

STUDENT MISCONDUCT: ACADEMIC AND NON-ACADEMIC			
<b>Effective Date</b>	April 12, 2018	<b>Policy Type</b>	Academic
<b>Responsibility</b>	Vice-President, Academics and Research	<b>Cross-Reference</b>	1. Respectful Workplace Policy 2. Students Rights and Responsibilities Policy 3. Ethics and Accountability Policy 4. College Computing Policy – Conditions of Use 5. Online Social Networking Policy 6. Student Academic Grievance 7. Records Management Policy
<b>Approver</b>	Academic Council	<b>Appendices</b>	1. Academic Procedures
<b>Review Schedule</b>	Every two years		

**1. Policy Statement**

1.1 Registered students are expected to abide by the rules and regulations of the College and its constituent departments.

**2. Background**

- 2.1 **Non-academic** -- The disciplinary power of the College is inherent in its responsibility to protect its educational purposes and processes through the setting of standards of conduct and through the regulation of the use of its facilities. The established standards of conduct apply to students whenever they are on property owned, leased or operated by the College. The standards of conduct also apply to students representing the College at functions, meetings or sports events which are held off site. Students are also expected to abide by applicable Provincial and Federal laws.
- 2.2 **Academic** -- In addition to appropriate behaviour, the College expects intellectual honesty from its students. Intellectual honesty demands that the contribution of others be acknowledged. To do less is to cheat. Intellectual dishonesty undermines the quality of academic activity and, accordingly, the College has adopted appropriate penalties for student misconduct with respect to plagiarism and cheating. Penalties are levied according to the degree of the infraction. Students who are unsure whether a course of action might constitute plagiarism are advised to consult with the instructor.

### 3. Policy Objective

- 3.1 This policy is intended to provide a framework for the identification and resolution of issues (tracked by the Director of Student Experience) concerning the academic and non-academic conduct of Grande Prairie Regional College students.

### 4. Scope

- 4.1 This policy applies to all students at any campus or learning centre, any College owned property or on any College related field trip and activities.

### 5. Definitions

- 5.1 **“Academic Misconduct”** means the commission of any action which falsely indicates the student’s level of academic achievement or assists in falsely indicating another student’s level of achievement. Examples of Academic Misconduct are plagiarism and cheating.

- 5.2 **“Plagiarism”** means submitting work (words, ideas, images, or data) in a course as if it were the student’s own work done expressly for that course when, in fact, it is not. Most commonly plagiarism exists when:

- 5.2.1 the work submitted or presented was done, in whole or in part, by an individual other than the one submitting or presenting the work (this includes having another person impersonate the student or otherwise substituting the work of another for one’s own in an assignment, examination or test);
- 5.2.2 parts of the work are taken from another source without reference to the original author (this includes ideas, words, and images appearing in print, digital, graphical, internet, audio and video formats);
- 5.2.3 a student submits or presents the work in one course which has also been submitted in another course (although it may be completely original with that student) without the prior agreement of the instructor, or
- 5.2.4 clinical or laboratory reports are falsified or fabricated.

While it is recognized that academic work often involves reference to the ideas, data and conclusions of others, intellectual honesty requires that such references be explicitly and clearly noted.

Instructors may choose to use online plagiarism detection services. When a student submits a paper, it is understood that the student is consenting to such a procedure and that the student cannot claim any copyright violation should such paper be uploaded to an online plagiarism detection database.

- 5.3 **“Cheating”** on tests or examinations includes but is not limited to the following:

- 5.3.1 dishonest or attempted dishonest conduct such as speaking to other students or communicating with other students under any circumstances whatsoever;

- 5.3.2 bringing into the examination room a textbook, notebook, memorandum, other written material or mechanical or electronic device not authorized by the examiner/instructor;
- 5.3.3 writing an examination or part of it outside the confines of the examination room without permission to do so;
- 5.3.4 consulting any person or materials outside the confines of the examination room without permission to do so;
- 5.3.5 leaving answer papers exposed to view or any attempts to read other students' examination papers;
- 5.3.6 tampering or attempting to tamper with examination scripts, class work, grades and/or class records; the acquisition, attempted acquisition, possession, and/or distribution of examination materials or information not authorized by the instructor, or
- 5.3.7 the impersonation of another student in an examination or other class assignment.

Any student who voluntarily and consciously aids another student in the commission of one of these offenses is also guilty of misconduct.

