with a student at anytime during the subsequent processes for the purpose of clarifying and/or resolving a matter of academic misconduct.

The allegation(s) and the outcome(s) issued will be documented throughout the processes.

INFORMAL PROCESS FOR ADDRESSING ACADEMIC MISCONDUCT

If an instructor alleges that a student has contravened the Academic Integrity policy, then they may begin the Informal Process by contacting the student about the allegation. During contact, the instructor issues the student with a Letter of Information. The letter outlines details of the allegation and states the instructor’s proposed outcome for the breach of academic integrity. If and when possible,

Instructors and students are encouraged to meet in person to discuss the matter. The instructor also sends a copy of the Letter of Information to the Chair/Program Leader who will review the allegation. If the issue is resolved, then documentation is sent to both the Dean's/Director's office and the Office of the Registrar for record keeping.

Instructors and/or students are welcome to consult with the Chair/Program Leader about an allegation of academic misconduct at any time after the student is issued the Letter of Information. The Chair/Program Leader will be involved to review the allegation of academic misconduct and may work with the instructor and student to explore alternative outcomes. The Chair's/Program Leader's role is to ensure that educational standards and fair processes are followed.

If the instructor and student are in conflict regarding the outcome of the academic misconduct, then the student may seek support from the Chair/Program Leader to resolve the conflict. If the conflict is not resolved, the student may seek a Formal Process within **ten (10) business days** of consulting with the Chair/Program Leader.

If either the instructor or the student do not agree to engage in an Informal Process to resolve the academic integrity issue, then the matter will be dealt with through the Formal Process.

Outcomes agreed upon during an Informal Process will be documented and cannot be appealed to the Academic Appeals Panel.

In cases where the instructor is also serving as the Chair/Program Leader and allegation of academic misconduct occurs in their course, then they must declare a conflict of interest, contact the Dean's Office, and request that an alternate member of the department faculty is designated to address the issue.

FORMAL PROCESS FOR ADDRESSING ACADEMIC MISCONDUCT

A Formal Process for addressing academic misconduct is initiated if:

1. Student(s) continue to breach the Academic Integrity Policy and academic misconduct continues; OR
2. The nature of the academic misconduct is severe (Category 2 and Category 3 academic misconduct; see Policy-Informed Practice: A Guide to Academic Misconduct and How to Address It for reference); OR
3. The student is not satisfied by the outcome of the Informal Process or does not agree to participate in the Informal Process, and seeks a formal review of the matter by the Dean/Director.

A student initiating a Formal Process must do so within **ten (10) business days** of being issued the Letter of Information or a meeting with the Chair/Program Leader.

The Dean/Director will receive the allegation, including the Letter of Information and any and all materials pertinent to the academic integrity matter from the student, instructor, and/or Chair/Program Leader. The Dean/Director may meet with the student, instructor, Chair/Program Leader and any

witnesses, as part of their investigation. If there is compelling information to support the allegation, the Dean/Director shall review the student's record for any other confirmed academic integrity violations.

The Dean/Director will then review the allegation and either:

- a) Dismiss the allegation; OR
- b) Uphold the instructor's outcome; OR
- c) Issue a different outcome.

The Dean/Director has **five (5) business days** from receiving the allegation to issue a response. Upon issuing a response, the Dean/Director has **ten (10) business days** to issue a final decision.

Any decision and outcome resulting from an academic integrity violation will be accompanied by a letter from the Dean/Director responsible for issuing the outcome. The letter stating the outcome will be sent to the student, the instructor, and the Chair/Program Leader. A copy, along with all other related documentation, will be included in the record maintained by the Office of the Registrar.

A student has the right to appeal the Dean's/Director's decision to the Academic Appeals Panel.

If the Dean/Director recommends, and the President approves a suspension from the College, the student has a right of appeal to the Board of Governors.

PROCESS: APPEALS TO EDUCATION COUNCIL'S ACADEMIC APPEALS PANEL

A student wishing to appeal the Dean's/Director's decision on a matter of academic integrity must do so within **five (5) business days** of the decision being issued by the Dean/Director.

The student must submit their appeal in writing and provide all of the following information in support of the appeal:

- a. The decision which is being appealed;
- b. The ground(s) for appeal;
- c. The reason(s) why the student believes the appeal should be allowed;
- d. The outcome which the student is seeking; and
- e. Any and all documentation that is relevant to the student's appeal, including completed and marked term work.

Appeals are made to the Academic Appeals Panel and must be based on valid grounds for appeal. The grounds for appeal are:

1. A procedural error has been made or a bias present or perceived in the process;
2. New evidence is available that is likely to change the outcome of the violation; or
3. The outcome(s) imposed is disproportionate to or inconsistent with the nature of the offence.

The Academic Appeals Panel will decide whether or not a student's appeal will proceed. The Academic Appeals Panel may decide not to proceed with the appeal if it is determined that:

- a. The instructor, Chair/Program leader, and Dean/Director have acted in good faith and have issued a reasonable outcome; or
- b. The appeal is frivolous, vexatious, or does not meet the grounds for appeal.

If the Academic Appeals Panel decides to dismiss the appeal, then the Dean's/Director's decision will stand.

After review, if the Academic Appeals Panel determines that the student's grounds for appeal have merit, the Academic Appeals Panel investigates the appeal and presents findings, which may result in upholding the Dean's/Director's decision or may result in the Vice-President Education issuing a new and final outcome.

Once a final outcome has been established, the issue will be deemed resolved.

Findings that lead to a loss of College credit/award are appealable to the College President.

Findings that lead to a recommendation of suspension from the College are referred to the College President. If the President approves a suspension from the College, the student has a right to appeal to the Board of Governors as per the [British Columbia College and Institute Act](#) and [Policy G-1.7](#).

LINKS TO RELATED CAMOSUN POLICIES, DOCUMENTS, AND/OR WEBSITES

- Camosun College Glossary of Terms
- [Copyright Guide for Camosun College](#)
- [G-1.7 Board Executive Committee Terms of Reference](#)
- [Guidelines: Camosun College Support Person](#)
- Policy-Informed Practice: A Guide to Academic Misconduct and How to Address It
- Supporting Document - Academic Integrity Appeals Form
- Supporting Document - Academic Integrity Letter of Information Template
- Supporting Document - Process for Addressing and Documenting Academic misconduct
- Terms of Reference: Education Council Academic Appeals Panel

DOCUMENT TITLE	Standards for Records Management – Academic Integrity
DOCUMENT NUMBER	E-2.13.2
NAME OF POLICY THE DOCUMENT SUPPORTS	Academic Integrity
TYPE OF DOCUMENT	Standards Document
APPROVAL DATE	TBD
REPLACES (IF APPLICABLE)	Student Appeals Policy
LAST UPDATE OR AMENDMENT OR REVIEW DATE	N/A
HOLDER	VP Education
RESPONSIBLE OPERATIONAL LEADER	Dean/Director/Registrar

STANDARDS FOR RECORDS MANAGEMENT – ACADEMIC INTEGRITY

PURPOSE

The purpose of this document is to articulate how records and documentation associated with the Academic Integrity policy will be managed.

