



SENATE REGULAR MEETING

Tuesday, March 5, 2024 4:00 – 6:00 pm
Capilano University – Library Room 322

AGENDA

Land Acknowledgement

Capilano University is named after Chief Joe Capilano, an important leader of the Skwxwú7mesh (Squamish) Nation of the Coast Salish Peoples. We respectfully acknowledge that our campuses are located on the territories of the Lílwat, xʷməθkʷəy̓əm (Musqueam), shíshálh (Sechelt), Skwxwú7mesh (Squamish) and Səlílwataʔ/Selilwitulh (Tseil-Waututh) Nations.

1. **Welcome**
2. **Approval of the Agenda - Decision** Senate Members
3. **Approval of Minutes - Decision** Senate Members
Schedule 3
4. **Correspondence Received**
5. **Business Arising**
 - 5.1 Vice-Chair Nominating Committee – *Information* Brad Martin
 - 5.2 2025 Senate Meeting Schedule – *Information* Paul Dangerfield
Schedule 5.2
6. **New Business**
None
7. **Committee Reports**
 - 7.1 Academic Planning and Program Review Committee – *Information* Sue Dritmanis
 - 7.2 Bylaw, Policy and Procedure Committee – *Decision* Corey Muench
7.2.1 S2017-05 Academic Integrity Policy – For Approval Schedule 7.2.1
S2017-05 Academic Integrity Procedures – For Approval

S2017-05 Academic Integrity Policy – Current Policy for Reference
S2015-05 Academic Integrity Procedures – Current Procedure for Reference



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AGENDA

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|------------|--|--------------------|
| 7.3 | Curriculum Committee | |
| 7.3.1 | Resolution Memo | Deb Jamison |
| | February 16 Agenda Package / February 16 Draft Minutes | Schedule 7.3.1 |
| 7.4 | Teaching and Learning Committee – <i>Information</i> | Diana Twiss |
| 7.5 | Budget Advisory Committee – <i>Information</i> | Michael Thoma |
| 8. | Other Reports | |
| 8.1 | Chair of Senate – <i>Information</i> | Paul Dangerfield |
| 8.2 | Vice Chair of Senate – <i>Information</i> | Sue Dritmanis |
| 8.3 | VP Academic and Provost – <i>Information</i> | Laureen Styles |
| 8.4 | Board Report – <i>Information</i> | Patricia Heintzman |
| 8.5 | Elder Report - <i>Information</i> | Elder Latash |
| 9. | Discussion Items | |
| 10. | Other Business | |
| 11. | Information Items | |
| 12. | In Camera Session | |



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MINUTES

Present: Paul Dangerfield (Chair), Deanna Baxter, John Brouwer, Sue Dritmanis, Brian Ganter, Raphael Gasc, Victor Gelano, Denise Gingrich, Kyle Guay, Patricia Heintzman, Deb Jamison, Laura Kinderman, Tracy Penny Light, Brad Martin, Alysha Monk, Corey Muench, Christina Neigel, Ramin Shadmehr, Laureen Styles, Natasha Mrkic-Subotic, Michael Thoma, Diana Twiss, Kyle Vuorinen, Emily Walmsley, Stephen Williams, Recorder: Mary Jukich

Regrets: Thomas Flower, Lesley Nelson

Guests: None

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1. Welcome

The Chair called the meeting to order at 4:00 pm.

Sue Dritmanis assumed voting rights for the Faculty of Business and Professional Studies.

2. Approval of the Agenda

Paul Dangerfield moved and Victor Gelano seconded:

To adopt the agenda.

CARRIED

3. Approval of the Minutes

Paul Dangerfield moved and Stephen Williams seconded:

To adopt the January 9, 2024 minutes.

CARRIED

4. Correspondence Received

No correspondence was received.

5. Business Arising

None.

6. New Business

6.1 Spring 2024 Election Timeline

Presented by: Kyle Vuorinen



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Senate members were presented with the 2024 Senate election timeline. It was noted that this will be the first election cycle using the staggered election process. In terms of faculty election, there will be one faculty Senator up for election each year, and the new faculty Senator will have the first year of the three year-term as a non-voting member, and the last two years as a voting member.

