



Standard Operating Procedure Title	Standard Operating Procedure No.
Accessing Academic Conduct History in Perceptive Content	ES-5510-SOP
Senior Administrator Approval	Operational Administrator Responsible
Registrar	Associate Registrar
Approval Date	Date of Next Review
September 17, 2025	September 2027

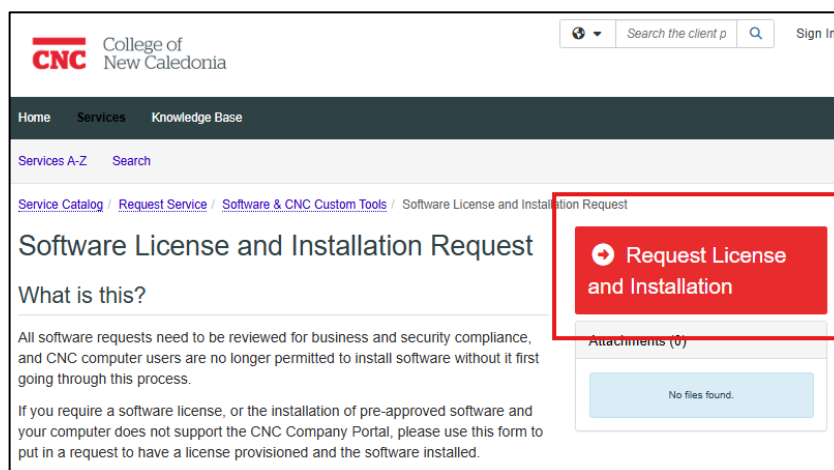
PURPOSE

This Standard Operating Procedure (SOP) describes how to install and use Perceptive Content software to view a student's academic misconduct history. It is to be used in conjunction with the Academic Conduct Policy and Procedure (E-1.29) to support Educational Administrators (EAs) in making informed and consistent decisions regarding academic misconduct outcomes.

STANDARD OPERATING PROCEDURE

1. Installing Perceptive Content

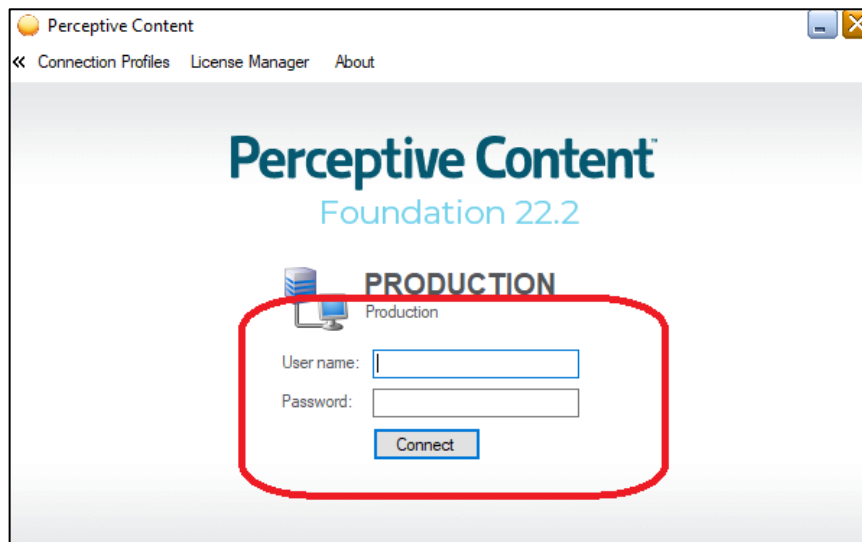
- 1.1 Submit a request to IT Services to have Perceptive Content installed. This step may be completed by the EA, or their assistant.
- 1.2 Open the IT Software License and Installation Request page:
- 1.3 Select "Request License and Installation."



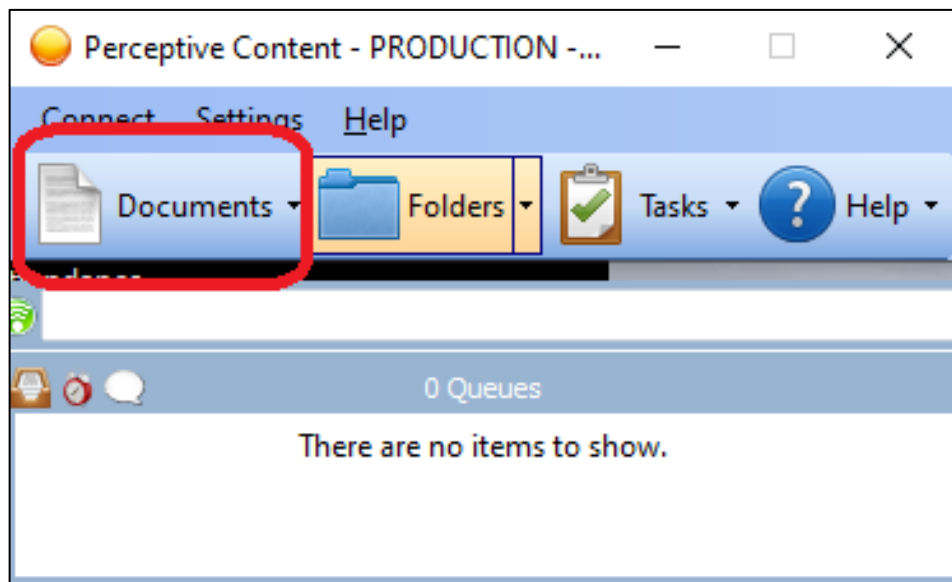
- 1.4 Fill in the drop down and text fields in the form.
- 1.5 Select "Perceptive Content" from the Standard Software list, then click submit.
- 1.6 IT Services will follow up with the EA and arrange a time for Perceptive Content to be installed on their computer.