STANDARDS FOR RECORDS MANAGEMENT – ACADEMIC INTEGRITY

Records of violations of this policy are kept to ensure that multiple violations of academic integrity by a student are identified and addressed appropriately. Access to these records is restricted to protect students’ privacy and will be maintained in a central repository within the Office of the Registrar.

Deans/Directors or their designate will report academic integrity violations and will forward all relevant documentation relating to a violation to the Office of the Registrar once the decision regarding a violation has been made.

The Office of the Registrar and senior academic administrators such as Deans and Directors will have access to student records regarding academic integrity violations, and normally only to check for repeat violations to determine appropriate outcomes. Access to records will not be granted to instructors, Chairs, or other staff.

If an academic misconduct results in a loss of College credit, suspension from a program, temporary suspension from the College, or permanent suspension from the College, then a notation will be made on the transcript that the student was suspended/lost College credit due to the violation of Camosun’s Academic Integrity Policy.

Notations will remain on the student's transcript for a maximum of **five (5) years**. After **two (2) years** of the notation being on the transcript, a student may file a request to have the permanent notation removed from their transcript. Requests to remove a notation are made to the Vice-President Education. All requests to remove notations of academic misconduct from a transcript must explain the reason for the request, what the student has learned from the experience, and what they have done to ensure violations of academic integrity will not occur again.

All other violations of academic integrity will be a part of the student's record with the Office of the Registrar but will not be noted on the student's transcript. Records of academic misconduct will remain on file for a **five (5)** year period after the student's departure from Camosun. After **five (5)** years, all records of academic misconduct will be destroyed.

LINKS TO RELATED CAMOSUN POLICIES, DOCUMENTS, AND/OR WEBSITES

- Camosun College Glossary of Terms
- [Copyright Guide for Camosun College](#)
- [G-1.7 Board Executive Committee Terms of Reference](#)
- [Guidelines: Camosun College Support Person](#)
- Policy-Informed Practice: A Guide to Academic Misconduct and How to Address It
- Supporting Document - Academic Integrity Appeals Form
- Supporting Document - Academic Integrity Letter of Information Template
- Supporting Document - Process for Addressing and Documenting Academic misconduct
- Terms of Reference: Education Council Academic Appeals Panel

POLICY TITLE	Student Conduct
POLICY NUMBER	E-2.5
APPROVAL DATE	October 27, 2003
APPROVAL BODY	Board of Governors
LAST UPDATE OR AMENDMENT OR REVIEW DATE	May 2020
NEXT REVIEW DATE	2025
POLICY HOLDER	VP Student Experience
RESPONSIBLE OPERATIONAL LEADER	Director Student Affairs
SUPPORTING DOCUMENTS	[use bulleted list; hyperlink if available online]

STUDENT CONDUCT

PURPOSE AND/OR RATIONALE

All persons are expected to conduct themselves in a respectful way at Camosun College (“Camosun” or the “College”). This Student Conduct Policy (the “Policy”) outlines Camosun’s expectations of all students.

The Policy provides a framework, supported by principles and procedures, to address and resolve conduct issues. Its procedures include both an informal and formal resolution process.

This Policy is in addition to students’ rights and responsibilities under other Camosun policies, directives and associated procedures, and under the laws of local, provincial and federal governments.

POLICY APPLICATION, SCOPE, AND/OR LIMITS

This Policy applies to:

- All students enrolled in the College or engaged in College related activities;
- Students’ conduct in any organized College-related activity, and/or [Work Integrated Learning](#) opportunity beyond campuses and partnership sites. This includes, but is not limited to, work shadowing, field schools, field trips, field placements, practicums, community placements, culture camps, College-based clinical placements, off-site course deliveries, service learning projects, student exchange, and study abroad opportunities;

- Students' conduct off campus, including by electronic media, which negatively impacts the College or its community, or which adversely affects the rights of a member of the College community to use and enjoy the College's learning and working environments and facilities or which adversely affects the health and safety of a member of the College community.
- Students from other institutions undertaking studies on College property;

Students' are responsible under this Policy for the conduct of their invited guests.

The Office of Student Support leads the institutional application of this Policy and works in collaboration with Campus Security.

The application of this Policy is independent of any criminal or civil proceedings which may arise from the same conduct. The processes under this Policy may, in the discretion of the Office of Student Support, be suspended when criminal proceedings are underway.

The College recognizes that students may have certain legal rights to freedom of expression. The Policy does not seek to unreasonably limit any rights provided by law. This Policy and its associated Procedures will be applied in relation to unacceptable student conduct recognizing that right.

Incidents of sexualized violence and misconduct are addressed separately under the College's [Sexualized Violence and Misconduct Policy](#) (see link). Where conduct is subject to investigation or proceedings under the Sexualized Violence and Misconduct Policy, this Policy does not apply.

Students who are also employees of the College may, in addition to consequences under this Policy and Procedures, be subject to processes and consequences under employment related policies including the [Standards of Conduct Policy](#) and the [Respectful Workplace Policy](#) (see links).

This Policy does not limit the College's right or obligation to implement threat assessment protocols to assess whether an individual's behaviour poses a risk to self or other members of the College community.

PRINCIPLES

1. Students are at the centre of Camosun's educational mission. Creating and maintaining a safe, respectful, secure, and supportive learning environment for students is the responsibility of all members of the College community.
2. All members of the College community have a responsibility to act in manners consistent with the College's educational mission. Students have the right to learn in a safe environment, free from harassment, violence, intimidation, bullying, hazing, and coercion, whether the conduct occurs in person or through the use of technology. Students have obligations not to engage in conduct that causes harm to persons or property, that violates College policies or this Policy and Procedures, or that otherwise contravenes federal, provincial or local laws.

3. Any conduct on the part of a Student that has, or might reasonably be seen to have, a negative affect on the College or the College community, or that affects the health, safety, rights or property of the College or the College community may be subject to discipline under this Policy.
4. The College recognizes that conflict between members of its learning community may arise. Whenever possible, students are encouraged to engage in informal conflict resolution to foster a culture of effective conflict management that emphasizes honest discussion and collaborative problem solving. The College will strive to facilitate informal conflict resolution. When informal conflict resolution is not possible, is unsuccessful, or is otherwise inappropriate, complaints and allegations may be dealt with through the formal Student Misconduct Process.
5. The College will conduct a timely investigation into allegations of misconduct that could, if substantiated, constitute a violation of this Policy. All investigations are conducted in a fair and equitable manner, consistent with the principles of procedural fairness and natural justice, and having regard to the nature and seriousness of the conduct complained of.
6. Where the Student Misconduct Process determines that misconduct has occurred, the outcome of that process will take into account all the circumstances of the misconduct and the circumstances of the Student engaging in the misconduct. The College recognizes that, where appropriate, a Student Misconduct Process outcome that is educational, developmental or restorative, may be preferable to, or imposed in conjunction with, a punitive outcome.
7. A Student Misconduct Process outcome may be appealed by a Student in accordance with the Procedures under this Policy.
8. Allegations, Informal Processes, Investigations, the Student Misconduct Process and Outcomes will all be treated by the College as confidential, and only disclosed insofar as permitted by the British Columbia Freedom of Information and Protection of Privacy Act, and as necessary to ensure procedural fairness and natural justice in relation to any Allegation. All parties and witnesses will be asked to and are expected to keep such information confidential (except that a Student alleged to have engaged in misconduct may confidentially share information with a support person). Breaches of confidentiality by a Student or employee may result in disciplinary sanctions.
9. No individual making or responding to an Allegation under this Policy, or participating in an appeal of an Outcome shall be subject to reprisal or threat of reprisal for making or defending the allegation, or for participating in the appeal. Reprisals and threats of reprisal may be subject to discipline under this or other College policy.