The call for nominations opened on February 1 and close on February 14 and results will be announced on Friday, March 22.

6.2 2025 Senate Meeting Schedule

Presented by: Paul Dangerfield

Senate was presented with the 2025 Senate meeting schedule. The proposed meeting dates follow the schedule from prior years, the first Tuesday of the month, except for January and May (to accommodate the Registrar's Office), and August (to accommodate faculty returning from summer break). In addition, the proposed meeting dates were vetted to ensure no conflicts with significant religious or celebration dates.

On review and discussion, a concern was raised around the challenges with meeting schedules, particularly the August and September meeting dates. In this regard, it was suggested the August 19 date be shifted to August 26 and would be an orientation and social, and the September 2 date be shifted to September 9 for a regular meeting.

Paul Dangerfield moved and Kyle Guay seconded:

24/03 To approve the Capilano University Senate 2025 regular meeting schedule with the amendment that the August 19, 2025 and September 2, 2025 dates are moved to August 26, 2025 and September 9, 2025.

CARRIED

6.3 Vice-Chair Nominating Committee – Request to Convene

Presented by: Paul Dangerfield

The Vice-Chair Nominating Committee was requested to convene and assist in the process of identifying potential Senate Vice-Chair candidates and to bring the names forward to Senate.



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6.4 Self-Evaluation Committee

Presented by: Christina Neigel

An update was provided on the committee's work to date including the following recommendations from last year's survey:

- The Senate continues to develop ways of orienting members throughout the year on the scope of Senate's power, responsibilities, and role within the provincial legislation.
 - Area of responsibility: Senate Chair/Vice-Chair
 - Recommended Action: Put on Senate Agenda for discussion.
- Establish regular written reports from all Senate Committees to provide a written record of Committee activities, particularly decisions and action items. Area of responsibility: Senate Chair/Vice-Chair to work with Committee Chairs
 - Recommended Action: there is a need for Senate discussion.
- Continue plans to assess Senate Committee effectiveness.
 - Area of responsibility: Senate Self-Evaluation Committee
 - January 2024 – Action: The Senate Self-Evaluation Committee is working towards developing surveys for Senate sub-committees to understand the effectiveness of these groups to be deployed in March/April 2024.
 - Each committee will receive a survey, which will be answered by all senator and non-senator participants.

At the committee meeting, the committee members considered how decolonizing Senate might be explored. One approach could be establishing a working group of Senate that could investigate the opportunities and limits of the legislation and practices at Senate and presenting findings to Senate for reflection.

In terms of next steps, the Chair and Vice Chair will review the recommendations and bring each item as a specific agenda item to Senate in the coming months.

7. Committee Reports

7.1 Academic Planning and Program Review Committee



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Presented by: Sue Dritmanis

The committee met on January 16 and there were no concept papers, program reviews or one-year program reports to examine. However, the committee reviewed the revisions to the concept paper evaluation framework and appreciated the renewed emphasis on what the benefits would be to students of any proposed new program of study. Future concept papers will also have to show how a new program would fill a need within post-secondary and not duplicate existing programs. At the committee meeting, there was also discussion on how the new evaluation framework could be adapted to include criteria exclusive to the University's vision and mission.

7.2 Bylaw, Policy and Procedure Committee

Presented by: Corey Muench

The committee was scheduled to review the Academic Integrity policy and procedures at the January 9 meeting. However, the meeting was cancelled when, after receiving feedback on the document, it became evident that the number of changes to the documents were beyond the committee's scope, and the Policy Office was requested to take a closer look at the documents. The committee is scheduled to meet on February 13, at which time the committee will review the documents.

7.3 Curriculum Committee

Presented by: Deb Jamison

7.3.1 Resolution Memorandum

As the January 19, 2024 Senate Curriculum Committee was cancelled, a resolution memorandum was not brought to Senate.