5.4 **“Non-Academic Misconduct”** means behavior on property owned, leased or operated by the College, or on any endeavors during College related activities such as field trips, that violates explicitly stated College rules and regulations, or a Federal, Provincial or Municipal statute, regulation or by-law. Student misconduct includes but is not limited to:

- 5.4.1 furnishing false or misleading information to College officials or on official College records or altering or tampering with such official records;
- 5.4.2 theft, malicious destruction, damage or injury to property;
- 5.4.3 appropriating for the student's own use property which is not the student's own without the consent of the owner or person legally responsible for such property;
- 5.4.4 possession, use or distribution of any illegal substance;
- 5.4.5 unauthorized consumption, possession or distribution of alcoholic beverages;
- 5.4.6 unauthorized entry into, or use of, College facilities;
- 5.4.7 failure to comply with directions of College administrative officers or faculty within the purview of their authority when they are carrying out their normal duties;
- 5.4.8 conduct which causes injury to a person and/or damage to College property and/or the property of any member of the College community;
- 5.4.9 bullying, violence or threat of violence, and or unacceptable behaviour or language (on campus, in classrooms, on-line or while using computers, at events, on trips, etc.).

5.5 **“Supervisor”** is a person in a position of responsibility when the misconduct occurs (in that moment, in that setting).

## 6. Guiding Principles

### 6.1 Academic Guidelines

- 6.1.1 Faculty are to ensure that all reasonable measures are taken to inform students of the specific requirements of their courses regarding academic integrity and that they model and enforce clear and fair standards of academic integrity.

- 6.1.2 If a member of the College community who is not the course instructor believes that academic misconduct has occurred, that member is expected to report the alleged misconduct to the instructor of the course, the Chair of the program, or the divisional Dean, who then will inform the Director of Student Experience to ensure provision of information and tracking.
- 6.1.3 First offenses will normally be treated with a warning and/or failing grade on the work in question. Repeat infractions or academic misconduct that is willful and significant may result in a failing grade in the course, a requirement to withdraw from a course or program and, in the most extreme cases, expulsion from the College.
- 6.1.4 If a student has been accused of academic misconduct, and it is determined that the misconduct did not occur, the student will be given an opportunity to complete the assignment, rewrite the exam, or receive the grade to which they would have been entitled.
- 6.1.5 If an instructor discovers or suspects academic misconduct, the instructor will take appropriate action to stop the misconduct from continuing. The instructor provides evidence of the misconduct to the student. The instructor is expected to report the alleged misconduct to the Chair of the program, or the divisional Dean, who then will collaborate with the Director of Student Experience.
- 6.1.6 See Appendix 1 for Academic Procedures.
- 6.2 Non-academic Guidelines
  - 6.2.1 Where non-academic misconduct is clearly covered by another policy, such as the Residence Handbook, the procedures contained in that policy are to be followed.
  - 6.2.2 When it is determined that a student poses a threat to campus security or to the safety of any person on campus, the College reserves the right to take immediate and necessary action. This may include a possible distance education component until an investigation can be carried out. The threat may result from activities or behavior that occurred on or off campus (e.g. field trips).
  - 6.2.3 Non-academic misconduct is initially managed by the supervisor of the student(s). If the supervisor does not feel safe in dealing with the misconduct, the supervisor will contact Campus Security or, in the instance of the West Yellowhead Regional Learning Centres, the local RCMP.
  - 6.2.4 Any individual witnessing non-academic misconduct in common areas of the College should report the incident to Campus Security or, in the case of West Yellowhead, the RCMP, who will follow up with the Director of Student Experience. The Director of Student Experience will follow up with appropriate Dean thereafter.

## 7. Roles and Responsibilities

- 7.1 Policy Responsibility – overall responsibility rests with the Vice-president, Academics and Research. This includes:
  - 7.1.1 monitoring the effectiveness of the policy and making policy refinements as needed to ensure the policy remains relevant and effective;
  - 7.1.2 managing relationships with any external agencies whose mandate and functions are relevant to effective policy implementation;
  - 7.1.3 developing and implementing any education and awareness activities needed to ensure the college community is aware of and understands the policy, and

