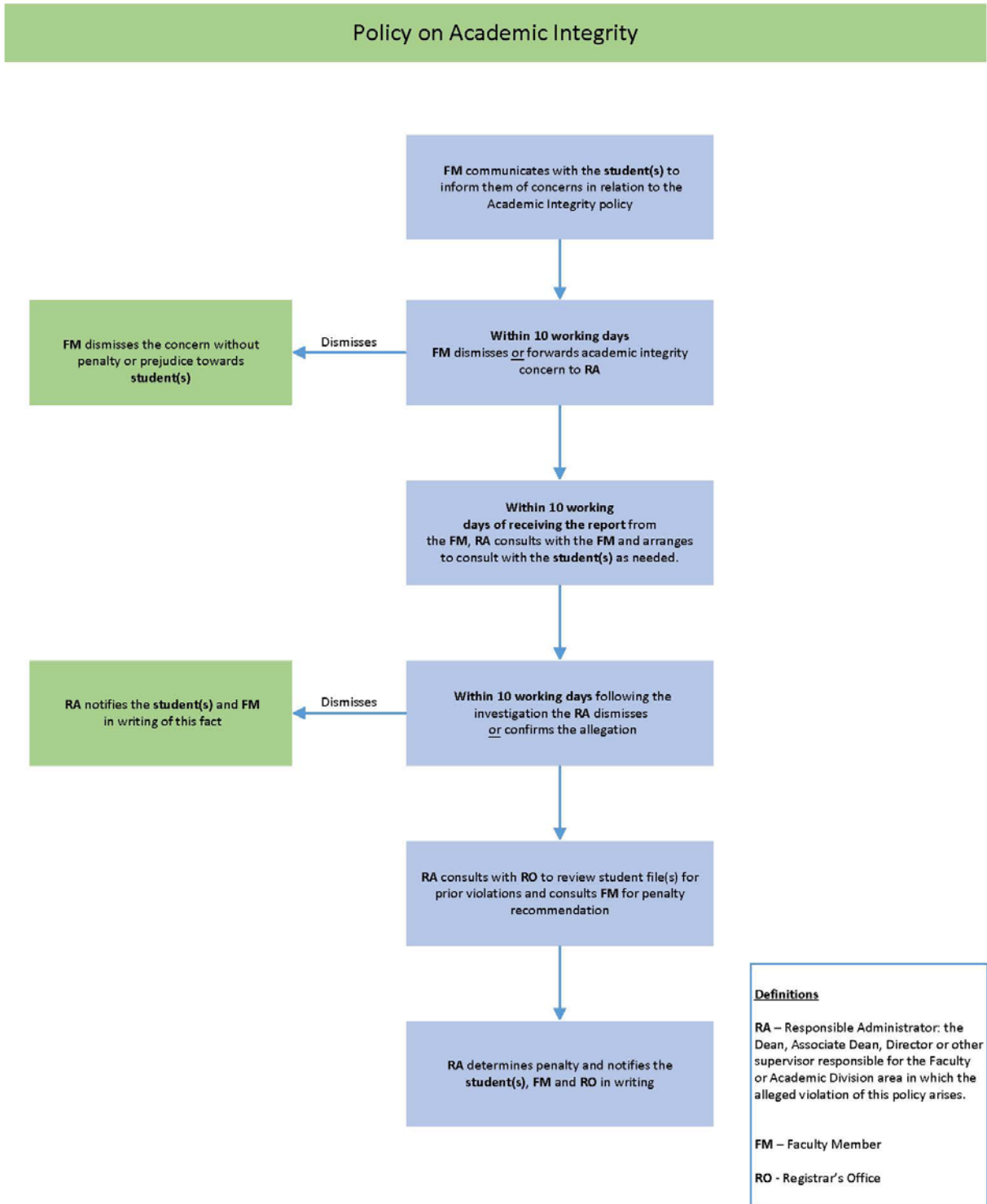


POLICY-LINKED STANDARD OPERATING PROCEDURE (SOP)