7.4 Teaching and Learning Committee

Presented by: Diana Twiss

The committee met on January 16 and reflected on challenges in finding ways for the committee to be of service to Senate. Some of the highlights of work during the past year were participating in various reiterations of the Chen Chen Stway Framework, the Digital Framework which the committee will continue to have an



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ongoing role, and consulting at various stages of the review of the Academic Integrity policy and procedures. The committee also receives regular reports from the Director of Teaching and Learning, from Creative Activity Research and Scholarship and from Indigenous Education and Affairs. Some of the highlights of recent reports was that the annual symposium will take place on April 24 to 26, 2024. Indigenous Education and Affairs have been working with Elders and learning how to work with Elders and an Elders Protocol has been developed and posted to the [website](#).

7.5 Budget Advisory Committee

Presented by: Michael Thoma

The committee met on January 29, 2024 and there were two presentations, each requiring the following motions:

- That the Senate Budget Advisory Committee received for information the 2023/2024 January forecast.
- That the Senate Budget Advisory Committee had completed its mandate for the Fiscal 2024/25 University Budget.

The committee was provided with a presentation on the January forecast noting an operating surplus of \$15.7 million which is a \$19 million favourable variance compared to the Board-approved deficit budget of \$3.3 million. This surplus figure includes a capital restriction of \$10 million from the Ministry operating funding for digital transformation. The change between the Quarter 3 forecast of \$5.0 million surplus and January forecast of \$15.7 million is due primarily to the increase in international enrollment revenues, which were higher by \$5.3 million, and operating expenses which are forecast to be lower by \$5.4 million, hence the surplus forecast increased by \$10.7 million.

An overview was also provided on the final draft of the Fiscal 2024/25 Integrated Planning and Budget, and on the budget documents, including information on the budget development process, noting that the budget was not a rollover budget, that principles and assumptions used to make budget decisions were updated, and that it incorporated the new Faculty Collective Agreement rates.



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The committee was also presented with the summary on integrated planning noting that the University continues to focus on improvements and refining the integrated planning process. The Fiscal 2024/25 operating budget includes \$9 million of additional resource allocations to support university priorities of which \$1.1 million is inflationary cost pressure increases. Information was also provided that the surplus is important to meet long-term financial sustainability, to ensure the reserves are not depleted, that funding is available to support capital spending and that operating budgets can absorb the amortization expense for capital projects.

On completion of the presentation, committee members discussed the following three issues:

- On the decline of domestic students in January, domestic students take fewer courses than international students, because international students are required to take more courses to qualify for their student visas.
- In terms of enrollment for next year, there was a projected decrease in domestic students.
- Regarding the Squamish campus, information was provided that once student housing is secured, the University will be able to add programming and move to a positive position, anticipated around 2026/2027.

The next committee meeting is scheduled for June 11, 2024.

8. Other Reports

8.1 Senate Chair

Paul Dangerfield provided the Chair's report, including the following highlights:

- A brief update was provided on the January 22 announcement by the Federal government on the cap on international student intake across the country for the next two years.
- In terms of planning, the University is in a good position and had a large intake of international students last year and was planning for an expected decrease



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in the intake for the coming year. The recent change in international student intake will be an opportunity for the University to focus on diversifying its international partners. The University continues to plan well and conservatively, and the budget as is will be presented to the Board.

8.2 Vice-Chair

The Vice-Chair reported that she has attended at least one of every Senate subcommittee meeting and has observed robust discussions and tough questions from both committee members and Senators. Appreciation was given for the volume and the importance of work being undertaken at the subcommittees. In addition, Senators who participate in various subcommittees were recognized, and those who are not yet involved were encouraged to consider serving on a subcommittee.