DEFINITIONS

1. **Allegation:** Information brought to the attention of the Office of Student Support that, if true, concerns non-academic conduct that may be a violation of this Policy. Where available, Allegations should be supported by particulars and details of the conduct of concern.

2. **Appeal:** A request by the Student for a review of an Outcome of the Student Misconduct Process. An Appeal will be considered in accordance with the Procedures under this Policy. Except in relation to appeals of suspension decisions made by the President, an appeal, absent extraordinary circumstances, will only be considered if:
 - a. A substantial procedural error has been made in the process;
 - b. Evidence, not reasonably available at the time the Outcome was determined is available and the new evidence may change the Outcome;
 - c. The Outcome imposed is unreasonable or excessive in all the circumstances.
3. **Balance of Probability:** Whether on the available evidence an event is more likely than not to have occurred.
4. **Complainant:** A person who brings forward an Allegation.
5. **Director:** The Director of Student Affairs. The Director is responsible for the management of the Student Conduct Policy's Procedures. The Director may delegate their responsibility under this Policy to a Designate.
6. **Designate:** An individual formally delegated authority to act on behalf another discharging responsibilities under this Policy.
7. **Employee:** A person who employed by the College, including but not limited to faculty, staff, sessional instructors, and security personnel, and includes Contractors contracted to work at the College.
8. **Guest:** A person who is visiting a Student on campus. Students are responsible for the conduct of their guests while on campus.
9. **Informal Process:** A consensual process to resolve Allegations concerning Student Conduct. An informal process will involve the Office of Student Support and/or Campus Security and may involve any other party impacted by the alleged misconduct. An Outcome of the informal process that is agreed to resolves the Allegation may not be appealed.
10. **Interim Measure:** A temporary measure implemented by the Office of Student Support, Campus Security or President pending an Investigation, Informal Resolution, or Outcome. An Interim Measure except a Suspension is not appealable.
11. **Investigation:** The process of collecting and assessing information to determine if an Allegation is substantiated on the Balance of Probabilities.
12. **Leave of Absence:** An approved, temporary separation/withdrawal of the student from the College. A Leave of Absence may occur for any reason approved by the College including medical or mental health reasons.

- 13. Minor Misconduct:** Conduct that breaches the Student's express or implied obligations under this Policy that is not Major Misconduct.
- 14. Major Misconduct:** Conduct that breaches the student's express or implied obligations under this Policy of a serious nature, as determined by the Office of Student Support, including but not limited to conduct that is offensive, threatening, aggressive, harassing, or violent, misconduct towards property (such as vandalism or destruction of property), and repeated incidents of Minor Misconduct.
- 15. Multiple Proceedings:** Refers to instances when student conduct implicates two or more College policies. In such circumstances, the College officials responsible for the administration of each policy will meet to determine how to proceed. The Student will be advised of the process to be followed.
- 16. Natural Justice:** In this Policy refers to the rules of law that ensure a fair process, including that the Student is made aware of the Allegations and is given a fair opportunity to respond, with a decision rendered by an unbiased decision maker based on the evidence.
- 17. Outcome:** The consequence either agreed upon, or imposed as a result of a finding of a violation of this Policy. Outcomes may include, but are not limited to warnings, restitution, requirement to enter a behaviour contract, removal from course/program and suspension. If an Outcome results in a loss of College credit, suspension from a program, temporary suspension from the College, or permanent suspension from the College, a notation may be made on the Student's transcript. On application to the Vice President – Student Experience, such notations may be removed after two years.
- 18. President:** The President appointed pursuant to the College and Institute Act. Only the President of the College may suspend a Student from the College for misconduct.
- 19. Procedural Fairness:** In this Policy refers to the manner in which the Procedures under this Policy are implemented, and includes the right to know the Allegations and be provided the opportunity to respond to the Allegations and the evidence in support of the Allegations, and to have a decision made by an impartial decision maker. As used in this Policy, Procedural Fairness includes the right to have a Support Person during the Student Misconduct Process, if desired.
- 20. Restitution:** Reimbursement for damage to or loss of property. Restitution may be part of a resolution of an Informal Process, or an Outcome of the Student Misconduct Process. Restitution may be payable to the College or a person experiencing loss or damage as a result of Student Misconduct.
- 21. Student:** A "Student" is a person who has been accepted to and has registered for a course or program offered by the College. A person is considered a Student under this Policy from the time of registration until that person has completed the course without registering for another course, or

until that person has graduated from a program, including the period while actually engaged in the course or program, the period between registration and the commencement of the academic term, and the period between terms (including summer). A person on leave under the Involuntary Health and Safety Leave of Absence Policy is not considered a Student for the purposes of this Policy. Where an Allegation is made against a person who was a Student at the time of the alleged misconduct, the College may, in its discretion, conduct an Investigation.

22. **Student Misconduct Process:** The process set out in this Policy and Procedures for addressing Student Conduct issues not resolved pursuant to an Informal Process.
23. **Support Person:** A person who acts as an emotional resource throughout an Investigation, an Informal Process and/or the Student Misconduct Process. The College recommends a support person who is someone the Student feels comfortable with knowing the details of the Allegations and who can assist a student in understanding the Policy and Procedures and help a student identify questions that they may have throughout an Investigation, Informal Process or the Student Misconduct Process. The support person does not act as advocate for the Student.
24. **Suspension:** Includes removal of a student from any class, course, or program. The removal from receipt of a College service or withdrawal from participation in a College activity, when imposed as part of an Outcome, are not considered Suspensions under this Policy.

PROHIBITED STUDENT CONDUCT

The following is a non-exhaustive list that provides examples of misconduct that may be addressed under this Policy. Conduct not specifically set out below may also be subject to proceedings under this Policy:

1. Misconduct against Persons, including:

- a. **Assault and Threatening Conduct** This includes physically aggressive behaviour, assault, intimidation, and threats (whether made verbally, in writing, or electronically, such as through social media) directed at or impacting on a member or members of the College community **Examples:** Punching or hitting another person; unwanted contact with or stalking of another person; communicating an explicit or implicit threat, verbally, by action or through electronic means (e.g. text and social media) towards a person or group.
- b. **Endangering the Health, Safety or Well-Being of Others** This includes conduct that potentially or actually endangers the safety, health or well-being of any person in the course of any College related activity. **Examples:** Tampering with fire access doors or discharging fire extinguishers; unsafe operation of a motor vehicle.

c. Discrimination and Harassment Engaging in conduct that discriminates against any person on grounds set out in the British Columbia Human Rights Code, including race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age, or engaging in harassing behaviour, such as conduct that is unwelcome or that reasonably ought to be known to be unwelcome, and that would be expected to cause another person to feel demeaned, intimidated or harassed, or that otherwise creates a hostile or offensive environment. **Examples:** Making racialized or inappropriate comments, unwanted attention, homophobic or transphobic comments or actions.

d. Disrespectful or Demeaning Conduct This includes any statement, publication, notice, sign, symbol, emblem or other representation which gives a member of the College community reasonable cause to believe that he or she has suffered hatred or contempt. **Examples:** Racist or misogynistic language, cartoons, photos, symbols, etc., which expose a person or a group or class of persons to hatred or contempt.

