

Procedure	Academic Integrity Procedures
Policy Number and Title	2.4.4 Student Rights, Responsibilities and Conduct
Effective Date	June 2024

PROCEDURES FOR EMPLOYEES

The following procedures are provided to assist instructors, department heads, and deans in responding to violations of academic integrity. Instructors may consult with their department head for guidance at any point during the following processes.

In addition, this procedure can be used by the Office of the Registrar when receiving forged or falsified information on an application.

A. VIOLATIONS OF ACADEMIC INTEGRITY – CLASSROOM

- A. 1 An instructor who suspects a student has engaged in behaviour contrary to the principles of academic integrity will discuss the matter with the student. The instructor should be prepared to specifically explain the reasons for suspecting violations of academic integrity and should seek clarification from the student.
- A. 2 The instructor will listen to and document the student’s response to the alleged violation of academic integrity.
- A. 3 The instructor may decide it is possible to resolve the violation within the confines of the immediate learning environment. In making this decision, the instructor should consider the student’s intent to deceive (if any exists), the severity of the incident, whether the student accepts responsibility for the conduct, and refer the student to any remedial support to understand how to avoid academic misconduct in the future (refer to #1 in Appendix B).

- B. Instructors who have received a notice of academic misconduct through an *Exam Incident Report*, must investigate the allegation and if verified, submit an *Academic Misconduct Report* to their department head.

C. SUBMITTING AN ACADEMIC MISCONDUCT REPORT

- C. 1 If the instructor cannot resolve a violation of academic integrity within the learning environment, they will fill out an *Academic Misconduct Report* which includes the imposed discipline (refer to #2 in Appendix B). This report will be sent to both the department head and the student, along with a letter informing the student about the *Academic Misconduct Report* (a sample letter template can be found in Appendix D).
- C. 2 The department head consults with the Office of the Registrar to determine if other incidents or contributing factors warrant imposing additional discipline.
- C. 3 If additional discipline is warranted, the department head will meet with the student, informing them of the outcome which can include discipline as outlined in *Responses to Academic Misconduct* (refer to #3 – 8 in Appendix B).

C. 4 If additional discipline is applied, the instructor who submitted the *Academic Misconduct Report* is informed if it impacts enrolment of the student (refer to Appendix C for Procedure Workflow).

D. VIOLATIONS OF ACADEMIC INTEGRITY – APPLICATIONS

D. 1 An admissions coordinator who suspects an applicant has submitted forged or falsified admission documents will bring it to the attention of the Associate Registrar. The coordinator should be prepared to specifically explain the reasons for suspecting violations of academic integrity and should seek clarification of process from the Associate Registrar.

D. 2 The Associate Registrar will prepare an *Academic Misconduct Report* outlining the allegations and submit to the Registrar.

D. 3 The Registrar will investigate the allegation.

D. 3. 1 If allegation of falsified admission documents cannot be verified, the applicant's application will be processed as normal.

D. 3. 2 If the allegation of falsified admission documents can be verified, the Registrar will contact the applicant and deny enrolment to the institution.

D. 4 A formal letter will be sent to the applicant from the Office of the Registrar, advising the applicant their enrolment has been denied and providing them with a copy of the *Academic Misconduct Report* and information on how to appeal the decision.

E. INFORMATION TRACKING AND RECORDS MANAGEMENT

E. 1 The Office of the Registrar is responsible for holding official records of student violations of academic integrity (academic misconduct reports).

APPENDIX A

Examples of Academic Misconduct

Examples of academic misconduct may include, but are not limited to:

