

 CAPILANO UNIVERSITY		PROCEDURE	
Procedure No.		Officer Responsible	
S2017-05-01		Vice-President Academic and Provost	
Procedure Name			
Academic Integrity			
Policy This Procedure is Under			Date of Next Policy Review
S2017-05 Academic Integrity			January, 2022
Date Issued	Date Revised	Related Policies, Reference	
January, 2018	February, 2022	S2017-05 Academic Integrity Policy B.109 Student Appeals Policy B.109.1 Student Appeals Procedure	

1 PURPOSE

- 1.1 The procedures outlined in this document are designed to support Capilano University’s Academic Integrity Policy. These procedures form the framework by which instructors, staff, and the administrative team respond to allegations made under Policy S2017-05.
- 1.2 In addition, these procedures are meant to inform all employees and students who are involved in the student academic integrity process about the steps to be followed in the implementation of the policy.
- 1.3 Any employee of Capilano University who observes a suspected infraction of academic integrity should make a report to the relevant instructor, chair, coordinator, convenor or dean. If the instructor is not the employee who observes a suspected infraction, the instructor will be notified as soon as possible by the individual receiving the report.
- 1.4 Any student of Capilano University who observes a suspected infraction of academic integrity should make a report to the relevant instructor, chair, coordinator, convenor or dean.

2 INSTRUCTOR DETERMINATION

- 2.1 When an infraction is suspected, the instructor will meet with the student(s) to discuss the matter and to consider an appropriate remedy.
- 2.2 If it is determined an infraction has occurred, the instructor will determine if this infraction is minor (e.g., several missed references) or major (e.g., cheating during an examination).
- 2.3 Subsequent actions and steps will follow either a minor or major infraction process.

2.4 Minor infraction:

- 2.4.1 If the infraction is deemed by the instructor to be minor in nature, the instructor may employ the following remedies:
- Documented completion of a plagiarism/cheating workshop within a stated time frame.
 - Completion of an alternative assignment in place of the one under investigation.
 - A reduced grade on the relevant assignment, to a minimum grade of zero.
- 2.4.2 Within five (5) business days after the scheduled meeting with the student, the instructor must inform the student via the student's official Capilano University email of the nature of the remedy to be imposed. The instructor must also inform both their dean and the Office of Student Affairs of the infraction and the remedy imposed. The Office of Student Affairs will advise the dean if the student has a previous violation of academic integrity and will also record the instructor's remedy on the student's file.
- 2.4.3 The dean may determine a different remedy if the student has a previous record(s) of violating academic integrity including remedies in 2.4.1 or in Section 6.1. This will be communicated in writing to the student within ten (10) business days of receiving information from the Office of Student Affairs. The determination will also be shared with the instructor and a copy will be kept in the student's file with the Office of Student Affairs.
- 2.4.4 If the student disputes the infraction or the proposed remedy, this can be done through the Office of Student Affairs who then communicates same to the instructor and the dean and within five (5) business days. The dean may meet with the student. The dean, Office of Student Affairs and the instructor will work together to formulate a response to the student. The dean will provide a response in writing to the student within five (5) business days. This determination will be considered final, and a copy provided to the Office of Student Affairs.

2.5 Major infraction:

- 2.5.1 If the infraction is intentional or more egregious than a minor infraction, then the instructor must inform their dean and the Office of Student Affairs within five (5) business days of the student meeting. The Office of Student Affairs will notify the dean if the student has a previous violation of academic integrity.
- 2.5.2 The dean will determine if an investigation is required based upon confirmation of a previous offense or the seriousness of the alleged infraction. If an investigation is required, it must be initiated no more than five (5) business days after the dean has received communication from the Office of Student Affairs. If an investigation is not required, the dean will inform the instructor and the Office of Student Affairs within five (5) business days that a full investigation is not warranted, and the instructor may choose to impose a remedy stated in Section 2.4.1. The Office of Student Affairs will note the outcome of the dean's decision in the student's file.