2. Misconduct Against Property, including

a. Theft or Attempted Theft This includes any actual or attempted misappropriation of the property of the College or a member of the College community. **Examples:** Theft of library resources; theft of personal property such as a knapsack or purse.

b. Vandalism/Intentional Damage of College or personal property This includes any intentional altering of, or damage to, any resource or property belonging to Camosun or to property of any member of the College community. **Examples:** Damaging library books; defacing College buildings; or damaging vehicles.

3. Misconduct towards the College, including

a. Failure to Comply with Lawful Directions of College Employees This includes any failure to comply with a reasonable request or directive of any College employee authorized to make that request or directive, issued in order to protect the interests of the College or the rights, privileges or safety of any member of the College community. **Examples:** Failure to leave a building during a fire alarm; refusal to remove a vehicle parked in a fire lane; failure to vacate a College service or instructional area when directed.

b. Disruptive Conduct/Disorderly Conduct This includes any conduct that interferes with the provision of College services or instruction or that interferes with the right of any member of the College community to carry out their legitimate activities or to speak or to associate with others. **Examples:** Verbal outbursts, impairment due to alcohol or drugs, physical gestures, fighting, actions

or interruptions which limit or interfere with the provision of College services or instructional activities; disturbances of any College related or on-campus activity.

c. Unauthorized Entry or Presence This includes any unauthorized entering, remaining in, or allowing others to have access to areas of the College. *Examples:* To enter, or allow others to gain entry to, computer laboratories outside of authorized times and conditions; or unauthorized presence in any College office or area.

d. False Information or Identifiers This includes falsification, alteration or misuse of personal identification, electronic identification, records or documents. *Examples:* Using the identification, password or computer account other than the Student's own.

e. Misuse of University Technology This includes unauthorized access to or use of computing equipment, facilities, networks or systems, interference with data, such as destroying, altering, or rendering inoperable any stored information, including data, computer programs or equipment.

f. Making False, Frivolous or Vexatious Complaints This includes any complaint pursuant to this or any other College policy that is intentionally made by a person who knows it is false, frivolous or vexatious. *Examples:* Alleging a theft of personal property that is untrue; alleging an assault that did not occur; alleging harassment without any reasonable foundation for the allegation.

g. Aiding or Abetting the Breach of College Policy This includes encouraging, aiding or conspiring with another to engage in conduct that would, if committed by the Student, be a breach of this Policy.

h. Violating Federal, Provincial or Local Laws This includes any conduct that violates the laws of any applicable authority in a way that has a negative impact on the College or College community. *Examples:* Violations of B.C. Liquor Control Act; possession, use or sale of illegal drugs.

PROTECTION OF PRIVACY AND RETENTION OF RECORDS

During the processing of an Allegation, an Investigation, an Informal Process, or action under the Student Misconduct Process, the College will collect personal information from the complainant, respondent, and witnesses relevant to the matter. Such information is collected, used and disclosed by the College only as permitted by the Freedom of Information and Protection of Privacy Act. Personal information is collected by the College for the purpose of processing the Allegation, Investigation, Process and Appeal, resolving the Allegation, implementing any Outcome and any related proceedings. The information is also collected, used and disclosed by the College for the purposes of managing the relationship between the College, the Student and the Complainant. The College maintains personal information collected, used or disclosed for these purposes, only for so long as is necessary to fulfill the purpose for which it was collected, used or disclosed, or is necessary to protect the interests of the

College but where personal information is used by the College in a way that affects the interests of an individual, such information will be maintained for at least one year from the date of such use.

Records of Outcomes (whether as the result of an Informal Process or the Student Misconduct Process) that involve violations of this Policy are kept to ensure that multiple violations of non-academic misconduct by a Student are identified and addressed appropriately.

Access to records collected or created in relation to an Allegation under this Policy is restricted to protect students' rights to privacy and will be maintained in a central repository within the Office of Student Support with access only to designated individuals. Only Office of Student Support team members will have access to student records regarding matters under this Policy unless otherwise reasonably required by another person for legitimate and lawful purposes. Access to records will not normally be granted to instructors, Chairs, or other staff.

RELATED LEGISLATED REFERENCES

- [British Columbia College and Institute Act](#)

LINKS TO RELATED CAMOSUN POLICIES, DOCUMENTS, AND/OR WEBSITES

- 0-6-1 Protection of Privacy
- 0-6-2 Records Management
- G-1.3 Board Decision Making Policy
- E-2.4 Student Appeals
- E-2.5 Student Conduct Policy
- E-2.9 Sexual Violence and Misconduct Policy
- [Camosun College Support Person](#)

DOCUMENT TITLE	Student Conduct
DOCUMENT NUMBER	
NAME OF POLICY THE DOCUMENT SUPPORTS	Student Conduct
TYPE OF DOCUMENT	Procedures
APPROVAL DATE	TBD
REPLACES (IF APPLICABLE)	
LAST UPDATE OR AMENDMENT OR REVIEW DATE	
HOLDER	VP Student Experience
RESPONSIBLE OPERATIONAL LEADER	Director Student Affairs

STUDENT CONDUCT

PURPOSE

The following Procedures outline how Allegations of a violation of this Policy are processed by the College.

Students are at all stages encouraged to seek advice about this Policy and its Procedures from the Office of Student Support, the College Ombudsperson, and/or Camosun College Student Society.

PROCEDURES

MAKING AN ALLEGATION

The operation of this Policy is initiated by the making of an Allegation. Allegations may be initiated by staff, faculty, students, members of the public or upon the Office of Student Support or Campus Security becoming aware of facts that support an Allegation.

Initial Review

Upon becoming aware of an Allegation, the Office of Student Support conducts an initial review to determine whether the facts giving rise to the Allegation would, if true, constitute a violation of this Policy. If not, the matter is considered concluded and no further steps are taken. If so, then further steps under these Procedures will be followed. The Student will be notified that an Allegation has been made, and the substance of it.

Interim Measures

At any time after becoming aware of an Allegation, the College may impose an Interim Measure. Normally, an Interim Measure is put in place by the Office of Student Support, but if the Interim Measure involves a Suspension, it is imposed by the President.

