

POLICY-INFORMED PRACTICE: A GUIDE TO ACADEMIC MISCONDUCT AND HOW TO ADDRESS IT

OFFICE OF EDUCATION POLICY AND PLANNING

VP EDUCATION

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Inspiring Life-Changing Learning

PURPOSE AND INTENDED USE OF THIS GUIDE

The purpose of this guide is to provide some general direction for instructors who are experiencing academic misconduct by a student. It provides some guidance on how to determine the severity of the academic misconduct and some context on how to decide on appropriate outcomes for the student.

For incidents that are clearly identifiable in terms of severity, issuing an outcome can be straight forward. However, in some cases, incidents of academic misconduct and their severity can be more challenging to identify. It may be unclear as to how severe the incident is, what an appropriate outcome should be, and who has the authority to issue an outcome that is more consequential for the student.

This guide is intended to inform faculty decisions and supplement good teaching and learning practices.

When in doubt, faculty are encouraged to consult with their Chair, Associate Dean, or Dean.

CATEGORY 1: INCIDENTS THAT CAN BE ADDRESSED THROUGH AN INFORMAL PROCESS

Category 1 incidents are identified as:

- First-time incident for the student in the course; and/or
- Accidental misconduct or misconduct due to ignorance; and/or
- Incidents where the student demonstrates a lack of understanding of academic standards and expectations.

Possible outcomes for Category 1 include:

- Documentation via a Letter of Information that is given to the student outlining the incident and the outcome of violating the Academic Integrity policy (a must under the policy); and
- Option to repeat an evaluation; and/or
- Educational assignment, activity, and/or program intended to better inform the student about academic integrity; and/or
- Reduced grade on an evaluation; and/or
- A failing grade on an evaluation (if deemed appropriate by the instructor); and/or
- Such other outcomes as may be appropriate in the circumstances.

Faculty are encouraged to consult with their departments and Chairs/Program Leaders to discuss reoccurring academic misconduct issues and remedies they have used to address these issues. This will ensure greater consistency in practice across the department.

Generally speaking, students who are new to post-secondary education may fall into this category as they are beginning to grasp the importance of academic integrity.

Students not familiar with Canadian standards of academic integrity may also fall into this category for accidentally violating academic integrity. It is important to remember as an instructor that notions of academic integrity may be culturally varied; students who are new to Canadian post-secondary education may not be fully aware of what is expected of them. In such cases, please consult with Camosun International for guidance.

Moreover, academic misconduct by students who have developmental disabilities may also (repeatedly) fall into this category for demonstrating a lack of understanding of academic standards, even when an instructor makes them aware of its significance. In cases where a student may have a disability, please consult with the Centre for Accessible Learning (CAL).

CATEGORY 2: INCIDENTS THAT ARE DEEMED SEVERE AND MAY NEED TO BE ADDRESSED THROUGH A FORMAL PROCESS

Category 2 academic misconduct incidents are more severe in nature than Category 1 incidents. It is not necessary that a student be held responsible for a Category 1 incident before they can be held responsible for a Category 2 incident; a first-time incident that is severe in nature can be deemed as a Category 2 misconduct.

While it is possible that Category 2 academic misconduct incidents can be resolved through an informal process, the severity of these incidents may warrant being resolved through a formal process (see Policy Supporting Document for clarification and procedural details).

Category 2 incidents are identified as:

- Repeated incidents of academic misconduct in the course; and/or
- Repeated incidents across the courses a student is enrolled in (knowledge only accessible to Dean/Director); and/or
- Academic misconduct that has the potential to compromise the integrity of the program and/or reputation of the College (ex. academic dishonesty conducted during a practicum or work-term that tarnishes the integrity of the program); and/or
- Deliberate contravention of the Academic Integrity policy; and/or
- Deliberate actions to avoid accountability, whereby the student attempts to conceal their academic misconduct (ex. falsely blaming another student for academic misconduct; falsifying documents after an allegation has been made, etc.).

