

Procedure Information	
Related to Policy No:	E-1.29
Approved by:	Education Council
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Date of Next Review:	August 2024

## ACADEMIC CONDUCT PROCEDURES

### Definitions

See Academic Conduct Policy #E-1.29 for definitions.

### Procedures

#### 1. Potential Incident of Academic Misconduct

Students will be informed when their conduct may be in violation of the Academic Conduct Policy.

The *Academic Conduct Report and Decision Form* is used to document potential incidences of academic misconduct and is available on the CNC Policy webpage.

#### 2. Preliminary Meeting with Student

The instructor shall schedule a meeting with the student within five (5) business days of the misconduct being discovered. Prior to this meeting, the instructor will:

- collect relevant information, evidence and documentation on the suspected academic misconduct
- request a summary of the student's misconduct history (if any) from the Office of the Registrar

More information on these steps can be found in the *Academic Conduct Report and Decision Form* available on the CNC Policy webpage.

After meeting with the student and reviewing the student's misconduct history, the instructor can decide that:

- no misconduct took place, at which point the process concludes and no record of the incident is required;
- the student may not reasonably have known that their behaviour constituted misconduct, or the incident was minor and warrants corrective consequences;
- the student's behaviour is in direct violation of the policy and warrants a sanction.

### 3. Corrective Consequences

If the instructor believes that the student may not reasonably have known that their behaviour was in breach of the policy, or if the incident is determined by the instructor to be minor, the instructor may apply corrective consequences. Corrective consequences support the student in learning appropriate academic conduct, and help them to avoid future violations of this policy. These consequences range up to but not including a zero in the affected work. Examples of corrective consequences include but are not limited to a written letter of warning, a learning contract, a reduced grade, a make-up assignment, or an online tutorial. A corrective consequence is not considered a formal sanction, and is not recorded to the student's permanent file. The Office of the Registrar requires no record but instructors are encouraged to maintain a record of any corrective consequences imposed.

An *Academic Misconduct Corrective Consequences Guidelines* document is available as an attachment to this policy.

### 4. Sanctions

If the instructor believes that the student's behaviour warrants a sanction, the instructor is to complete the *Academic Conduct Report and Decision Form* and describe the sanction being imposed/recommended for the offence. Typically, the student's first offence that warrants a sanction will receive a level 1 sanction, but instructors will impose or recommend sanctions progressively based on the severity of each incident and in consideration of past incidents.

<b>Level 1 Sanction:</b>	Grade of zero in the affected work, assignment, test, project, lab, etc.
<b>Level 2 Sanction:</b>	Failing grade (either Fail "F" or Unsuccessful "U") in the affected course.
<b>Level 3 Sanction:</b>	Removal from the course or program for an identified period, indefinitely, or permanently.
<b>Level 4 Sanction:</b>	Suspension from the College for an identified period, indefinitely, or permanently.

Instructors can impose level 1 and level 2 sanctions at their discretion. If the instructor recommends a suspension from the course or program, the instructor will forward all documentation to the appropriate Dean or designate.

If a suspension from the college is recommended, the instructor and Dean or designate will forward all documentation to the Vice President responsible for Academics (VPA) for review. The Dean or designate and VPA will review all documentation and make a recommendation to the President who may impose a suspension from the college, or decide on another course of action.

If the President imposes a suspension from the college, it will be communicated to the Chair of the College Board with a statement of reasons within five (5) business days.

#### 5. Student Notification

All decisions regarding sanctions will be provided to the student in writing within five (5) business days of the decision maker either discussing the incident with the student, or receiving the relevant information from the instructor or Dean or designate. The student will receive a copy of the *Academic Conduct Report and Decision Form* that describes the findings regarding the policy breach, evidence, relevant circumstances, and the sanctions being imposed. This information will also be provided to the Office of the Registrar and saved to the student's permanent file. The student will be informed of the procedure for appeal.

In rare and extenuating circumstances the College may not be able to adhere to the timelines set out in these procedures. In this case, the timelines may be extended and the student will be notified.

