

ACADEMIC INTEGRITY PROCEDURE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

Category:	Student and Academic
Parent Policy:	D31
Approval Date:	June 9, 2021
Effective Date:	July 1, 2021
Procedure Owner:	Vice President of Academics and Student Experience

Overview:	<p>In the event of academic misconduct or breach of Olds College Policy D31: Academic Integrity, this procedure will serve to guide stakeholders in their investigation and response. The College reserves the right to use any and all reasonable means to conduct an investigation, including, but not limited to interviews and electronic plagiarism tools. Individuals involved in academic misconduct that are not currently in the course or program in question are subject to the same scrutiny and potential consequences should they be found to be involved in any form of academic misconduct.</p>
Procedures:	<p>Investigation - In the event that an instructor suspects a student(s) of academic misconduct, the instructor is required to conduct an investigation in which the instructor gathers all pertinent information regarding the alleged breach.</p> <p>Engagement with student - The student(s) meets with the instructor to discuss the allegation. A Student Action Plan is completed that summarizes the situation, recommends suitable, agreed upon actions and includes the consequence subject to review by the Associate Dean. The action plan is dated and signed by all participating parties.</p> <p>Review by Associate Dean - The Associate Dean receives the Student Action Plan and reviews and verifies student conduct/ performance in other courses. The Associate Dean meets with the student(s) to discuss the situation and to inform them that a decision arising from the review will be provided to them within 5 working days if required for more severe consequences.</p> <p>Written decision - The Associate Dean provides a written decision to the student and cc's the Instructor, Dean and the Registrar. The student has 5 working days to appeal the decision to the Dean.</p>

The Associate Dean must have the following documents ready to forward to the Dean immediately in the event of an appeal:

- A copy of the instructor's investigation including documents gathered
- A copy of the Student Action Plan and any pertinent information gathered from the instructor's meeting with the student(s)
- A copy of the Associate Dean's written decision

Consequences - Consequences for academic misconduct may include one or more of the following:

- Mark reduction on a piece of academic work
- Mark of zero on a piece of academic work
- Required to remediate their understanding of, and adherence to Academic Integrity
- A grade of "F" in the course
- Transcript notation
- Suspension
- Expulsion

In determining consequences, consideration may be given to the following:

- The extent of the misconduct
- Whether the act is an isolated incident or part of a repeated pattern of misconduct
- Any other mitigating circumstances

Penalties greater in severity than a mark of zero on a piece of academic work will be determined by the Associate Dean in consultation with the instructor. Consequences will increase in severity dependent upon whether it is a repeat offence, as well as the severity of the offence.

Appeals - Students have the right to appeal Academic Integrity decisions as outlined in the Student Disputes, Complaints and Appeals Procedure.

Attempted withdrawal - No student shall be allowed to withdraw from a course, or a program, or the College, to avoid penalties based on academic misconduct. Any attempt to do so will be subject to an 'F' grade being recorded on the student transcript for the course(s) in question and any other consequences as determined in the process

Definitions:

Academic misconduct: see parent policy

Expulsion: Removal of the student from the College for breach of conduct with no option to apply for readmission

Suspension: Removal of the student from the College for a period of (8) months after which they may apply for readmission. See policy D32: Academic Standing

	Transcript notation: A formal notation on a student’s academic record at the College indicating an academic/conduct breach, suspension, or expulsion.
Related Information:	D25: Student Disputes, Complaints and Appeals Procedure D32: Academic Standing Student Action Plan
Review Period:	3 Years
Revision History:	April 2011: New January 2014: Revision June 2016: Revision June 2021: Revision