- 7.1.4 ensuring there is effective follow-up to any reported and investigated incident.
- 7.2 Policy Management – the Director, Student Experience is responsible for policy deployment, including:
  - 7.2.1 receipt of all disclosures and reports of misconduct;
  - 7.2.2 determination of the appropriate response once a report or disclosure is received, including deciding if there is a need to accommodate or provide support to affected parties, identification of what information is available or needs to be collected and how information will be managed, how further investigation will be carried out, and
  - 7.2.3 development of response recommendations based on investigation results.
- 7.3 Review, Approve/ Deny Recommendations - the Vice-President of Academics and Research analyses and reviews recommendations resulting from an investigation.
- 7.4 Policy Enforcement - the Vice President, Academics and Research, is responsible for policy enforcement including:
  - 7.4.1 receipt and acceptance, modification or rejection of response recommendations from the Director, Student Experience, and
  - 7.4.2 ensuring that the response is carried out.
- 7.5 Appeals- the President and CEO is responsible for facilitation of the appeal process concerning decisions made in accordance with this policy. The appeal process will be as follows:
  - 7.5.1 Membership of the Appeal Panel
    - 7.5.1.1 The Panel will consist of at least three members:
      - 7.5.1.1.1 one representative from Student Experience;
      - 7.5.1.1.2 one faculty member named by the Vice-President, Academics and Research;
      - 7.5.1.1.3 if Complainant and/or Respondent are student(s), one student will be named as a panel member by the President. The student that will be selected should not be in the same class to ensure no conflict of interest exist.
    - 7.5.2 Grounds
      - 7.5.2.1 The grounds for an appeal include but are not restricted to the following:
        - 7.5.2.1.1 procedural errors on the part of the decision.
        - 7.5.2.1.2 failure of the investigation to consider factors relevant to the decision being appealed.
        - 7.5.2.1.3 bias or discrimination against either party on the part of the person investigating the conduct.
        - 7.5.2.1.4 new information that was not available during the complaint procedure.
    - 7.5.3 Powers of the Appeal Panel

7.5.3.1 The Appeal Panel has the authority to determine if the appeal is to be heard, based on Item 7.5.2.

7.5.3.2 The decision of the Appeal Panel will be either:

7.5.3.2.1 to uphold the appeal and make such order as is required, or

7.5.3.2.2 to deny the appeal.

7.5.3.3 The Panel will hear an appeal from the same appellant against the same decision only once.

7.5.3.4 The decision of the Appeal Panel will be final and binding on the College and the appellant.

#### 7.5.4 Procedures

7.5.4.1 The appellant must, in writing, set forth the decision being appealed, the grounds for the appeal, the nature of the injustice and the relief requested. If required, an Appeal Panel must be established and must meet within 14 days of receipt of the appellant's written appeal.

7.5.4.2 Prior to hearing the evidence, the Appeal Panel shall determine whether the appeal falls within its jurisdiction.

7.5.4.3 The Appeal Panel shall provide a decision within 28 days of receipt of the written statement.

7.5.4.4 The Appeal Panel will hear evidence from all involved parties.

7.5.4.5 The appellant and the respondent are each entitled to have an advocate or an advisor accompany them.

7.5.4.6 On conclusion of the hearing, the Appeal Panel will prepare a brief summary of the evidence and argument presented to it, to which shall be added the decision of the Appeal Panel and reason for the decision. The summary and decision shall be signed by the President and normally delivered to the appellant and respondent within seven days of the receipt of the appeal panel decision.

#### 7.6. Records Management

7.6.1 The Appeal Panel will create and maintain, in confidence, the records of the proceedings and outcomes consistent with this and other College policies. The records will be stored for a minimum of 3 years in the office of the Vice-President Academics and Research and destroyed as per the Records Management Policy of the College.

### **8. Exceptions to the Policy**

There are no exceptions to this policy.

### **9. Inquiries**

Director, Student Experience

## 10. Amendments (Revision History)

Approved by Academic Council: December 13, 2012

### Appendix 1- Student Misconduct: Academic Procedure

1. First Offense
  - 1.1 Instructor – gives a verbal warning to the student and has the option of assigning a failing grade on the assignment or exam. Provides a letter to the student where the failing grade is assigned, with copies to the Department Chair and the Director of Student Experience.
  - 1.2 Department Chair – a student may appeal the instructor's decision to the Department Chair, who will make a decision after consultation with the student and the instructor.
  - 1.3 Director of Student Experience– receives copies of the decision of the Department Chair. The Director of Student Experience, who has access to previous incident documentation relating to the student, provides a warning letter to the student, copied to the Department Chair and Divisional Dean.
2. Two or More Offenses: Same or Different Courses
  - 2.1 Instructor – in a written report, the instructor may recommend a failing grade in the course or removal from the course to the Department Chair.
  - 2.2 Department Chair – approves or denies the instructor's recommendation. Provides a written decision to the student within 10 business days of receipt of the written decision from the instructor.
  - 2.3 Divisional Dean – the student may appeal the Department Chair's decision to the Divisional Dean, who shall provide a written decision within 10 business days of receipt of the Chair's decision.
  - 2.4 Students may appeal within 10 business days of receipt of the written decision to the Vice-President of Academics and Research, who shall provide a written decision within 10 business days.
  - 2.5 Director of Student Experience – receives copies of decisions from the Vice-President of Academics and Research. The Director of Student Experience advises the student of any prior offenses and provides a warning letter to the student, copied to the Department Chair, Divisional Dean and Vice-President of Academics and Research. The decision and actions to be taken are followed up in writing by the Director of Student Experience with appropriate Dean and Chairs to ensure a written record of decisions and actions is stored on file.