8.3 VP Academic and Provost

Lauren Styles provided the Vice President Academic and Provost report, including the following highlights:

- The proposed Bachelor of Arts with a Major in Writing and Literature had a positive site review and appreciation was provided to everyone involved in the substantive work that went into the degree proposal. The proposal will be going to the Degree Quality Assurance Board (DQAB) for the March meeting.
- Chen Chen Stway was previously at Senate and will be moving to the Board for information at the February meeting and continues to be a living document. The guidelines and protocols for Elders are posted on [Frontlines](#).
- The Digital Technology and Learning Environments recently had its first meeting, co-chaired by the director, teaching and learning and associate vice president digital technology services. Additional background can be found on Frontlines.

8.4 Board Report

A report was not provided as the Board has not met since the last Senate meeting. The next Board meeting is scheduled for February 27, 2024.



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8.5 Elder Report

A report was not provided as Elder Latash was not in attendance.

9. Discussion Items

No discussion items were presented.

10. Other Business

No other business was presented.

11. Information Items

Senate members were encouraged to participate in the various events across the campus during Black History month.

12. In Camera Session – Tributes Committee

Paul Dangerfield moved and Stephen Williams seconded:
 To move in camera.

CARRIED

Paul Dangerfield moved and Stephen Williams seconded:
 To move out of in camera.

CARRIED

The meeting was adjourned at 6:00 pm.

Next Meeting: Tuesday, March 5, 2024



**CAPILANO UNIVERSITY SENATE
2025 REGULAR MEETING SCHEDULE**

Meeting Date	Deadline for Submission of Agenda Items – 12:00 Noon
January 14 4:00 pm	January 7
February 4 4:00 pm	January 28
March 4 4:00 pm	February 25
April 1 4:00 pm	March 25
May 13 4:00 pm	May 6
June 3 4:00 pm	May 27
July – No Meeting	
August 26 (Orientation) 4:00 pm	August 19
September 9 4:00 pm	September 2
October 7 4:00 pm	September 30
November 4 4:00 pm	October 28
December 2 4:00 pm	November 25

Late Additions - Late additions deny Senate members the opportunity to consider the matter prior to the meeting and are therefore discouraged. In general, they are approved only in unusual circumstances and require the approval of the Chair of Senate. The Senate Administrative Assistant may not approve late additions to the Agenda.

SENATE REPORT

AGENDA ITEM:	Academic Integrity Policy and Procedure (S2017-05 and S2017-05-01)
PURPOSE:	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Information <input type="checkbox"/> Discussion
MEETING DATE:	March 5, 2024
PRESENTERS:	Corey Muench, Chair, Senate Bylaw, Policy, and Procedure Committee Brit Paris, Director, Teaching and Learning (Proponent)

PURPOSE

To revise and update the existing **Academic Integrity Policy and Procedure (S2017-05 and S2017-05-01)**

APPROVALS & CONSULTATIONS

The Proponent has submitted the following:

Date	Committee/Group	Purpose
February – April 2023	Interviews and focus groups with Deans, Instructors, and Students	Consultation on necessary changes to the policy and procedure.
April 18, 2023	Senate Teaching and Learning Committee	Consultation on necessary changes to the policy and procedure.
August 16, 2023	Academic Leadership Council	Consultation on proposed changes and additions to the policy and procedure.
September 19, 2023	Senate Teaching and Learning Committee	Consultation on proposed changes and additions to the policy and procedure.
November 30, 2023 (by email)	Senate Teaching and Learning Committee	Review proposed draft of policy and procedure.
December 13, 2023	Academic Leadership Council	Review proposed draft of policy and procedure.
January 9, 2024	Senate Bylaw, Policy, and Procedures Committee	Quorum not met, fruitful discussion held.
January 2024	Jacquetta Goy, Director, Risk Management	Support with formatting and alignment with standard policy and procedure elements and formatting.
February 13, 2024	Senate Bylaw, Policy, and Procedures Committee	For recommendation to Senate
March 5, 2024	Senate	For approval

HIGHLIGHTS OF PROPOSAL BROUGHT TO SENATE BYLAW, POLICY, AND PROCEDURE COMMITTEE

The proponent has submitted the following:

- Purpose and Scope
 - Language changed to reflect a culture of academic integrity as the responsibility of all CapU community members.
- Definitions
 - Unnecessary definitions removed.

