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4.17.1 PROCEDURES FOR CASES OF ACADEMIC MISCONDUCT

ENABLING POLICY

4.17 Academic Integrity

PROCEDURES

Academic Misconduct cases are categorized into four levels, with level one representing extremely minor Misconduct and level four representing the most serious Misconduct. A full description of each level is included in the Appendix.

Academic Misconduct may be reported by any member of the University community. The procedures below offer guidelines for students, staff and faculty.

For Students:

Students who witness or discover Academic Misconduct within their courses may report it to their course instructor if they feel comfortable doing so.

If they feel uncomfortable reporting directly to their instructor, the student may report Academic Misconduct, as a violation of the University Academic Integrity Policy, directly to the Executive Director, Student Services + Registrar under the terms of the University's Safe Disclosure Policy and Procedures (8.12 and 8.12.1).

All reports of Academic Misconduct are ultimately forwarded to the Dean or individual of equivalent authority responsible for the course in which the Misconduct occurred.

For Staff:

Any staff member who works with students in relation to course or program work may report Academic Misconduct if doing so would support students who are adversely affected by this Misconduct or if they feel it appropriate to support the principles of our learning community.

Staff members may report Academic Misconduct directly to course instructors, Deans or individuals of equivalent authority, or the Executive Director, Student Services + Registrar.

For Faculty:

In determining whether a student's actions on course assignments constitute Academic Misconduct, faculty members may consider the following factors:

- a student's level of study: developing citation skills requires regular opportunities for practice over an extended period;
- a student's linguistic, cultural or contextual knowledge of North American concepts of ownership, intellectual property and citation practices;
- whether a student may have misapplied previously learned conventions for documenting sources in a new course or learning context;
- whether there has been a demonstrable misunderstanding of the requirements of an assignment;
- whether a lack of clear guidelines, instruction or resources directly contributed to the student's actions.

The presence of any of the above factors does not absolve students of responsibility for any Academic Misconduct, but these factors may influence an instructor to consider remedial learning activities as the preferred form of sanction.

Step 1:

An instructor who encounters a case of suspected Academic Misconduct should first contact the student to arrange a meeting, the intent of which is clearly communicated to the student. This meeting is an extremely important step in ascertaining the intentions and/or culpability of a student.

Note: in a test or examination situation, where an instructor has reason to believe that a student has committed Academic Misconduct, the instructor may take immediate steps, including but not limited to: the removal of unauthorized materials, the

recording of names of potential witnesses, asking the student to leave the exam situation, and the immediate reporting of the matter to the Dean or individual of equivalent authority of the Faculty responsible for the course. In any such situations, the matter will be immediately escalated to Step 4 below.

Step 2:

The instructor meets with the student (or communicates via email if a face-to-face meeting is not possible). At that meeting,

- the instructor may inquire about the student's research and creating process if it seems relevant to the case at hand;
- the instructor will explain the issue with the student's work and why they suspect Academic Misconduct;
- the instructor will permit the student to review any materials, and invite the student to respond;
- the instructor may inquire whether the student has received any warnings about Academic Misconduct in the past.

An instructor may request to have an Assistant Dean or Dean or individual of equivalent authority attend this meeting.

After this meeting, the instructor will determine one of three outcomes:

- i. The student has not committed Academic Misconduct, in which case no further action is required unless new evidence comes to light.
- ii. The student has committed minor Academic Misconduct (Level One or Two, see Appendix), in which case the instructor consults with the Dean or individual of equivalent authority of the Faculty responsible for this course and the Executive Director, Student Services + Registrar to find out whether the student has any previous warnings or sanctions for Academic Misconduct in their student file. If no, the instructor proceeds to Step 3. If yes, the instructor proceeds to Step 4.
- iii. The student has committed major Academic Misconduct (Level Three or Four, see Appendix), in which case the instructor proceeds to Step 4.

Note: If a student fails to respond to an invitation (after 7 days) or fails to appear at a scheduled meeting, please proceed directly to Step 4.

Step 3:

If a determination of minor Academic Misconduct is made (Level One or Two), the instructor will:

- determine the appropriate response to the Misconduct, including, if appropriate, any sanction(s) for the Misconduct (see Appendix);
- determine any remedial learning activities (referral to the Writing Centre, the Library, or an Academic Advisor);
- record the incident in the Progress Alert System as well as the student's file in the Registrar's office. This is intended to create a written record of the conversation between the instructor and student. It should include a description of the Misconduct, a summary of the conversation with the student, and the selected response to the Misconduct, including, if applicable, any sanctions.