1. **Cheating:** An act of deceit, fraud, distortion of the truth, or improper use of one's own, or another person's effort to obtain an academic advantage. The use or possession of an unauthorized aid(s) during any form of evaluation; using artificial intelligence (AI) in an assignment where the use of AI hasn't been authorized; giving or receiving any unauthorized assistance in any evaluation; collaborating on work when instructed to work independently; telling other students who have their exam later, of the questions that appear on the exam.
2. **Copyright Infringement:** Failing to comply with the laws regarding copyright, trademark and licensing agreements pertaining to the use of print materials, software, databases, etc., and with the College's copyright policy.
3. **Fabrication or Misrepresentation of Research:** Improper research practice such as dishonest reporting of results; using research results of others without permission or acknowledgement; misrepresentation or selective reporting of research results or methods used.
4. **Forging or Falsification of Information:** Forging, altering, falsifying or misrepresenting any document or electronic communication including an academic record, academic credential/ qualification, medical note, letter of recommendation, etc. Changing or altering the work or grade(s) of another student or changing grades or answers on an evaluation for the purpose of regrading. This includes providing false or misleading materials to meet admissions requirements. Gaining admission through dishonest means by providing false documentation, or by withholding information or documentation required for admission.
5. **Impersonation:** Misrepresentation of one's identity through taking a test or assessment for another person or allowing someone to take a test or assessment for you.
6. **Intentionally Damaging the Work of Another:** Destroying or altering the work of another individual/ group including the destruction, damage, and disposal of library resources.
7. **Plagiarism:** The misrepresentation of someone's work as one's own including words, images, ideas, designs, phrases, computer coder computations. Plagiarism ranges from an entire assignment that is not the student's own work, to specific passages within an assignment taken from a source without acknowledgment. Specific examples may include:
 - Submitting as your own, work which was completed by someone else.
 - Submitting any work copied, in whole or in part, from another source such as the Internet, journal articles or books, without reference to the original author or source.
 - Allowing your work to be submitted by another student as their own.
 - Allowing another student to do your lab work, assignment, or field work for you.
 - Submitting work with misleading references, fabricated references, or data that does not reflect the sources you used.
 - Not giving credit for work that was done collaboratively.
8. **Procurement:** buying, selling and/ or otherwise assisting to obtain a test, report, essay, assignment, or other academic work for submission. Obtaining, distributing, receiving, or sharing of assignments, tests, and/or exam questions in advance of its administration without permission from the instructor.

