

## ACADEMIC MISCONDUCT

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

<b>Category:</b>	I. Student Experience
<b>Parent Policy:</b>	I02
<b>Approval Date:</b>	November 7, 2025
<b>Effective Date:</b>	January 1, 2026
<b>Procedure Owner(s):</b>	Vice President, Academic Deans Registrar & Director, Student Services

### Overview:

Olds College of Agriculture & Technology (the “College”) is committed to upholding academic integrity and the fair assessment of student learning. Academic misconduct undermines the learning environment and the reputation of the College. This procedure outlines the process for responding to suspected academic misconduct, ensuring a fair and consistent approach for all students. Academic misconduct refers to any behaviour that knowingly, or under reasonable expectations, compromises the integrity of academic work.

This procedure applies to all students and academic activities at the College, including credit and non-credit courses, work-integrated learning, and co-curricular academic components.

Academic misconduct is any behaviour by a student that knowingly, or under reasonable expectations, compromises the integrity of academic work. It includes actions that misrepresent a student’s knowledge, abilities, or efforts, and disrupt fairness in the academic process.

The following list provides examples of academic misconduct. It is not exhaustive. Other forms of misconduct may also be addressed where they contravene academic integrity or college policy. A breach of academic misconduct may include multiple types or policy breaches.

### Types of Academic Misconduct

- Plagiarism:** Presenting another person’s words, ideas, or work as one’s own without proper acknowledgment or citation.
- Cheating:** Using or attempting to use unauthorized materials, information, or assistance in an academic assessment.
- Collusion / Unauthorized Collaboration:** Working with others on assignments or assessments intended to be completed individually.
- Fabrication or Falsification:** Inventing, altering, or misrepresenting information, data, or sources.

5. **Contract Cheating / Outsourcing:** Submitting academic work completed by another person or service, whether paid or unpaid.
6. **Impersonation:** Assuming the identity of another person, or allowing another person to assume one's identity, in academic activities.
7. **Unauthorized Use of Technology:** Using digital tools or platforms in ways that violate course or college expectations as identified in a course outline, assessment criteria or college policy.
8. **Multiple Submission (Self-Plagiarism):** Submitting the same, or substantially similar, work for credit in more than one course without prior approval.
9. **Misrepresentation:** Providing false information or documentation to gain an academic advantage, including misrepresentation of attendance, illness, or submission of work.
10. **Interference with Academic Integrity:** Disrupting or obstructing the academic work of others, or tampering with academic processes, materials, or records.
11. **Unauthorized Use of Artificial Intelligence (AI):** Using generative AI tools (such as ChatGPT or similar platforms) or other automated technologies to produce, edit, or complete academic work in ways not permitted by the course, instructor, or college policy.

## Procedures:

### General Principles

1. Allegations of academic misconduct will be addressed with fairness, transparency, and timeliness.
2. Students will be informed of allegations, given an opportunity to respond, and provided with a written decision in alignment with procedural fairness.
3. Academic misconduct records are maintained to track offences.
4. Confidentiality will be respected throughout the process.

### First Incident of Suspected Academic Misconduct Investigation Option

1. The instructor gathers evidence and contacts the Office of the Dean or the Office of the Registrar (Registrar, or designate) to check for any prior academic misconduct.
2. If the student has no prior record, the instructor may choose to conduct an investigation directly. The instructor will contact the student and arrange a meeting (phone, virtual, or in-person).
  - a. The instructor may choose to direct the investigation to the Office of the Dean of their program instead of conducting the investigation directly themselves.
3. Before the meeting, the student is sent an email by the instructor including:
  - a. A summary and evidence (if applicable) of the alleged misconduct.
  - b. Notice of their right to bring a support person.
  - c. Date/time/mode of meeting.
  - d. Links to relevant policies and procedures.
  - e. Notification that a decision may be made in their absence.
4. The student confirms whether a support person will attend.
5. The instructor may bring a member of the Office of the Dean (or designate) in a support capacity.
6. The instructor and student meet to discuss the allegation and allow the student to respond.
7. The instructor decides, based on evidence, whether academic misconduct occurred.
8. If academic misconduct is found, the instructor determines appropriate outcomes based on the severity and context. In cases where the severity

warrants, especially for initial breaches, outcomes may focus on educational measures designed to help the student understand academic integrity expectations and prevent future violations.