3 PROCEDURE FOR INVESTIGATIONS

If an investigation is required, the following procedure will be utilized:

- 3.1 The dean will appoint an investigator.
- 3.2 The dean will notify the student via the student's official Capilano University email that they are suspected of an academic integrity infraction (copying the Office of Student Affairs) and that an investigation is pending by the investigator.
- 3.3 The investigator will conduct the investigation in a timely manner, and may include, but is not limited, to:
 - a) discussing the details with the dean who received the alleged infraction;
 - b) gathering information from the instructor and/or others who may have knowledge of the alleged infraction;
 - c) performing online searches;
 - d) discussing the details with the student; and/or
 - e) asking the student to submit rough notes and/or other proof of composition.
- 3.4 After the investigation is complete, the investigator will write a report that includes a summary of the information and will provide it to the dean.
- 3.5 If, as a result of the investigation, the alleged infraction is deemed to be without merit or is frivolous, trivial, or vexatious, it will be summarily dismissed by the investigator and the instructor will be notified, in writing by the dean, of the reason(s) for the dismissal. The student will also be notified by the dean of the dismissal through their official Capilano University email. If the dean deems the alleged infraction as vexatious, they will forward this information to the appropriate administrator responsible for either the B.701 Student Code of Conduct Policy or B.506 Standards of Conduct Policy.
- 3.6 If, as a result of the report, the alleged infraction is not summarily dismissed, the student will meet with the investigator. This meeting will normally take place within ten (10) business days from the completion of the investigation. At this meeting, the report, its findings, and the sanction(s) in Section 6.1 will be discussed. The investigator will add a summary of the meeting to the report and provide that to the dean. The report is the property of the University, and the student will receive a copy of the summary of the meeting.
- 3.7 The student is entitled to be accompanied by a support person during the meeting. The support person will not be permitted to speak on behalf of the student.

4 COLLABORATIVE SANCTIONING

- 4.1 In cases where a student has accepted responsibility for their actions, the student may be provided the opportunity to participate in a collaborative sanctioning process.

- 4.2 The collaborative sanctioning process serves as an opportunity for the student, the investigator, and dean to work together to develop a mutual agreement that effectively and appropriately responds to the impact of the student's actions.
- 4.3 The University recognizes that collaborative sanctioning may not be appropriate in all circumstances. The opportunity to participate in the process may be revoked at any time by the investigator or dean, or may not be extended at all if the circumstances are deemed inappropriate.
- 4.4 If the opportunity to participate in the collaborative sanctioning process is extended, and the student chooses to participate, the investigator will schedule a meeting with the student. The investigator and the student may agree to any of the sanctions listed in Section 6.1 as well as any additional terms that are both appropriate and agreed upon during the process.
- 4.5 The collaborative sanctioning process is available only in certain circumstances and will not be available as an option if any of the following circumstances exist:
- a) The student is not or is no longer willing to participate in the collaborative sanctioning process;
 - b) The student is not or is no longer willing to take responsibility for their actions;
 - c) The student and the dean are unable to reach a mutually agreed-upon resolution;
 - d) The nature of the incident(s) may require severe sanctioning (e.g., suspension, expulsion);
 - e) The nature of the evidence, infraction, or related details requires a higher-than-typical degree of adjudication or confidentiality; or,
 - f) The student has previously participated in the collaborative sanctioning process for a similar incident.
- 4.6 If one or more of the above circumstances exist before or during the collaborative sanctioning process, the investigative report and other relevant information, including reasons why collaborative sanctioning is not possible, will be provided to the dean. Adjudication and determination of sanctions will become the responsibility of the dean.

4.7 At the conclusion of the collaborative sanctioning process, the student and the investigator will draft a letter of agreement, which includes the sanction(s). The dean will receive the draft letter of agreement, and if the dean agrees with the sanction(s), the dean will sign the letter and send it back to the investigator. The investigator will arrange for the student to sign the letter of agreement within seven (7) calendar days. Failure to adhere to the terms of this agreement is an infraction of B.701 Student Code of Conduct Policy and may result in action by the Office of Student Affairs and/or the forwarding of the matter to the Vice-President Academic and Provost's Office and/or Student Conduct Board.