#### 6. Grounds for Appeal

A sanction may be appealed within five (5) business days of receiving the sanction decision, and only on the following grounds:

- i. The procedures outlined in this policy were not followed by the original decision-maker and this has resulted in the student not receiving a fair hearing.

or:

- ii. Relevant evidence has become available that was not reasonably available at the time of the original decision and there is a strong probability that the evidence would have a significant effect on the decision.

#### 7. Appeal Procedures

- i. Level 1 and 2 Sanction Appeals

Level 1 and 2 sanctions may be appealed, in writing, using the *Academic Conduct Application for Appeal Form*, to the relevant Dean or designate within five (5) business days of receipt of the sanction. The Dean or designate will first determine if there are grounds for appeal based on the two acceptable grounds identified above. If the grounds for appeal are not met, the Dean or designate will notify the student and the process concludes. If the grounds for appeal are met, the balance of probabilities will be used to determine if the alleged violation is more likely than not to have occurred based on the evidence.

The decision of the Dean or designate will be final and will be communicated to the student and instructor in writing within five (5) business days of receipt of the student's appeal.

#### ii. Level 3 Sanction Appeals

Level 3 sanctions may be appealed, in writing, using the *Academic Conduct Application for Appeal Form*. Appeals can be made by delivering the form to the CNC Executive Offices within five (5) business days of the decision. The VPA will first determine if there are grounds for appeal based on the two acceptable grounds identified above. If grounds for appeal are not met, the VPA will notify the student and the process concludes. If the VPA has determined that there are grounds for appeal, the balance of probabilities will be used to determine if the alleged violation is more likely than not to have occurred based on the evidence.

The decision of the VPA will be final and will be communicated to the student and instructor in writing within five (5) business days of receipt of the student's appeal.

#### iii. Level 4 Sanction Appeals

Level 4 sanctions may be appealed, in writing, using the *Academic Conduct Application for Appeal Form*. Appeals can be made by delivering the form to the CNC Executive Offices within five (5) business days of the decision.

The Chair of the CNC Board of Governors will first determine if there are grounds for appeal based on the two acceptable grounds identified above. If grounds for appeal are not met, the Chair will notify the student and the process concludes. If the Chair has determined that there are grounds for appeal, the Chair will establish a Committee within 10 business days of receipt of the student's written application for appeal. The committee will hear the appeal within 10 business days after being established. The Chair will take reasonable steps to ensure the committee consists of one (1) Student, named by the Student Union, one (1) Operational Staff member named by the VPA, one (1) Faculty Member named by the VPA and one (1) Administrator named by the Chair of the Board. The Chair of the Board will name the Chair of the Committee.

The Committee will review all evidence associated with the incident. The student may request to be present at the appeal hearing to answer questions. The decision of the Committee will be final and will be communicated to the student in writing within ten (10) business days of receipt of the student's appeal.

At any level of appeal, if an original decision is overturned as a result of the appeal process, a faculty member will reassess the work.

**Summary of decision authority for academic conduct sanctions and appeals:**

<b>Sanction Level</b>	<b>Sanction</b>	<b>Who reviews/ recommends</b>	<b>Who decides</b>	<b>Appeal to (and grounds decided by)</b>
<b>1</b>	Zero in the work	Instructor	Instructor	Dean or designate
<b>2</b>	Failing grade in the course	Instructor	Instructor	Dean or designate
<b>3</b>	Removal from course/program	Instructor	Dean or designate	VPA
<b>4</b>	Suspension from college	Dean or designate / VPA	President	College Board

8. Documentation

All documentation related to the academic misconduct and appeal hearings will be added to the student’s permanent record by the Office of the Registrar.

**Related Policies**

Academic Conduct Policy E-1.29

**Forms and Resources**

- Academic Conduct Report and Decision Form
- Academic Conduct Application for Appeal Form
- Academic Misconduct Corrective Consequences Guidelines available from the Centre for Teaching and Learning

**Procedure Amendment Log**

<b>Amendment Number:</b>	<b>Date:</b>
0	November 1990
1	January 2001
2	April 2008
3	August 2019 (Previously Standards of Conduct: Student Responsibility and Accountability)