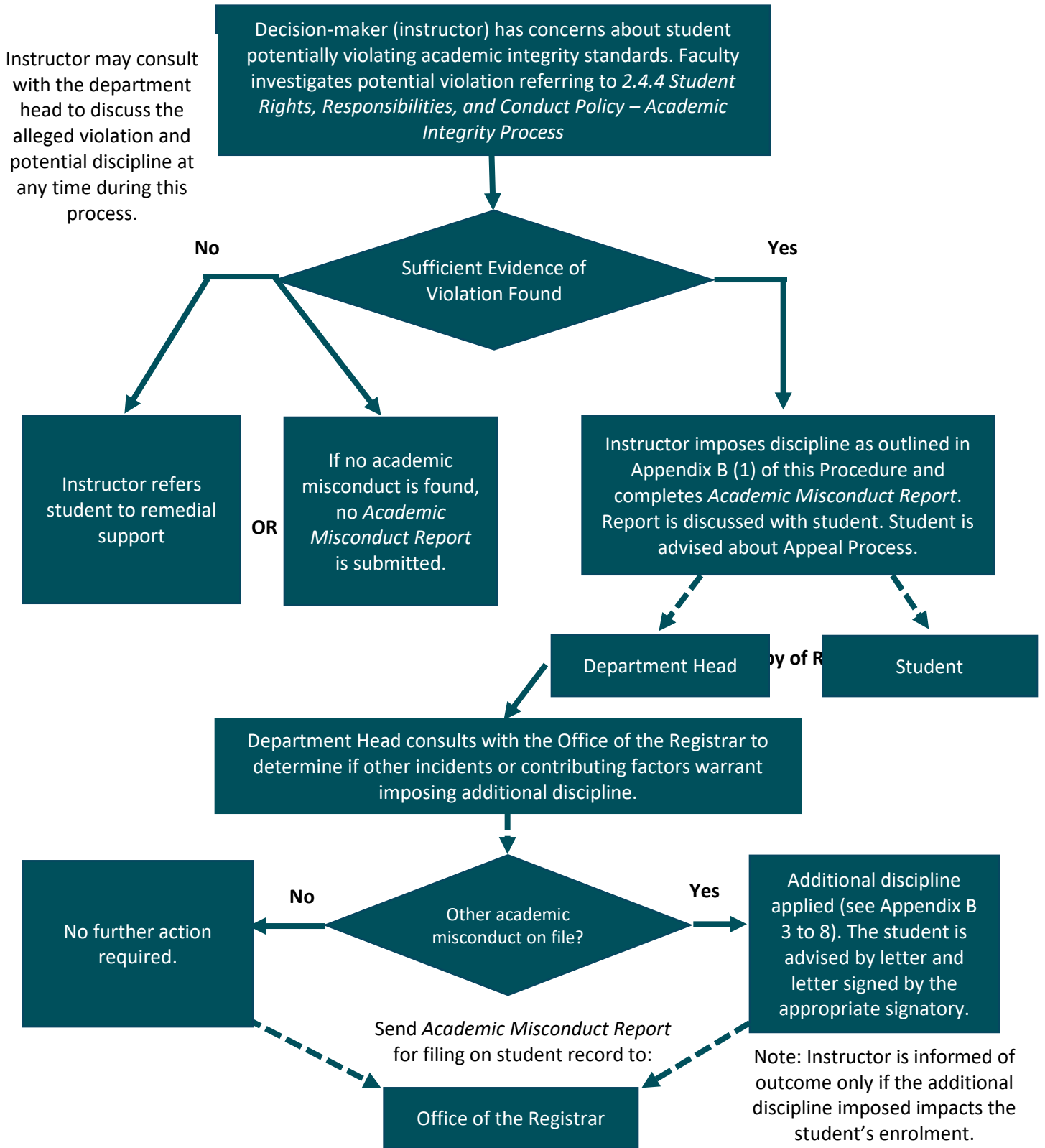
APPENDIX B

Responses to Academic Misconduct

- 1) **Resolve the Violation within the Learning Environment:** The student is referred to tutors, training, and or workshops that teach the student how to use proper citation methods, avoiding plagiarism, and understanding the consequences of academic misconduct.
- 2) **Repeat the Assignment or Test, Reduce the Grade, Assign a Grade of Zero, or Issue a Special Assignment or Test:** The terms and conditions of these measures will be provided to the student through the *Academic Misconduct Report* and submitted to the department head and copied to the Office of the Registrar to place on the official student record.
- 3) **Written Reprimand:** The student is advised in writing that further incidents (in one or more classes) of unacceptable conduct, such as violations of academic integrity, may result in more severe discipline. Written reprimands may also describe terms and conditions of probation or may describe expectations for student conduct. Written reprimands will be administered by the department head, copied to the appropriate dean, the Vice President, Academic and submitted to the Office of the Registrar to place on the official student record.
- 4) **Issuance in Writing of a Failing Grade for the Course:** The terms and conditions of this measure will be provided to the student in writing by the dean after consultation with the department head.
- 5) **Required to Withdraw from a Course and/or Program:** The student is removed from a course and/or program. The terms and conditions of this measure will be provided to the student in writing by the dean, after consultation with the Vice President, Academic and submitted to the Office of the Registrar to place on the official student record.
- 6) **Deny Enrolment:** Refusal of the College to enrol or re-enrol the student into a course, courses, or a program. The terms and conditions of this measure will be provided to the student in writing by the dean, after consultation with the department head and the Vice President, Academic and submitted to the Office of the Registrar to place on the official student record.
- 7) **Suspension from the College:** Removal of the student from all courses, programs, College services, or College activities. The terms and conditions of this measure will be provided to the student in writing by the President, copied to the Vice President, Academic, Director of Student Affairs and to the Director of Facilities and the Board of Governors, and submitted to the Office of the Registrar to place on the official student record. The President will inform the student of the right to appeal. NOTE: This measure may be appealed to the Board of Governors.
- 8) **Forfeiture of College Award or Credential:** Request return of anything awarded by the College, including awards or credentials, when the award or credential was acquired through dishonest or unacceptable means. The terms and conditions of this measure will be provided to the student in writing by the Vice President, Academic and submitted to Office of the Registrar to place on the official student record. NOTE: This measure may be appealed to the President.

APPENDIX C

Violations of Academic Integrity Procedures Workflow



APPENDIX D

Letter Template Advising Student of Academic Misconduct Report

Date

Student:

Student Number:

RE: Academic Misconduct incident in COURSE NUMBER & SECTION, SEMESTER & YEAR

Dear STUDENT,

This letter is to inform you, in writing, of the discipline placed upon you for academic misconduct in your ASSIGNMENT NAME, submitted DATED SUBMITTED in COURSE NUMBER AND TITLE. We met, in person/TEAMS, on X DATE and the details of this incident are:

- BRIEFLY DESCRIBE INCIDENT

This plagiarism (and/or other activity) has resulted in the following discipline as outlined in *Appendix B* of the *2.4.4 Student Academic Integrity Procedures*. **(faculty- choose one below)**

- Repeat the assignment or test
- Reduction in your grade from X to Y (worth Z% of your overall grade)
- Assigned a grade of O (worth Z% of your overall grade)
- Issuance of a special assignment or test
- Other agreed upon solution

The Department Head responsible for this program is being informed of this incident and discipline. The Department Head will review this incident and may impose further discipline for second/subsequent incidents, or for particularly serious first incidents. Please refer to the *2.4.4 Student Rights, Responsibilities and Conduct Policy* for more information. If you wish to appeal (dispute) the decision, please follow the *2.5.3 Student Appeal Policy*.

The college expects all students to act in an honest and appropriate manner as outlined in section B of the *2.4.4 Student Rights, Responsibilities and Conduct Policy*. Please ensure that you follow the guidelines in future assignments to avoid a more severe penalty and to uphold the commitment to academic excellence and integrity that we value at College of the Rockies.

Sincerely,

Your full name

Your position

College of the Rockies

Cc: X person, Department Head [program area]

Office of the Registrar