- Definitions added for *remedial outcome* and *punitive outcome*.
- “Using a technology tool when not authorized to do so” added to definition of Prohibited Academic Misconduct.
- Roles and Responsibilities
 - Role of the Dean and Student Affairs added for clarity.
- Classification of Academic Misconduct
 - Definition of Minor/Major Academic Misconduct changed to consist of three tiers consisting of progressively more serious infractions with appropriate outcomes for each tier.
- Clarification of reporting structure
 - Tier One – Instructor is not required to meet with the student and no report to Student Affairs necessary.
 - Tier Two – Instructor assigned outcome and reported to Student Affairs
 - Tier Three – reported to Student Affairs with investigation and Dean assigned outcome
- Disputes and Appeals
 - Language clarified in policies and procedures to provide better direction to students.

Plan for associated training and awareness raising

- Update to Academic Integrity eLearn Module for Students – March - April
- Workshops for Faculty – April - September, ongoing
- Visits to All Faculty Meetings – March - April
- Development of online guide, including flowcharts – March - April
- Development of Investigator pool and training – April-May

SBPPC recommendation added:

- Clarifying language about when the Instructor is informed of decisions made by dean in instances of Tier Two and Tier Three Academic Misconduct

DOCUMENTS FOR SENATE REVIEW

Currently in use: S2017-05 Academic Integrity Policy

Currently in use: S2017-05-01 Academic Integrity Procedure

Proposed: 2017-05 Academic Integrity Policy (clean, finalized version)

Proposed: 2017-05 Academic Integrity Policy (marked version with SBPPC comments)


Proposed: 2017-05-01 Academic Integrity Procedure (clean, finalized version)

Proposed: 2017-05-01 Academic Integrity Procedure (marked version with SBPPC comments)

Please note: Marked versions of documents only show major content comments from SBPPC members. Green text in marked versions shows major changes in wording from current in-use policy. It is recommended that Senators compare the final clean proposed version with the current in-use version of both the policy and procedure while using the marked versions as a guide to content changes.

RECOMMENDATION

That the Senate approve the revised Academic Integrity Policy (S2017-05) and the accompanying Academic Integrity Procedure (S2017-05-01).

 CAPILANO UNIVERSITY		POLICY	
Policy No.	Officer Responsible		
S2017-05	Vice-President Academic and Provost		
Policy Name			
Academic Integrity			
Approved by	Replaces	Category	Next Review
Senate	Cheating and Plagiarism	Academic	2027
Date Issued	Date Revised	Related Policies	
January, 2018	February, 2024	B.701 Student Code of Conduct Policy B.109 Student Appeals Policy	

1. PURPOSE

1.1 The purpose of this policy (“the Policy”) and the accompanying procedure, S2017-05-01 Academic Integrity Procedure (“the Procedure”), is to support the creation of a culture of Academic Integrity at Capilano University (“the University”) by:

- a) recognizing that Academic Integrity is fundamental to the creation, use, and sharing of knowledge in ethical ways;
- b) outlining the University’s approach to Academic Integrity and the expectations for all members with regards to Academic Integrity, including clarifying roles and responsibilities, and outcomes of infractions; and
- c) ensuring that infractions to the Policy are addressed in a way consistent with the Procedure that supports this Policy.

2. SCOPE

- 2.1 This Policy and supporting Procedure apply to all Members of the University Community as defined in Section 3 below.
- 2.2 All academic conduct is related to Academic Integrity. Conduct that is related to non-academic matters does not come under this Policy and will be addressed under B.701 Student Code of Conduct

3. DEFINITIONS

Academic Integrity means conducting all academic work in an honest and ethical way by:

- a) submitting work that demonstrates one’s own words, ideas, voice, writing or creative style;
- b) documenting contributions of others, all collaborators, any resources, and aids used;

- c) using aids only as authorized by the instructor; and
- d) respecting the integrity of examination materials and/or the examination process by adhering to exam rules and instructions.