Due to the escalated nature of the academic misconduct, the outcomes for Category 2 academic misconduct include:

- Documentation via a Letter of Information that is given to the student outlining the incident and the outcome of violating the Academic Integrity policy (a must under the policy); and
- Failing grade for the course (instructors are encouraged to communicate with their Chairs and/or Associate Deans/Dean if this is the outcome the instructor wants to issue);
- Notation on the student's transcript that the student was found responsible for academic misconduct (this outcome can only be operationalized by the Office of the Registrar, after consultation and documentation from the instructor and/or School in which the student is in);
- Temporary suspension from the College (can only be recommended by Education Council's Academic Appeals Panel and/or a Dean/Director/Designate. Final implementation is at the discretion of the College President. President's decision can be appealed to the Board of Governors); and/or
- Any outcome that falls under Category 1; and/or
- Such other outcomes as may be appropriate in the circumstances.

CATEGORY 3: INCIDENTS THAT ARE DEEMED SEVERE AND MUST BE ADDRESSED THROUGH A FORMAL PROCESS

Category 3 academic misconduct incidents are more severe in nature than Category 1 and 2 incidents. Students' academic misconduct that is characterized as a Category 3 must go through the formal process outlined in the Academic Integrity policy and supporting document to be resolved.


Category 3 incidents are identified as:

- Repeated incidents of academic misconduct in the course; and/or
- Repeated incidents across the courses a student is/was enrolled in (knowledge only accessible to Dean/Director); and/or
- Incidents that impinge on the academic standing of another (ex. stealing a completed evaluation of peer, submitting it as one's own and putting the peer at risk of being implicated in academic misconduct); and/or
- Academic misconduct that clearly compromises the integrity of the program and the reputation of the College; and/or
- Continued contravention of the Academic Integrity policy; and/or
- Deliberate actions to avoid accountability (ex. falsely blaming another student for academic misconduct; falsifying documents after an allegation has been made, etc.).

The outcomes for academic misconduct characterized as a Category 3 may include:

- Documentation via a Letter of Information that is given to the student outlining the incident and the outcome of violating the Academic Integrity policy (a must under the policy); and
- Forfeiture of College credential or award (Can only be recommended by Education Council's Academic Appeals Panel and/or a Dean/Director/Designate. Final implementation is at the discretion of the VP Education. VP Education's decision can be appealed to the College President);
- Permanent suspension from the College (Can only be recommended by Education Council's Academic Appeals Panel and/or a Dean/Director/Designate. Final implementation is at the discretion of the College President. President's decision can be appealed to the Board of Governors);
- Any outcome that falls under Category 1 and/or 2; and/or
- Such other outcomes as may be appropriate in the circumstances.

For a summary of the text in this guide, please refer to the table in the next page.

Typologies of Academic Dishonesty, Misconduct, and Corresponding Outcomes			
	Category of Misconduct	Academic Misconduct	Potential Outcome(s) for Misconduct
	Category 3 FORMAL PROCESS	Repeated instances of academic dishonesty Impinges on the academic standing of another Compromises the integrity of the program and the reputation of the College Continued willful contravention of academic integrity Willful actions to avoid accountability	Permanent suspension from the College ¹ Forfeiture of college credential or award ² Category 1 and/or Category 2 outcomes
	Category 2 FORMAL PROCESS	Repeated incidents of academic misconduct Potential to compromise the integrity of a program and/or the reputation of the College Willful contravention of academic integrity Willful actions to avoid accountability	Temporary suspension from the College ³ Notation on transcript Failing grade for course Category 1 outcomes
	Category 1 INFORMAL PROCESS	First time incident Accidental misconduct/misconduct due to ignorance Demonstrated lack of understanding of academic standards and expectations	Failing grade on an evaluation Reduced grade on an evaluation Educational assignment, activity, and/or program Option to repeat or redo the evaluation Documentation in the form of a Letter of Information

¹ Can only be recommended by Education Council’s Academic Appeals Panel and/or a Dean/Director/Designate. Final implementation is at the discretion of the College President. President’s decision can be appealed to the Board of Governors.

² Can only be recommended by Education Council’s Academic Appeals Panel and/or a Dean/Director/Designate. Final implementation is at the discretion of the VP Education. VP Education’s decision can be appealed to the College President.

³ See footnote #2