Informal Process

At any stage in the processing of an Allegation, at the instance of any party, the Allegation may be addressed through an Informal Process. An Informal Process is a consensual process. The specifics of the Informal Process will depend upon the circumstances of the Allegation and will be structured with a view to achieving a mutually acceptable resolution of the Allegation. An Informal Process may involve the gathering of facts by the Office of Student Support and Campus Security. The Informal Process may involve the use of mediation. An Informal Process may involve a Complainant, faculty, staff, or others, as appropriate. Early use of an Informal Process is encouraged.

An Informal Process will proceed in a timely manner.

Outcomes reached through an Informal Process are subject to approval of the Director before they become binding on the College.

An Outcome agreed to through an Informal Process is not subject to Appeal.

STUDENT MISCONDUCT PROCESS

The Student Misconduct Process is initiated if:

1. An Informal Process is not appropriate in the circumstances. An Informal Process may not be appropriate where the Student has previously engaged in misconduct contrary to this Policy, continues to engage in conduct that violates this Policy, or engages in Major Misconduct of such a serious nature that an Informal Process is inappropriate;
2. A party is unwilling to participate in an Informal Process; or
3. An Informal Process does not achieve an Outcome.

Investigation and Outcome

Upon becoming aware of an Allegation, the Office of Student Support will initiate an Investigation. The Investigation will normally be conducted by a member of the Office of Student Support or Campus Security, but the College may determine to appoint an external investigator to conduct the Investigation and make findings (the "Investigator".) An Investigation may occur prior to, concurrently with, or following, an Informal Process, as is determined by the Office of Student Support and Campus Security to be appropriate in the circumstances. If an Investigation is deferred pending the Informal Process, it will normally be commenced within five (5) days of that process not achieving an Outcome.

Prior to the conduct of an Investigation, the Student who is subject to the Allegation will be informed of the substance of the Allegation and that an Investigation will be initiated. In certain circumstances, it

may be necessary to delay informing the Student of the Allegation (such as, for example, if informing the Student of the Allegation may result in the destruction of evidence.)

The College, through the Office of Student Support, will determine the procedures for the Investigation depending upon the circumstances of the Allegation, which procedures will typically include the following:

1. The Student is given notice of the Allegation sufficient to allow the Student to understand the nature of it and to be able to fairly respond to it. This notice will provide the material details of the Allegation.
2. The Investigator gathers information from individuals who may have relevant information concerning the Allegation. This may include the Complainant, witnesses, faculty, staff, members of the public and other students. The Investigator may both conduct interviews and collect documents related to the Investigation.
3. The Student will be provided an opportunity to respond to the Allegation. The Student will be provided with a summary of information obtained during the Investigation to allow the Student to fairly respond.

Following the conclusion of the Investigation, the Investigator will report to the Director their findings, and may, if requested, recommend an Outcome.

Following receipt of the Investigator's findings, and recommendation, if any, the Director may:

- a. Accept the findings of the Investigator, as to whether a breach of the Policy did or did not occur;
- b. Reject the findings of the Investigator and either (a) require further investigation; (b) dismiss the Allegation; or (c) find that a breach of this Policy occurred;

Where a breach of this Policy is found the Director may impose an Outcome.

Where the Director is of the view that a Suspension is an appropriate Outcome, the Director will recommend a suspension, and the grounds for it, to the President. The Student will be provided the opportunity to respond to the Director's recommendation.

APPEALS FOR DISCIPLINE OTHER THAN SUSPENSION FROM THE COLLEGE

A Student has the right to appeal an Outcome imposed by the Director to the Vice- President Student Experience.

An Appeal of an Outcome must be initiated within **five (5) working days** of the Student being informed of the Outcome.

An Appeal must be made in writing and provide all of the following information:

- a. The Outcome which is being appealed;
- b. The grounds for the appeal (i.e., why the Student believes the appeal should be allowed);
- c. The Outcome which the student is seeking and the reasons why;
- d. Any and all documentation and submissions relevant to the Student's appeal.

Appeals of Outcomes imposed by the Director may only be brought on the following grounds:

- a. A substantial procedural error has been made in the process;
- b. Evidence, not reasonably available at the time the Outcome was determined is available and the new evidence may change the Outcome;
- c. The Outcome imposed is unreasonable or excessive in all the circumstances.

The Vice-President Student Experience will request the Director to provide all relevant document related to the Outcome and a response to the Student's Appeal.

The Vice-President Student Experience will consider the Appeal within **five (5) working days**. The Vice-President Student Experience will decide whether to allow the appeal and dismiss the Allegation, deny the Appeal and uphold the Outcome, or vary the Outcome.

The Vice-President Student Experience may decline to consider an appeal when it is determined that the appeal:

- a. is trivial, frivolous, or vexatious, or
- b. Is not based on a ground of appeal as set out in this Policy.

The decision of the Vice-President Student Experience on an Appeal is final and is not subject to appeal.

APPEALS FOR DISCIPLINARY SUSPENSION FROM THE COLLEGE

A Student may appeal a disciplinary Suspension imposed by the President to an appeal committee (the "Board of Governor's Student Appeal Committee") comprised of the Board of Governor's Executive Committee, and a Student Representative appointed in accordance with Policy G1.7 (Board Executive Committee Terms of Reference).

An Appeal may be brought only on the following grounds:

- a. A substantial procedural or due process error has been made in the process;
- b. Evidence, not reasonably available at the time the Outcome was determined is available and the new evidence may change the Outcome;

An appeal must be submitted by the Student within ten working days of the Student being advised of the Suspension.

The following procedures apply in respect of an Appeal of a Suspension:

An Appeal must be initiated in writing and delivered by the Student to the Board Executive Assistant. The Appeal Package must provide all of the following information:

- a. The Outcome which is being appealed;
- b. The grounds for the appeal (i.e., why the Student believes the appeal should be allowed);
- c. The Outcome which the student is seeking and the reasons why;
- d. Any and all documentation and submissions relevant to the Student's appeal.

The Board Chair may decline to consider an appeal when it is determined that the appeal:

- a. is trivial, frivolous, or vexatious, or
- b. Is not based on a ground of appeal as set out in this Policy.

Appeal in Writing

If the Appeal proceeds in writing, the Board Chair will provide the Appeal Package and the President's response to the Board of Governors Student Appeal Committee.

The Board of Governors Student Appeal Committee will meet and deliberate with respect to the Appeal and determine whether to allow the Appeal, dismiss the Appeal, or vary the Outcome. The Board of Governors Student Appeal Committee may dismiss the Appeal if it does not raise a permissible ground of appeal. The Board of Governors Student Appeal Committee may have legal counsel present to advise them in relation to the Appeal.

Appeal in Person

If the Appeal proceeds in person, the Board Chair will convene a hearing before the Board of Governors Student Appeal Committee. The Board Chair will endeavour to schedule the hearing within 10 business days after the Appeal documentation is complete, or as soon thereafter as reasonably possible.

The Board of Governors Student Appeal Committee will determine the procedures to be followed at the hearing, ensuring that:

1. the Student is accorded Procedural Fairness and Natural Justice;
2. the Student and the President may be present for the hearing of any evidence or submissions in relation to the Appeal;
3. the Board of Governors Student Appeal Committee may hear witnesses, on such terms as the Committee may determine;
4. the Student and the President may make submissions, subject to such terms as the Board of Governors Student Appeal Committee may determine.