Academic Misconduct means any action and behaviour that seeks to gain unfair academic advantage and violates any one of the abovementioned principles of Academic Integrity. Academic Misconduct may have different degrees of severity based on its level of impact (i.e. assignment level or course/program/university level). Types of Academic Misconduct include plagiarism, self-plagiarism, cheating, fraud, misuse or misrepresentation of sources, and other prohibited academic conduct.

Course Outline/Syllabus describe the document that sets out the parameters, expectations, and content of a course. For the purpose of this Policy, these terms can be used interchangeably.

Instructor means a person who is responsible for delivering course curriculum and evaluating Students' work.

Member of the University Community means employees, Students, agents, board members and volunteers.

Student means an individual enrolled in any course (credit or non-credit) at the University.

Remedial Outcome refers to the formative and educational outcome of a Tier One or Tier Two incident. The goal of a Remedial Outcome is not to penalize but to offer Students an opportunity to learn from their mistakes.

Punitive Outcome refers to an outcome of an instance of Academic Misconduct that includes punitive elements with the goals of reprimanding Students for engaging in Academic Misconduct and deterring the Student from engaging in further Academic Misconduct with an intent to gain unfair advantage.

4. APPROACH TO ACADEMIC INTEGRITY

- 4.1 The University acknowledges that Academic Integrity is a commitment to ethical practice in teaching, learning, and sharing knowledge, and upholding Academic Integrity requires relational accountability and therefore is a collective responsibility of the University Community.
- 4.2 The University recognizes that a commitment to ethical pursuits in education requires a concurrent commitment to decolonization, anti-racism, equity, diversity, and inclusion. These commitments inform our approach to Academic Integrity - moving away from strictly punitive and colonial understandings of knowledge ownership to more relational, formative, and nuanced understandings that consider context, intent, learning development, cultural differences, and level of impact.
- 4.3 The University aims to create a culture of Academic Integrity through the use of educational approaches to awareness, prevention education, and response procedures.

5. ROLES AND RESPONSIBILITIES

Members of the University Community

- 5.1 Members of the University community are responsible for taking actions to uphold Academic Integrity and report suspected incidents as per the Procedure.

Instructor Responsibilities

- 5.2 Instructors are responsible for taking actions to prevent academic dishonesty. It is the Instructor's responsibility to take appropriate action if academic dishonesty has occurred. At a minimum, the Instructor is required to do the following:
- a) Include in all Course Outlines/Syllabi a statement pertaining to the importance of Academic Integrity, and a reference to the Academic Integrity Policy and Procedures for violations to this Policy;
 - b) Review these Course Outlines/Syllabi statements with Students at the beginning of each term and outline expectations for demonstrating Academic Integrity in the course and within the specific academic discipline;
 - c) Provide Students with information about the correct use of acceptable references/citation format(s) within the academic discipline; and,
 - d) Provide Students with information about any rules relating to acceptable levels of collaboration on assignments or in any required laboratory, research, or clinical work.
 - e) Provide clear assessment/exam instructions, in writing, that demonstrate expectations of behaviour (i.e. no phone use, closed book, no collaboration, etc.).
 - f) Report instances of Tier Two and Tier Three Academic Misconduct in accordance with this Policy and the accompanying Procedure.
 - g) Collect evidence, assess and respond to Academic Misconduct as outlined in the Procedure, assign appropriate Remedial or Punitive Outcomes, and ensure that any assigned outcome (i.e. completing a workshop, an online module, redo of assignment) is completed by the Student in the specified time.

Student Responsibilities

- 5.3 Students are responsible for:
- a) knowing the academic expectations and standards of their Instructors, including but not limited to understanding the Course Syllabus;
 - b) seeking assistance if required; and
 - c) knowing the standards of documentation required in assessments.
- 5.4 Students are expected to make themselves aware of the information contained in this Policy. Lack of awareness does not excuse Students from responsibility for their actions.

- 5.5 Students are expected to explore educational resources available in the University related to Academic Integrity including but not limited to the library, the Writing Centre, and online resources.