If a selected sanction affects the student's grade on the assignment or in the course, a copy of the Progress Alert report and/or an email should also be sent to the Dean or individual of equivalent authority responsible for the course in case the student chooses to appeal the grade reduction.

Step 4:

If a determination of major Academic Misconduct is made (Level Three or Four), the instructor will:

- send a full report of the incident with any supporting materials to the Dean or individual of equivalent authority responsible for the course;
- record the incident in the Progress Alert System as well as the student's file in the Registrar's office. This is intended to create a written record of the conversation between the instructor and student. It should include a description of the Misconduct, a summary of the conversation with the student, and the selected response to the Misconduct, including, if applicable, any sanctions.

Step 5:

Once a case has been escalated to the office of the Dean or individual of equivalent authority, they will:

- arrange a meeting with the student and the instructor (if the instructor elects to be included);

- simultaneously communicate the nature of the allegation to the Executive Director, Student Services + Registrar so that the student is prevented from withdrawing from the course until a decision regarding the case has been reached;

At the meeting, the Dean may:

- review the procedures for dealing with allegations of plagiarism or cheating as outlined in the Academic Integrity Policy and Procedures for Cases of Academic Misconduct (4.17 and 4.17.1), including the student's right to appeal;
- explain the nature of the allegation and permit the student to review any materials used to support the allegation;
- outline the range of sanctions recommended in cases of Academic Misconduct, including the sanction(s) recommended by the instructor, if applicable, in the present case, should the allegation be upheld;
- provide the student with the opportunity to respond to the allegation and to the recommended sanction(s).

After this meeting, the Dean or individual of equivalent authority:

- may request any additional information, including interviewing witnesses and receiving written or oral submissions;
- will make a determination of whether Academic Misconduct has occurred and apply appropriate sanction(s);
- will report the outcome of the investigation to the student, the instructor and the Executive Director, Student Services + Registrar.

Note: if a student fails to respond to a meeting request with the Dean or individual of equivalent authority (within 7 days) or to appear at a meeting with the Dean or individual of equivalent authority, they may proceed with the investigation in the student's absence, including the imposition of sanction(s).

The Student's Right to Appeal

Students have the right to appeal any determination of Academic Misconduct. Please refer to the Grade Appeal Policy (4.5) and Appeals to the Senate policy (2.3) for information on the appeals process.

Recording of Academic Misconduct

Findings of Academic Misconduct will be recorded through the Progress Alert system, which is linked to the student's file in the Office of the Registrar. If an appeals process reverses a decision, a note detailing this reversal will be added to the student's file.

The mechanisms for recording violations will conform to the following principles:

1. All records are confidential. They will be made available to appropriate parties only when a given case of Academic Misconduct has been established or as otherwise required by law.
2. Every confirmed finding of Academic Misconduct, regardless of severity, will be recorded in the student's file. All relevant documentation pertaining to these instances of Academic Misconduct will also be maintained in the student's file.
3. The student's transcript shall reflect sanctions.

Monitoring Cases of Academic Misconduct

At least once per academic year, the Executive Director, Student Services + Registrar or designate shall gather data about Academic Misconduct cases—including the number, nature and level of Academic Misconduct cases recorded in student files during that year, as well as a summary of sanctions imposed—in a way that this information can be disseminated to the community as required.

APPENDIX

Recommendations for Appropriate Sanctions for Different Levels of Academic Misconduct

Academic Misconduct at Emily Carr University is classified into four levels according to severity or degree. For each level, we have included a list of possible Misconduct and appropriate sanctions. These lists are intended as suggestions only: final decisions about appropriate sanctions are the responsibility of the instructor and/or the Dean or individual of equivalent authority responsible for the course.

Level One Academic Misconduct:

Level One Academic Misconduct involves situations in which the Misconduct is not extensive, stems from a misunderstanding or incomplete understanding of research and citation practices, and/or occurs on a minor portion of an assignment.

Examples include:

- Failing to acknowledge working with another person on a studio project or other homework assignment.
- Asking another person (excluding Writing Centre tutors) to make substantial corrections or alterations to improve an assignment, without prior consent from the instructor.
- At the Foundation level, submitting material developed for another course without the prior consent of all instructors.
- Failing to cite or give proper acknowledgment to textual, visual or any other sources in an *extremely limited section* of an assignment. Examples of this might include:
 - a short quotation or paraphrase (no more than 1-2 sentences) without direct citation in the text;
 - misplacement of citation information, where sources are included in the Works Cited or References list but citations are not made appropriately in the text, or where citations are placed at the end of a paragraph rather than immediately following a direct quotation or paraphrase;
 - a single image without formal attribution.