The Board of Governors Student Appeal Committee will deliberate on the Appeal *in camera* and determine whether to allow the Appeal, dismiss the Appeal, or vary the Outcome. The Board of

Governors Student Appeal Committee may dismiss the Appeal if it does not raise a permissible ground of appeal. The Board of Governors Student Appeal Committee may have legal counsel present to advise them in relation to the Appeal.

All Appeals

The decision of the Board of Governors Student Appeal Committee will be communicated to the President and the Student in writing.

The decision of the Board of Governors Student Appeal Committee is final and not subject to appeal.

LINKS TO RELATED CAMOSUN POLICIES, DOCUMENTS, AND/OR WEBSITES

- G-1.3 Board Decision Making Policy
- E-2.4 Student Appeals
- E-2.5 Student Conduct Policy
- E-2.9 Sexual Violence and Misconduct Policy

POLICY TITLE	Grade Review and Appeals
POLICY NUMBER	E-2.12
APPROVAL DATE	TBD
APPROVAL BODY	Education Council
REPLACES (IF APPLICABLE)	Student Appeals Policy
LAST AMENDMENT DATE	N/A
NEXT REVIEW DATE	2025
POLICY HOLDER	VP Education
RESPONSIBLE OPERATIONAL LEADER	Dean/Director/Registrar
SUPPORTING DOCUMENTS	E-2.11.1 Process for Requesting Grade Review and Appeals E-2.11.2 Standards for Records Management – Grade Review and Appeals E-2.11.3 Supporting Document – Final Grade Review Request to Dean/Director Form E-2.11.4 Supporting Document – Grade Appeals Form to EdCo’s Academic Appeals Panel Form

GRADE REVIEW AND APPEALS

PURPOSE

The purpose of this policy is to provide information, responsibilities, and processes for students who wish to request a review of term work, request a final grade review, or appeal a final grade. It also informs instructors, department Chairs/Program Leaders, and College administrators of their responsibilities in the process.

POLICY APPLICATION, SCOPE, AND LIMITS

This policy applies to all students (learners) enrolled in Camosun College courses and programs. This policy does not address issues of academic integrity or student behavioural conduct. This policy also does not address student complaints concerning teaching and learning. For a concern or complaint about teaching and learning, please review the [Student Complaints Process](#).

DEFINITIONS

1. **Dean/Director:** In the context of this policy, the principal academic and/or administrative officer at the College, who is responsible for the management of the Request for Grade Review and Appeals policy and procedures, requirements, and/or standards. A Dean/Director may designate someone within their portfolio to oversee the procedures, requirements, and/or standards

outlined in this policy. The Dean/Director may have an informal conversation with those who are impacted by this policy.

2. **Designate:** Refers to the individual who has been formally delegated authority to act on behalf of an academic and/or administrative officer at the College, at such times when they are unavailable to attend to time-sensitive matters as it related to the College's processes.
3. **Evaluation:** A course assignment or activity for which a grade is assigned. It may include, but is not limited, to tests, quizzes, papers, presentations, practicums, skills demonstration, and exams.
4. **Extenuating Circumstance:** An extenuating circumstance is a situation or condition, including a medical condition that is beyond the student's control and that has a direct and substantial impact on the student's ability to meet essential academic requirements and/or standards.
5. **Final Grade Appeal:** A formal review of the total grade received for all course evaluations, initiated by a student within ***five (5) business days*** of the official final grade being posted. A final grade appeal begins with the student discussing the appeal with the instructor (or Chair/Program Leader if the instructor is unavailable). To appeal a final grade, a student must show how their appeal meets one of the stated grounds for appeal (please see *Supporting Document – Process for Requesting Grade Review and Appeals* for the detailed process).
6. **Grade Review:** The reconsideration of a graded evaluation.
7. **Instructor:** Any individual who is employed by the College to teach a College course or program.
8. **Ombudsperson:** an impartial, independent office which provides a safe, confidential place for students to discuss concerns, complaints and disputes, and to consider options. The Ombudsperson is an advocate for fairness and equity, rather than an advocate for a particular person or outcome.
9. **Term Work:** All constituent evaluations that are used to calculate the final grade.

PRINCIPLES

1. The College recognizes the right and responsibility of its instructors to evaluate student performance in a reasonable and fair manner in accordance with the [College's policies](#).
2. The College encourages open communication between instructors and students to resolve a concern arising from a graded evaluation, with involvement from a Chair/Program Leader where

appropriate. The College is committed to the provision of a fair and timely process for requests for grade reviews or appeals.

3. Students are entitled to seek out available and appropriate student services, assistance, and support as they go through processes outlined under the Grade Review and Appeals policy. During meetings with instructors, Chairs, and/or Program Leaders, students are entitled to bring an appropriate [support person](#) with them. Please visit [Services for Students](#) to better understand how the College supports students.
4. Instructors have a responsibility to inform students of the Grade Review and Appeals policy.
5. Instructors are entitled to seek out support from the College to help them through the process of requests for grade reviews or appeals.
6. The College recognizes that students may experience pre-existing extenuating circumstances that may negatively impact a student's ability to perform well on an academic evaluation. In such cases, where possible, students have a responsibility to inform the instructor of their extenuating circumstance prior to undertaking the evaluation. This will enable students and instructors to explore alternatives to assess the student's academic learning. Students cannot claim to have an extenuating circumstance after receiving a grade on a completed evaluation, where that circumstance was pre-existing. Any considerations sought after a grade has been assigned must be sought after through compassionate grounds (please see *Supporting Document – Process for Requesting Grade Review and Appeals* for the detailed process).
7. The outcome of a review of grades and decisions made by College employees on requests for grade reviews or appeals will be documented.
8. For the purposes of credentialing, pre-requisites, and transcripts, the grade posted to CamLink will be the final grade until a final grade appeal is processed. Students will be allowed to continue with a course or practicum if a final grade appeal is being processed for a course that is a prerequisite to a subsequent course or practicum. If the student is unsuccessful with their review for review or appeal, the student may be withdrawn from the course or practicum.
9. Students may withdraw their request for review or appeal at any stage of the process. If the student withdraws the appeal, the matter will be considered closed and no further appeal will be permitted with respect to the same grade.
10. A review or appeal of evaluations and/or a final grade may result in the grade either increasing, decreasing, or remaining the same.

11. All parties must conduct themselves through the process outlined in this policy with mutual respect in accordance with relevant policies at Camosun.

STANDARDS FOR RECORDS MANAGEMENT – GRADE REVIEW AND APPEALS

Records and documentation related to the Request for Grade Review and Appeals policy are kept with either the instructor, School, Office of the Registrar, or all three parties, to ensure that the College has all the necessary information to process a review and/or appeal of a final course grade. The Office of the Registrar and senior academic administrators such as Deans and Directors will have access to student records with respect to the Grade Review and Appeals policy.

Deans/Directors/Education Council Appeals Panel will report outcomes related to final course grade reviews, along with relevant documentation, to the Office of the Registrar once a decision has been made.