- a. Instructor determined possible outcomes include:
  - i. Written warning
  - ii. Resubmission of assignment
  - iii. Grade penalties (assessment only)
  - iv. Failing grade for assessment
  - v. Academic Integrity Remediation Tutorial Course
- b. Escalated outcomes:
  - i. In the event an instructor recommends an outcome beyond the above-listed, the instructor will make a recommendation via the reporting mechanism that an escalated outcome be issued.
  - ii. In this event, the Office of the Dean (or designate) will meet with the instructor for clarification and review of the allegations. The Office of the Dean (or designate) will determine if a subsequent investigation or hearing is required with the student.
  - iii. Outcomes may include:
    - Disciplinary Probation
    - Academic Integrity Remediation Tutorial Course
    - Required Withdrawal (Grade of WN and GPA of 0.0 for the course)
    - Transcript Notation (Academic Misconduct)
    - Academic Suspension Recommendation (to the Registrar)
    - Academic Expulsion Recommendation (to the Registrar)

9. The instructor documents the investigation via the approved reporting mechanism.
10. The Office of the Dean will send an outcome letter to the student, instructor and Office of the Registrar detailing if a breach occurred, the outcome, and if no breach occurred, that the investigation is closed. This typically occurs within ten (10) business days of the initial notification. This deadline may be extended as part of the investigation.
11. The Registrar logs the incident and retains records for administrative tracking.

#### **Subsequent Incidents or Severe First Incident**

1. If a student has a prior record or the first incident is severe, the instructor is notified, and the new incident is referred to the Office of the Dean.
2. The Office of the Dean (or designate) arranges a meeting with the student and instructor and follows the same communication process as identified in the first incident procedure.
3. The student may bring a support person.
4. The Office of the Dean (or designate) conducts the meeting and determines, on a balance of probabilities, whether misconduct occurred. If misconduct is confirmed, possible outcomes include:
  - a. Written warning
  - b. Resubmission of assignment
  - c. Grade penalties (assessment only)
  - d. Failing grade for assessment
  - e. Disciplinary Probation



- f. Academic Integrity Remediation Tutorial Course
- g. Required Withdrawal (Grade of WN and GPA of 0.0 for the course)
- h. Transcript Notation (Academic Misconduct)
- i. Academic Suspension Recommendation (to the Registrar)
- j. Academic Expulsion Recommendation (to the Registrar)
- k. Revocation of credential Recommendation to the Registrar (in severe cases)

5. The Office of the Dean will send an outcome letter to the student, instructor and Office of the Registrar detailing if a breach occurred, describing the outcome, and, if no breach occurred, declaring that the investigation is closed. This typically occurs within 10 business days of the initial notification. This deadline may be extended as part of the investigation.

#### **Escalating Consequences for Repeat or Severe Offences**

The academic misconduct procedure follows a progressive discipline model, where consequences increase in severity for repeat violations or in cases of serious breaches. While a first incident may result in educational outcomes (e.g., resubmission, grade penalty, or academic integrity remediation tutorial), subsequent or egregious violations may lead to formal sanctions such as disciplinary probation, transcript notations, suspension, or expulsion. This approach reinforces the importance of academic integrity while ensuring fairness and consistency.

#### **Reports by Other Individuals**

1. Anyone may report suspected academic misconduct to the course instructor, Office of the Dean, or directly to the Office of the Registrar via email or approved reporting mechanism (eg. Confidence Line, Guardian).
2. Reports should include names, course details, and a description of the alleged behaviour.
3. Anonymous reports may be considered, but may limit the investigation. Anonymous reports may occur through approved college methods, including the ConfidenceLine or Guardian.
4. The Registrar logs the report and forwards it to the appropriate Associate Dean.
5. If warranted based on the report, an investigation may be triggered through this procedure.