DOCUMENT ID: SOP-067 VERSION #4	TITLE: ACADEMIC INTEGRITY (VIOLATION OF)	SEARCH KEY:
PROCESS REVISIONS:	DATE OF PREVIOUS VERSION: Replaces SOP-067 Version #3	REVISED: 2020/02/24 (yyyy/mm/dd)
PURPOSE:	<ul style="list-style-type: none"> To outline the protocol for violation of the Academic Integrity policy. 	POST TO: Public Website <input checked="" type="checkbox"/> DC Connect <input checked="" type="checkbox"/>
LINKED POLICY	Douglas College Policy: <ul style="list-style-type: none"> Academic Integrity Policy 	
SCOPE (Applies To):	<ul style="list-style-type: none"> ACADEMIC STUDENTS FACULTY MEMBERS RESPONSIBLE ADMINISTRATORS (i.e., Deans / Associate Deans / Directors) REGISTRAR'S OFFICE STAFF MEMBERS PRESIDENT VICE-PRESIDENT, ACADEMIC & PROVOST DOUGLAS COLLEGE STUDENT UNION OMBUDSPERSON STUDENT AFFAIRS & SERVICES (i.e., COUNSELLING SERVICES, INDIGENOUS STUDENT SERVICES, ACCESSIBILITY SERVICES, LEARNING RESOURCES) 	
STATUS: FINAL	AUTHOR: Standing Committee on Educational Policies CONTACT INFORMATION: EDUCATION COUNCIL CHAIR, 604-527-5384	CREATED: 2019/11/12 (yyyy/mm/dd)
	RESPONSIBLE OWNER: VICE-PRESIDENT, ACADEMIC AND PROVOST	
RELEVANT FORMS:	N/A	REVISED: (yyyy/mm/dd)
POLICY APPROVAL BODY:	1. EDUCATION COUNCIL	DATE APPROVED: 2020/02/24 (yyyy/mm/dd)
QUALITY ASSURANCE FORMAT APPROVAL: <input checked="" type="checkbox"/> ADMINISTRATORS' COMMUNITY OF PRACTICE (ACP) SOP SUBCOMMITTEE <input checked="" type="checkbox"/> THOR BORGFORD, VICE-PRESIDENT, ACADEMIC AND PROVOST		DATE APPROVED: 2020/03/04 (yyyy/mm/dd)
OTHER RELEVANT POLICIES:	See list of relevant policies at the end of the <i>Douglas College Academic Integrity Policy</i>	
RELEVANT ACRONYMS & DEFINITIONS:	FM: Faculty Member RA: Responsible Administrator RO: Registrar's Office	

STEPS:



PREAMBLE:

When any member of the College community (**student, staff, faculty member** or **administrator**) has reason to believe that another person has violated the Academic Integrity policy, that person has a duty to report the alleged breach. Where a **student** is suspected of violating the policy in the context of completing coursework, the report is made to the **faculty member** teaching the course to which the alleged violation relates; where a **student** is suspected of violating the policy in the commission of other College business (such as by submitting falsified transcripts to the College), the person discovering the alleged policy violation should report the matter to their **Supervisor** or **Responsible Administrator**. (Note: where a **College employee** is believed to have contravened standards of conduct relating to honesty or integrity, other policies may apply – see the list of relevant policies at the end of the Academic Integrity Policy.)

STEPS:

1. When a **faculty member** has grounds to suspect that a **student** has violated the principles of academic integrity in their course, the **faculty member** will inform the **student** as soon as possible.
2. If the **faculty member** is persuaded that the **student** has not acted dishonestly, the **faculty member** will dismiss the concern without penalty or prejudice towards the **student**.
3. If the **student** admits to dishonest action or if the **faculty member** concludes that the **student** has likely violated the Academic Integrity policy, the **faculty member** will refer the matter within ten (10) working days to the **Responsible Administrator** for adjudication. The **faculty member** will provide the **Responsible Administrator** with the following information:
 - a copy of the academic integrity language included in their course outline, and
 - a written statement (email) outlining the allegations, the outcome of any meeting with the **student** and the penalty that the **faculty member** recommends for the **student**.