PROCESS FOR REQUESTING GRADE REVIEW AND APPEALS

Students are encouraged to learn about the Grade Review and Appeals policy, its process, and their responsibility related to it from Camosun College employees, including instructors, [the Ombudsperson](#), and/or [Camosun College Student Society](#). Students are encouraged to seek support from College resources - visit [Services for Students](#) to better understand how the College supports students.

Students are encouraged to discuss their evaluations and grades with instructors as soon as they have concerns, **including those of a compassionate nature, whereby a student seeking a review has experienced significant unusual or unexpected hardship immediately prior to completing the evaluation.**

Students seeking a review of an evaluation with their instructor must do so soon after being assigned a grade and strive to seek a mutually agreeable resolution of the student's concern. Instructors and/or students are welcome to consult with the Chair/Program Leader about term work grades. The Chair's/Program Leader's role is to ensure that educational standards are followed. Chairs/Program Leaders may report concerns to Dean/Directors.

For term work, the final decision to revise a graded evaluation remains with the instructor. The instructor may choose to consider a range of remedies to address a student's request to re-evaluate term work.

The outcome of a student's request to review term work must be documented by the instructor and/or Chair/Program Leader and kept on file with the instructor and the Chair/Program Leader.

For review of final course grades, the following procedure must be followed.

PROCESS: REQUESTS TO REVIEW FINAL COURSE GRADES

A student's request to review final course grades and the outcome of the request must be documented by the instructor and/or Chair/Program Leader and kept on file with the instructor and the Dean's office.

If students have questions about the process to review a final course grade, they are encouraged to seek information and clarification from the School through which the course is offered.

STAGE 1: PROCESS FOR REQUESTING A REVIEW OF FINAL COURSE GRADE WITH THE INSTRUCTOR

A formal request to review a final course grade begins with a conversation between the student and their instructor. The student must request their instructor review a final course grade within **five (5) business days** of the final grade being posted on CamLink. The review of the final course grade can only be based on the following grounds:

- a. An Education/Academic policy was contravened that negatively impacted the student's learning and final grade;
- b. Calculation error in summing up the marks for an evaluation and/or when a grade is recorded incorrectly;
- c. Error in the assigned course evaluation(s);
- d. Unfairness in applying grading criteria.

The instructor may choose to consider a range of remedies to address a student's request to review the final course grade.

Term work that has already been re-evaluated normally will not be re-evaluated again for the purposes of a final grade review.

STAGE 2: REVIEW OF FINAL COURSE GRADE WITH THE CHAIR/PROGRAM LEADER

If in Stage 1, the instructor is not in agreement with the student to review a final grade or is unavailable to review a final grade, then the next step for the student is to take their request for review to the Chair/Program Leader. Requests for review by a Chair/Program Leader must take place within **five (5) business days** of an instructor's decision from Stage 1 or within **five (5) business days** of receiving the grade if the instructor is unable or unavailable to review the final grade.

The Chair/Program Leader shall review the request and address the matter within **five (5) business days** of receiving the request, in an effort to arrive at an outcome that is agreeable to all parties. Involvement from the Chair/Program Leader will likely involve communicating with both the instructor and the student.

The Chair/Program Leader, in collaboration with the instructor, can recommend a remedy from a range of options to address a student's request to review the final course grade. The grade determined through the involvement of the Chair, instructor, and student shall be recorded as the final official grade.

At this stage, the option to provide the student with an alternative remedy and decision to change a final course grade remains with the instructor. The Chair's/Program Leader's role is to ensure that

College policy and due process is followed. Chairs/Program Leaders may report concerns to Dean/Directors.

Only in the absence of an instructor may a Chair/Program Leader make a decision to change the final course grade.

STAGE 3: PROCESS FOR REQUESTING A REVIEW OF FINAL COURSE GRADE WITH THE DEAN/DIRECTOR

If Stage 2 does not lead to an outcome that is acceptable to the student, the student may request the Dean/Director to engage in a review of the final course grade.

Requests to review the final course grade must be made within **five (5) business days** of receiving an outcome from the instructor, after the involvement of the Chair/Program Leader from Stage 2. Requests are made to the Dean/Director of the School/department in which the course is offered. The student must express their request for review in writing and provide all of the following information (see *Supporting Document – Final Grade Review Request to Dean/Director Form*):

- a. The decision which is being asked to be reviewed by the Dean/Director;
- b. The ground(s) upon which the student is seeking a review of the final course grade;
- c. The reasons why the student believes they meet the ground(s) selected;
- d. The outcome which the student is seeking;
- e. Any and all documentation that is relevant to the student's appeal case, including completed and marked term work.

Upon receipt of the student's request for review, the Dean/Director will connect with the instructor and Chair/Program Leader to request all related information.

The Dean/Director will review whether the student has grounds for a review of a final course grade.

The Dean/Director may decide not to proceed with the request for review if it is clear that there are no grounds for review, as prescribed by this policy.

The Dean/Director will review the process followed and either uphold the instructor's outcome or issue a new outcome. The Dean/Director may consult with the student, instructor, and/or Chair/Program Leader to inform their decision.

The Dean/Director may choose from a range of remedies to address a student's request to review the final course grade and issue a new outcome. If the student chooses to not accept the Dean/Director's remedy, then the student's final course grade will not be changed.

The Dean/Director has **five (5) business days** from receiving the request to review the final course grade from the student to issue a response. Upon issuing a response, the Dean/Director has **ten (10) business days** to issue a final decision. The Dean/Director will communicate the final decision to the student, faculty instructor, and Chair/Program Leader with the final decision and a rationale for the grounds of the decision.

PROCESS: FINAL GRADE APPEALS TO EDUCATION COUNCIL'S ACADEMIC APPEALS PANEL

A student may appeal the Dean's/Director's outcome to Education Council's Academic Appeals Panel within **five (5) business days** of receiving the final decision from the Dean/Director. The student must request an appeal in writing and provide all the following information (see *Supporting Document – Grade Appeals Form to EdCo's Academic Appeals Panel*) in support of the appeal:

- a. The decision which is being appealed;
- b. The ground(s) for appeal;
- c. The reasons why the student believes the appeal should be allowed;
- d. The outcome which the student is seeking and why; and
- e. Any and all documentation that is relevant to the student's appeal case, including completed and marked term work.

The grounds on which a student may appeal a Dean's/Director's decision are:

- a. College policy was contravened that negatively impacted the student's learning and final grade;
- b. The process outlined in the Grade Review and Appeals policy was not followed.

The Academic Appeals Panel has discretion over whether or not an appeal is considered and/or granted.

The Panel's findings may uphold the Dean's/Director's decision or the findings may result in the Vice-President Education issuing a new and final outcome. No further appeals are allowed.

The Vice-President Education Office will, in a reasonable timeframe, communicate the final decision to the student, faculty instructor, Chair, and Dean/Director, along with a rationale for the grounds of the decision.