#### **Appeals**

1. Students may appeal academic misconduct decisions under the Student Disputes, Complaints, and Appeals Procedure.
2. Appeals must be submitted in writing within ten (10) business days of receiving the decision.
3. Appeals will be heard by the Dean of the program or designate.
4. Appeals of decisions resulting in expulsion will be heard by a council formed by the Academic Council.

#### **Definitions:**

**Academic Integrity:** The expectation that students act with honesty, trust, fairness, respect, and responsibility in all academic activities, ensuring their work represents their own learning.

**Academic Misconduct:** Any behavior that knowingly, or under reasonable expectations, compromises the integrity of academic work. Examples include

plagiarism, cheating, misrepresentation, or other dishonest actions in academic activities.

**Allegation:** A formal or informal claim that a student has engaged in academic misconduct.

**Appeal:** The process by which a student formally requests a review of an academic misconduct decision, in accordance with the Student Disputes, Complaints, and Appeals Procedure.

**Associate Dean:** An academic leader responsible for reviewing escalated cases of academic misconduct, meeting with students and instructors, and determining appropriate outcomes.

**Balance of Probabilities:** The standard of proof applied in misconduct investigations, meaning it is more likely than not that the alleged behavior occurred.

**ConfidenceLine:** An approved reporting mechanism available at Olds College for confidential or anonymous reporting of concerns, including suspected academic misconduct.

**Disciplinary Probation:** A formal sanction indicating that a student's standing at the College is at risk and that further misconduct may lead to suspension, expulsion, or additional disciplinary measures.

**Escalated Outcome:** A more serious consequence for academic misconduct, determined when the severity of the offense or a repeat violation warrants a higher-level sanction beyond those an instructor can impose.

**Evidence:** Information or materials used to support or challenge an allegation of academic misconduct. This may include student work, instructor observations, electronic records, or witness statements. All evidence is considered fairly and kept confidential.

**Expulsion:** A permanent sanction recommended by the Registrar and decided by Academic Council, resulting in the removal of a student from the College with no opportunity for re-enrollment.

**Guardian:** The College's approved digital platform for incident and misconduct reporting.

**Instructor:** A faculty member responsible for teaching a course, identifying potential academic misconduct, and investigating or referring cases in accordance with the procedure.

**Outcome Letter:** A formal written communication from the Office of the Dean to the student, instructor, and Registrar outlining the decision, outcome, or closure of an academic misconduct investigation.

**Procedural Fairness:** The principle that students will be treated consistently and equitably during misconduct investigations, including being informed of allegations, given the opportunity to respond, and receiving a written decision from an impartial decision-maker.

**Progressive Discipline:** An approach to addressing misconduct where consequences increase in severity for repeated or serious violations.

**Registrar;** The institutional officer responsible for logging and tracking academic misconduct records, and for implementing sanctions such as suspension, expulsion, or credential revocation upon recommendation.

**Remediation Tutorial (Academic Integrity Remediation Tutorial Course):** An educational intervention designed to help students understand the expectations of academic integrity and prevent future misconduct.

**Required Withdrawal:** A sanction requiring a student to withdraw from a course, resulting in a grade of WN (Withdrawn for Academic Misconduct) and a GPA of 0.0 for that course.

**Severe First Incident:** Incidents that may have intersectionality between other Olds College policies and procedures.

**Support Person:** An individual (such as a peer, advisor, or Elder) chosen by the student to provide moral, emotional, or personal support during meetings or investigations.

**Suspension (Academic Suspension):** A sanction recommending that a student be temporarily removed from the College for a defined period of time due to academic misconduct.

**Transcript Notation:** An official record on a student's transcript indicating that academic misconduct occurred.

**Written Warning:** A documented notice provided to a student following academic misconduct, outlining the nature of the violation and expectations for future conduct.

#### Related Information:

I02 Student Rights & Responsibilities Policy  
I02 Impairment from the Use of Alcohol, Cannabis, Other Drugs & Substances Procedure  
I02 Student Disputes, Complaints & Appeals Procedure  
I02 Non-Academic Misconduct Procedure

#### Review Period:

3 years

#### Revision History:

New: November 2025