2. Using Perceptive Content to Access Student Conduct History

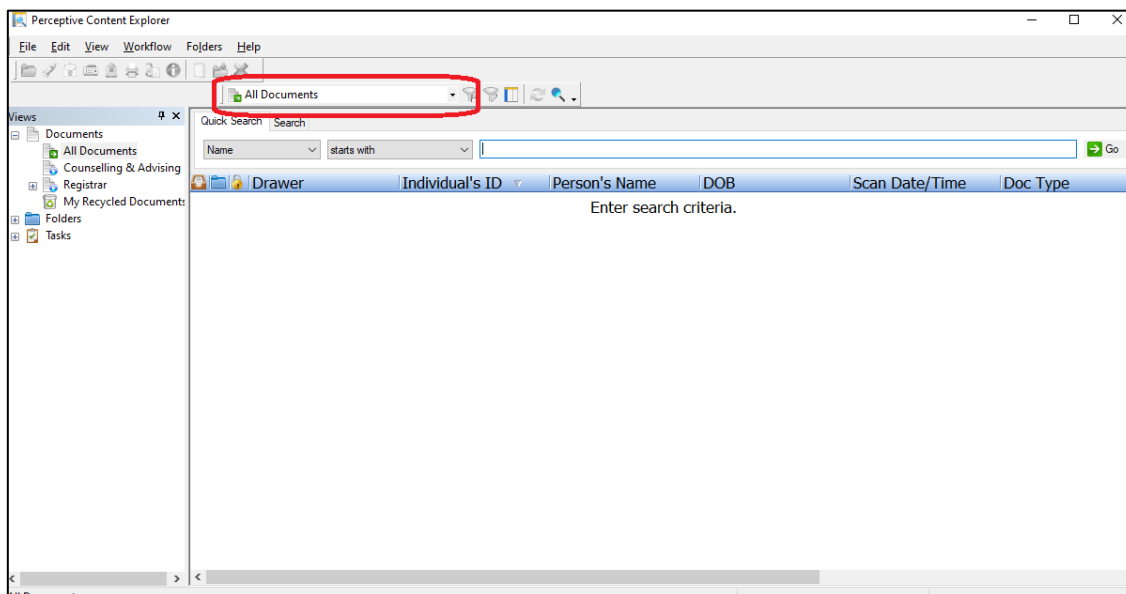
- 2.1 Open the Perceptive Content application.
- 2.2 Log in using your CNC username (not email) and password.



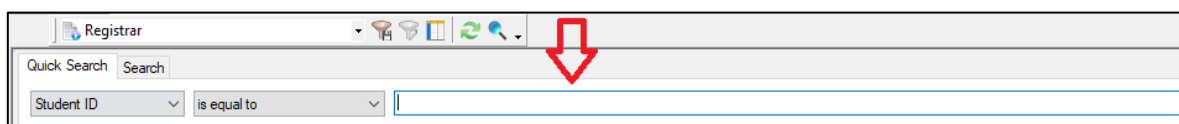
- 2.3 Select "Documents".



- 2.4 Select "Registrar" from drop-down menu (comes up with "All Documents" initially).



2.5 Type the student's seven-digit student number into the search bar.



2.6 This will bring up a list of available documents linked to the student's file. Look for "Academic Misconduct" document types.

Drawer	Student ID	Student Name	DOB	Scan/Import Date...	Doc Type	Pa
Registrar				12/31/2024 09:02:...	Reg - Academic Miscond...	1
Registrar				12/20/2024 10:08:...	Reg - Academic Miscond...	4
Registrar				10/19/2023 08:01:...	Reg - Visa	1
Registrar				10/13/2023 03:38:...	Reg - Student Correspon...	3
Registrar				10/03/2023 09:06:...	Reg - Visa	1
Registrar				08/29/2023 03:07:...	Reg - Student Correspon...	3
Registrar				06-30-2023 08:00:41	Reg - Passport	1
Registrar				06-30-2023 08:00:39	Reg - Test Score - TOEF...	1
Registrar				06-30-2023 08:00:39	Reg - Transcript - High S...	1
Registrar				04/30/2024 09:32:...	Reg - Study Permit	1

2.7 Click on "Academic Misconduct" document types to review details of the student's past academic misconduct.

2.8 If there are no "Academic Misconduct" document types, the student has no history of academic misconduct on file with the Office of the Registrar.

3. Privacy and Confidentiality

3.1 All information accessed in Perceptive Content is considered *confidential student record*

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information under the Freedom of Information and Protection of Privacy Act (FIPPA).

- 3.2 Educational Administrators must only access student academic conduct history for legitimate, work-related purposes connected to their decision-making responsibilities under the *Academic Conduct Policy and Procedure (E-1.29)*.

Definitions and Acronyms		
Educational Administrators	Exempt employees who manage and oversee the operations, staff, and programs within a school or department. They include Deans, Associate Deans, and others who oversee educational employees.	
Perceptive Content	Content management system used to capture, store, organize, and share documents and other digital content.	
Supporting Information		
Related Policies, Forms, Documents, Websites	Academic Conduct Policy and Procedure Freedom of Information and Protection of Privacy Policy and Procedure	
Acts and Regulations	BC College and Institute Act	
Amendment History		
Amendment Number	Approval Date	Summary of Modifications
#0	September 17, 2025	Initial approval