RELATED LEGISLATED REFERENCES

- [British Columbia College and Institute Act](#)

LINKS TO RELATED CAMOSUN POLICIES, DOCUMENTS, AND/OR WEBSITES

- [E-1.5 Grading Policy](#)
- [E-1.6 Educational Approvals Policy](#)
- [Guidelines: Camosun College Support Person](#)
- [Services for Student](#)
- Terms of Reference: Education Council Academic Appeals Panel
- Camosun College Glossary of Terms

DOCUMENT TITLE	Terms of Reference: Education Council Academic Appeals Panel
DOCUMENT NUMBER	
NAME OF POLICY THE DOCUMENT SUPPORTS	Academic Integrity and Grade Review and Appeals
TYPE OF DOCUMENT	Terms of Reference
APPROVAL DATE	TBD
REPLACES (IF APPLICABLE)	N/A
LAST UPDATE OR AMENDMENT OR REVIEW DATE	N/A
POLICY HOLDER	VP Education
RESPONSIBLE OPERATIONAL LEADER	VP Education

TERMS OF REFERENCE: EDUCATION COUNCIL ACADEMIC APPEALS PANEL

TERMS OF REFERENCE

Education Council’s Academic Appeals Panel (known also as “the Panel”) deliberates on appeals cases regarding academic integrity and final grade appeals, as per the Academic Integrity and Grade Review and Appeals policies, respectively.

ROLE

The Academic Appeals Panel is the final body to which a student may appeal the decision of a Dean/Director/designate in matters related to academic integrity and final grade appeals.

If the Academic Appeals Panel determines that the student’s grounds for appeal have merit, the Academic Appeals Panel investigates the appeal and presents findings, which may result in upholding the Dean’s/Director’s decision or may result in the Vice-President Education issuing a new and final outcome. Once a final outcome has been established, the issue will be deemed resolved.

APPOINTMENT AND MEMBERSHIP

Appointment to the Academic Appeals Panel will be made upon the nomination of Education Council Executive. Education Council will approve the nomination of the panelists.

Education Council will establish a list of volunteers who wish to be Panel members. The list of volunteers may include potential panelists from both within and outside of Education Council.

The Panel shall be comprised of **five (5)** standing members. Panel membership will take into consideration representation of diverse perspectives when making appointments.

The Panel will be comprised of:

- The Vice-President Education (or their designate) will act as the Chair;
- **Two (2)** appointed College faculty members;
- **Two (2)** appointed students, in good academic standing. In the event that two students cannot be available, the Panel may continue its function by substituting one student with an additional College faculty member.

TERM

Appointed panel members shall normally serve terms of two years. Each initial term is renewable for a maximum of two additional terms. Membership terms will overlap to ensure continuity. The Vice-President Education will be a permanent continuing member of the Panel.

PANEL OPERATION

The Academic Appeals Panel will generally meet once a month to review appeal cases. Depending on the volume of appeals, the Panel may meet more or less frequently.

Panel members will be expected to attend all meetings, including carry-over meetings intended to process a higher-than-normal volume of appeals.

A Panel member may recuse themselves, on a case-by-case basis, for special circumstances. In such instances, the Chair of Education Council may appoint another volunteer panelist as a replacement.

Administrative support will be provided to the Academic Appeals Panel.

Prior to the meeting, an agenda will be circulated to all Panel members.

The Panel members will have access to all documentation and information presented by the student, instructor, Dean/Director/Designate and/or the Vice-President Education that is relevant to the appeal.

The Panel deliberations are confidential. The written record of decisions from the Panel is the official record.

Documentation and information will be distributed in accordance with respect to privacy and confidentiality, to ensure compliance with the College Protection of Privacy Policy (O-6.1), Records Management Policy (O-6.2), and Records Management Procedures Manual (O-6.2.1).

The Panel's findings may lead to a suspension for breach of the Academic Integrity policy. Vice-President Education recommendations of suspension are referred to the College President. If the President approves a suspension from the College, the student has a right to appeal to the Board of Governors as per the [British Columbia College and Institute Act](#) and [Policy G-1.7](#).

The Panel's findings may lead to a loss of College credit/award for breach of the Academic Integrity policy. Findings that lead to a loss of College credit/award are appealable to the College President.

Once a decision has been made, the Vice-President Education's Office will confirm and communicate the decision via a letter sent to the student, the Dean(s) of the school(s), and the instructor(s). Notice will be sent to the Office of the Registrar, where documentation from the panel's proceedings will be kept. A copy of the decision will also be kept with the Vice-President Education's Office.

LINK TO SUPPORTING DOCUMENTS, FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

- Academic Integrity Policy
- Grade Review and Appeals Policy
- Supporting Document – Process for Documenting and Addressing Academic Dishonesty
- Supporting Document – Process for Grade Review and Appeals Processes
- [Camosun College Protection of Privacy Policy \(O-6.1\)](#)
- [Records Management Policy \(O-6.2\)](#)
- [Records Management Procedures Manual \(O-6.2.1\)](#)

MANAGING VACANCIES AT EDUCATION COUNCIL

2020-02-20

OVERVIEW

i Education Council functions best with a full complement of members who are interested and engaged, and who attend regularly. Vacancies need to be minimized, especially when sectors of the institution are under-represented. The proposed motion would amend Education Council's by-laws to include interim appointments. By removing barriers to nomination, interim appointments allow for that diverse voice to be available to council throughout the year.

Our hope would be that we do not need to regularly utilize this section of the by-laws. The Council tends to run at close to full capacity; however, we tend to have underrepresentation from some Schools and units. We have also, in the past, had difficulty finding diverse representation from the student body. Senior leadership has recently initiated a stipend for student members, which we hope will encourage greater participation, but it was still felt that a clear process for managing all vacancies would benefit the council.

CURRENT FINDINGS

i Colleges around the province have managed vacancies in a number of different ways. At some colleges, the President may appoint interim members. In other colleges, the Chair of Education Council is empowered to appoint replacement members. Others use the current election process, extending to a third round of elections in the year.

Council has determined that none of these methods are consistent with the culture and values of Camosun College, or the intent of the Colleges and Institutes Act. Specifically, the following concerns have been raised at our initial consultations:

- Education Council is the elected part of the bicameral governance structure of the College, the design of which empowers faculty, staff and students to select their members.
- The official election process is not sufficiently responsive to manage interim vacancies. The election timeline means Council may be without new members for one to two months.
- The nomination, campaign, general election, and two-year term may serve as barriers for members considering the opportunity to serve Council. Interim membership would reduce these barriers and increase the pool of interested candidates.
- No member of the College should be in a position to select a new member, as this could call the objectivity of the member into question.
- Nominees should not feel pressured by their peers or superiors to accept the position

PROPOSED MOTION

i *Motion: Be it so moved that Education Council amend their by-laws, g.3-1 to include the following section. This amendment is subject to review by the Council for efficacy before June 2022.*

Section B.6

- If a seat is vacated or remains vacant following a by-election,
 - The Chair of Education Council creates an open call for nominations from the membership of the vacant seat (faculty, staff, or students) for the interim position. Nominees from unrepresented or underrepresented units will be invited, in order of their nominations being received, to attend the next meeting of Education Council as a guest, and will declare at that meeting whether they accept the nomination. If they accept, they must be elected by and from the voting members of Education Council, and will remain as members until the next regular general election.