

	POLICY: VPA: # :Academic Misconduct PROCEDURES: APPENDIX:
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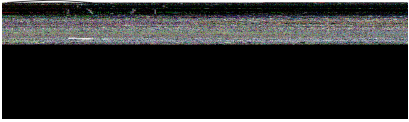
: To implement the Academic Misconduct Policy, the procedures outlined in this document shall be followed.

Responsibility: The Vice President Academic, on behalf of The Senate of the University, is responsible for the development, administration and review of these procedures.

Definitions:


- a) "head" refers to the person responsible for the management and administration of a program and/or department.
- b) Time Period: In these Procedures, days are specified as either calendar or working days. In either event, calculation of days does not include days on which the University is:
 - i) closed for statutory holidays,
 - ii) closed due to flooding, power outages, security alerts, or other such extraordinary occurrences, or
 - iii) otherwise shown as closed in the University Academic Calendar,

Approved: by Senate, November 21, 2012
 Revised: by Senate




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6. Archival files pertaining to academic misconduct shall be maintained by the Dean/Associate Dean who is Chair of the Senate Academic Standards and

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Where academic misconduct is suspected during an exam, the Instructor shall:

- a) not suspend the exam process;
- b) not suspend the exam for the student or the student(s) concerned;
- c) allow the student(s) to continue to completion;
- d) collect all available allegedly offending material at the time they are discovered or otherwise record the circumstances including electronic or photographic means; note concerns on the submitted exam, including refusal on the part of the student to cooperate;
- e) at the time exam is received communicate the concern to the student(s) and notify the student(s) they will be invited to meet with the Instructor within 5 working days.

If a course has ended in which academic misconduct has been alleged, and final grades must be submitted, the Instructor shall submit final grades for the course, without entering a grade for the student in question, into Student Records, with a copy to the faculty, department or divisional designate (for example, DRC/ARC chair, Department Chair, or Director), that this grade is pending and will be submitted upon completion of the Academic Misconduct Procedures.

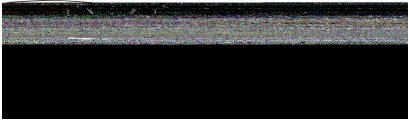
2. Allegations arising other than within a course:

If allegations of academic misconduct arise other than within a course (e.g., transcript forgery, false documentation), the head shall provide written report of the allegations, direct.478208(t)-2.53537.956417(8o)-0.95715789(c)3.15789(2n)-0.958863(35-0.9571578()-0.478




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In cases where the student does not request a hearing the Committee may decide the matter based on the written material and other available evidence and information.

The Senate Academic Misconduct Appeals Committee shall have access to all relevant material:

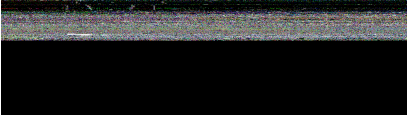
- a) all material forwarded from levels I, II and III;
- b)

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- c) reasons for them;
- d) all Senate Academic Standards and Misconduct Committee communications concerning the case;
- e) any new information relevant to the case and reported at Level I, II or III;
- f) a summary report of the case, decisions and rationale recommendation;
- g) meeting notes of the meetings of the Committee.

Level IV: A confidential file is kept by the Office of the Dean who is Chair of the Senate Academic Standards and Misconduct Committee. The file contains all documentation considered during the Senate Academic Misconduct appeal process, and will be kept for no more than two years after resolution.

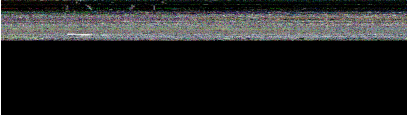
The official archival files containing the confiden

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Student Records and Notations of Disciplinary Action

The Chair of the Senate Academic Standards and Misconduct Committee shall notify the Records Office of all disciplinary actions taken, includes penalties assessed, subsequent appeals and the appeals outcomes, penalty involves suspension or expulsion from the University, the Chair of the Senate Academic Standards and Misconduct Committee will inform the Records Office the need for this to appear on the student's record, how long it should remain on the record, and the conditions for removing it from the record.

The Records Office may be asked by the Chair of Senate Academic Standards and Misconduct Committee to withhold the issuance of transcripts or statement of grades for

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occurred, the types of misconduct, and the kinds of penalties assessed. This report will be based on information received from levels II, III, and IV. This report will also be published so that members of the University community shall be kept informed of the nature and disposition of cases dealt with under Policy. In addition, should the evaluation reveal a pattern of academic misconduct that is identifiable with respect to the factors evaluated, the Senate Academic Standards and Misconduct Committee may recommend to Senate changes in policy, preventative measures and/or any matters, as appropriate.

Responsibility of Members of the Academic Community

All members of the University community have the responsibility to ensure that students are familiar with generally accepted standards and requirements of academic honesty. However, ignorance of these standards will not preclude the imposition of penalties for academic misconduct.

Review:

These procedures shall be reviewed in conjunction with the Policy review at least once every five years.