5 DEAN'S DETERMINATION

- 5.1 Where an infraction of academic integrity cannot be resolved through collaborative sanctioning, or collaborative sanctioning is not possible, the dean will make a determination.
- 5.2 The dean will decide on the balance of probabilities whether the student is more likely than not responsible for breaching academic integrity.
- 5.3 If the dean finds that the student did not breach policy based on the balance of probabilities, the student will be informed through their official Capilano University email of this determination within five (5) business days of the dean making the decision.
- 5.4 The dean will determine specific sanctions or a range of sanctions as found in Section 6.1, except for the suspension or expulsion of the student. If the dean finds that the sanction(s) should include suspension or expulsion, the report and all other relevant information will be forwarded to the President for review and final determination.
- 5.5 The dean and/or president may also choose to meet with or invite a written statement from the student for the purposes of evaluating the weight of the sanction. The student is entitled to be accompanied by a support person during the meeting. The support person will not be permitted to speak on behalf of the student. If the support person is a lawyer, the student must inform the dean or the president in a timely manner in advance of any meeting to enable the University to retain legal counsel if necessary. In such cases, the meeting may be delayed until such time as University legal counsel can be present.
- 5.6 The dean or the president will inform the student of the sanction(s) in writing to the student's official Capilano University email within five (5) business days of their determination.
- 5.7 The dean or president will inform the Office of Student Affairs, the Vice-President Academic and Provost, the Registrar, and any other person necessary, of the nature and the means for the applied sanction(s).

6 SANCTIONS

- 6.1 When a student is determined to have breached Policy S2017-05 one or more of the following sanctions will be imposed:
- a) Letter of Reprimand – A formal letter indicating the student’s breach of Policy S2017-05 and expected conduct moving forward. Normally, this is used only in the case of first-time or in addition to other sanctions.
 - b) Educational Activity – An engagement in reflection and growth through participation in tasks such as assignments, projects, and/or workshops.
 - c) Involuntary Withdrawal from a Course or Program – An involuntary withdrawal from a course or program at the University.
 - d) Suspension – A temporary suspension from the University for a specified period of time, potentially including a ban from campus unless otherwise stated. Suspensions may be imposed only by the president.
 - e) Expulsion – Permanent de-registration and removal from the University, normally including a ban from campus for a specified period of time. Expulsions may be imposed only by the president.
 - f) Other Sanctions as required – The University reserves the right to impose sanctions other than those listed in this document if they are commensurate with the infraction.
- 6.2 In situations where a student is suspected of breaching the principles of academic integrity, but there is insufficient evidence to proceed, a written warning may be issued. A written warning is used only to restate the applicable sections of policy and/or expectations for future conduct and is not considered to be a finding that the principles of academic integrity have been breached.

7 BREACH OF SANCTIONS

- 7.1 Failure to complete or abide by imposed or agreed-upon sanctions is a violation of Policy B.701 Student Code of Conduct.
- 7.2 Alleged breaches of any sanction may be entered as a new complaint to the Office of Student Affairs. A full record of the initial complaint, investigation and determination of the dean and/or the president, and/or collaborative sanctioning process will be made available to the adjudicator or adjudicating body in addition to any new evidence.
- 7.3 A breach of sanction may lead to the application of new or escalated sanctions up to and including suspension and expulsion as found in the B.701.1 Student Code of Conduct Procedures.

8 APPEALS

- 8.1 Appeals will not be accepted when related to an instructor, remedies as outlined in Section 2.4.1 or collaborative sanctions.
- 8.2 Appeals of the Academic Integrity Policy are made under B.109 Student Appeals Policy.

9 RECORD KEEPING

- 9.1 Investigative reports are confidentially maintained by the Office of Student Affairs. Records relating to academic integrity proceedings will be kept for a period of no less than seven (7) years following the completion of all actions pertaining to a particular incident. After this time, records may continue to be kept on file if deemed necessary by the Office of Student Affairs but will otherwise be confidentially destroyed.
- 9.2 Records are not available to be copied or viewed by members of the University community unless required by the procedures listed in this document or for the purposes of external legal proceedings.