Additionally, the **faculty member** will provide the **Responsible Administrator** with some or all of the following information, as appropriate:

- any relevant assignment / test instructions or guidelines provided to students in the course,
- the **student's** work relating to the alleged or admitted academic dishonesty, and
- any other pertinent evidence of academic dishonesty or misconduct, such as but not limited to the examples provided under "Definitions" (in the policy). (Note: where allegations rest upon the testimony of witness(es), the evidence submitted should include the signed statement of the witness(es).)

The **faculty member** and **Responsible Administrator** may meet to discuss the submission, if either feels that discussion is warranted; otherwise, the **Responsible Administrator** may proceed on the basis of the above submission.

4. Where the **student** has admitted to a breach of the standards of academic integrity or where, despite the **student's** reported denial of responsibility, the **Responsible Administrator** agrees

STEPS: (cont.)

with the **faculty member** that there is evidence of such a breach, the **Responsible Administrator** may proceed to assigning a penalty without meeting with the **student**. (See Penalties for Violations of the Academic Integrity Policy). And Note: the **Responsible Administrator** should proceed directly to step 8, below.)

5. In the absence of an admission by the **student** and where the **Responsible Administrator** believes that further investigation is warranted, they will contact the **student** in writing within ten (10) working days to arrange to meet to review the evidence with and hear from the **student**. The **Responsible Administrator** will advise the **student** that they are entitled to invite a **Support Person** to attend. Choice of **Support Person** is restricted to one of the following persons in the Douglas College community, owing to their knowledge of College policy and procedures and to their familiarity with students' interests: a **Counsellor**, an **Accessibility Specialist** from **Accessibility Services**, the **DSU Ombudsperson**, or the **Indigenous Student Coordinator**.
6. Following the meeting with the **student**, the **Responsible Administrator** may seek further clarification from the **faculty member** before ruling on the matter.
7. Where the **student** is found not to have violated the Academic Integrity policy, the **student** will be informed by the **Responsible Administrator** in writing of this fact; the letter will include information pertaining to the **student's** grade or standing as affected by the **Responsible Administrator's** finding. A copy of this letter will be provided to the **faculty member** involved.
8. Where the **student** is found to have violated this Academic Integrity policy, the **Responsible Administrator** will contact the **Registrar's Office** to discover whether there has been report of any previous academic dishonesty on this **student's** file.
9. Where the **student** is found to have breached the standards of academic integrity and where there is no more than one previous note on the **student's** file, the **Responsible Administrator** will assess the seriousness of the violation, consider the **faculty member's** recommended penalty or penalties and assign one or more penalty/penalties. Within ten (10) working days, the **Responsible Administrator** will inform the **student** of their finding and applicable penalty/penalties in writing by way of a letter that will be copied to the **faculty member** and to the **Registrar's Office**, where it will be kept in the **student's** file. The letter will constitute a formal reprimand, will outline any consequences of the penalty/penalties (such as a change to the **student's** final course grade or ineligibility for the **student** to progress in their program), and will include a formal warning that any additional violation of the Academic Integrity policy may include immediate suspension or expulsion from Douglas College.
10. In all cases where two previous notes are on the **student's** file in the **Registrar's Office**—that is, where the **student** is found to have violated the Academic Integrity policy for a third time—the **Responsible Administrator** will recommend that the **President** expel the **student** from Douglas College.

Note: Where a **student** is expelled from Douglas College for reasons of academic dishonesty, a notation such as "Expelled for violation of the Academic Integrity Policy, effective (date or date range)" will be placed on the **student's** permanent file and transcript.