One or more of these sanctions may be chosen for Level One Misconduct:

- Completion of an online module to learn about Academic Integrity, source use and citation.
- Revision and resubmission of the assignment, with or without a grade reduction.
- A make-up assignment on a relevant topic.

- A reduction in the grade of the assignment.

All Level One Academic Misconduct cases should be reported through the Progress Alert system and recorded in the student's file. Any subsequent Academic Misconduct at this Level would be automatically escalated to Level Two.

Level Two Academic Misconduct:

Level Two Academic Misconduct is characterized by dishonesty of a more serious nature or which affects a more significant aspect or portion of the course work.

Examples include:

- Committing Level One Misconduct for a second time.
- Copying directly or paraphrasing (to a substantial extent) without acknowledging the textual source immediately following the copy or paraphrase. An example here would be copying or paraphrasing a whole paragraph or multiple sentences of text with no direct citation (though the source may be included in the reference list.)
- Copying visual imagery, forms, designs, concepts or other artistic representations without acknowledging the source, unless explicitly authorized by the instructor or in the case of demonstrably intentional appropriation.
- Submitting the same work or major portions thereof to satisfy the requirements of more than one course without permission from the instructors of the courses, at the 2nd year level or above.
- Receiving assistance from others, such as private tutors, editors, language translators (including translation software), researchers, technical art/design producers, computer programmers, fellow students, or other help that constitutes an essential element in the task, without acknowledging such assistance.
- Collaborating or seeking assistance on a take-home exam without explicit permission from the instructor.

The recommended sanctions for Level Two Academic Misconduct may include any or all of the following:

- Mandatory completion of an online module to learn about Academic Integrity, source use and citation.
- A significant reduction in the grade of the assignment.
- A grade of zero on the assignment.

- A grade of zero on the assignment and a consequent reduction in the final course grade equivalent to the value of the assignment.

All Level Two Academic Misconduct cases should be reported through the Progress Alert system and recorded in the student's file; the Dean or individual of equivalent authority responsible for the course should also be notified if the sanction results in a lowering of the student's course grade. Subsequent cases of Level Two Misconduct will be automatically escalated to Level Three.

Level Three Academic Misconduct:

Level Three Academic Misconduct entails dishonesty that affects a major or essential portion of work done to meet course requirements and/or involves premeditation, or is preceded by one or more violations at Level Two.

Examples include:

- Plagiarizing major portions (more than 25%) of a written or visual assignment.
- Presenting the work of another as one's own.
- Using a purchased writing assignment, essay or other materials; this can include assignments developed using paid tutors where the contribution from the tutor cannot be distinguished from the student's work, particularly if this is the second violation of this type.
- Fabricating data or inventing or deliberately altering material (for example, citing sources that do not exist).
- Using unethical or improper means of acquiring data.
- Copying on examinations.
- Facilitating copying during an examination.
- Using prohibited materials, e.g., books, notes, calculators, or other electronic devices during an examination.
- Collaborating before an examination to develop methods of exchanging information during an examination and implementation thereof.
- Altering examinations for the purposes of re-grading.
- Acquiring and/or distributing an examination from unauthorized sources prior to the examination.

The normal sanction to be sought for all Level Three violations or repeated Level Two violations is a minimum of one semester suspension from the University and a failing grade for the course. After being alerted in writing by the instructor of the course, the Dean or individual of equivalent

authority of the Faculty can recommend this sanction to the President, who has the authority to enforce suspension, as per the University Act. A record of the violation and sanction(s) should also be made in the Progress Alert system and the student's file in the Registrar's office. A repeated Level Three violation is immediately escalated to Level Four.

Level Four Academic Misconduct:

Level Four Academic Misconduct represents the most serious breach of Academic Integrity at our University.

Examples include:

- All Academic Misconduct committed after return from suspension for previous Academic Misconduct.
- Academic Misconduct constituting criminal activity (such as forging a grade form, stealing an examination from a professor or from a University office, or falsifying a transcript).
- Having a substitute take a class, complete an assignment, take an examination, etc.; taking a class, completing an assignment, or taking an examination for someone else.
- Fabrication of evidence, falsification of data, quoting directly or paraphrasing without acknowledging the source, and/or presenting the ideas or technical work of another as one's own within a graduate thesis, in scholarly articles submitted to refereed journals, or in other work represented as one's own as a graduate student.

The normal sanction for all Level Four Misconduct and a repeat infraction at Level Three is expulsion from the University. After being alerted in writing by the instructor of the course, the Dean or individual of equivalent authority of the Faculty can recommend this sanction to the President for enforcement. A record of this expulsion will be recorded on the student's transcript.