Dean Responsibilities:

- 5.6 Deans are responsible for:
- a) responding to allegations of repeated or Tier Two Academic Misconduct reported by Instructors,
 - b) determining next steps consistent with the Procedure, and
 - c) imposing outcomes for Tier Three instances.
- 5.7 Deans are responsible for responding to informal disputes of a reported infraction or the outcome of an Academic Integrity infraction determined by the Instructor. For more details on disputes, see Section 11.

Student Affairs Responsibilities:

- 5.8 The Student Rights and Responsibilities Advisor provides guidance to members of the University community about the Policy and Procedure, and the dispute and appeal processes. They respond to practices that are misaligned with the Policy and Procedure, and inform Students about their rights and responsibilities regarding Academic Integrity.
- 5.9 The Student Rights and Responsibilities Advisor is responsible for:
- a) recording reported Academic Misconduct;
 - b) retaining records; and
 - c) identifying, in a manner consistent with the accompanying Procedure, repeated instances of Academic Misconduct.

6. CLASSIFICATION OF ACADEMIC MISCONDUCT

- 6.1 Acts of Academic Misconduct may include but are not limited to the following types:

Cheating - Using or providing unauthorized aids, assistance or materials while preparing or completing assessments, or when completing practical work (in clinical, practicum, or lab settings), including but not limited to the following:

- a) copying or attempting to copy the work of another during an assessment/examination;
- b) communicating with another Student during an assessment/examination;
- c) using unauthorized aids, notes, or electronic devices or means during an assessment/examination;
- d) unauthorized possession of an assessment or answer key; and/or,

- e) submitting of a substantially similar assessment by two or more Students, except in the case where such submission is specifically authorized by the Instructor.

Fraud - Creation or submission of falsified documents.

Misuse or Misrepresentation of Sources - Presenting source material in such a way as to distort its original purpose or implication(s); misattributing words, ideas, etc. to someone other than the original source; misrepresenting or manipulating research findings or data; and/or suppressing aspects of findings or data in order to present conclusions in a light other than the research, taken as a whole, would support.

Plagiarism - Presenting or submitting, as one's own work, the research, words, ideas, artistic imagery, arguments, calculations, illustrations, or diagrams of another person or persons without citation or credit.

Self-Plagiarism - Submitting one's own work for credit in more than one course without the permission of the Instructors, or re-submitting work, in whole or in part, for which credit has already been granted without permission of the Instructors.

Prohibited Academic Conduct - The following are examples of other conduct that are specifically prohibited:

- a) taking unauthorized possession of the work of another Student (for example, intercepting and removing such work from a photocopier or printer, or collecting the graded work of another Student from a stack of papers);
- b) obstruction of the academic activities of another;
- c) falsifying one's own and/or other Student's attendance in a course;
- d) failure to comply with exam rules/regulations that may be exam-specific or Instructor-specific;
- e) impersonating or allowing the impersonation of an individual;
- f) using a technology tool when not authorized to do so; or
- g) assisting or attempting to assist another person to commit any breach of Academic Integrity, including allowing others to copy one's own work.

- 6.2 The nature of Academic Misconduct, its context, repetition, and the level of impact (i.e. assignment level or course/program/university level) are all relevant factors in determining its degree of severity. This policy takes a tiered approach to determining degrees of severity.

7. TIER ONE ACADEMIC MISCONDUCT

7.1 Tier One refers to the mistakes a Student may make in the process of their learning of academic conventions, with an understanding that mastering academic skills takes time and practice, and that cultural context and educational background may inform their understanding of knowledge sharing and comfort level with academic conventions.

7.2 Some examples of Tier One incidents include but are not limited to: formatting errors, poor paraphrasing, missing sources in an assignment where citations are present, misattribution of a source, etc.

7.3 The course Instructor is responsible for responding to Tier One incidents, and the outcomes should be remedial and educational to foster learning and establish trust.

8. TIER TWO ACADEMIC MISCONDUCT

8.1 Tier Two Academic Misconduct refers to any act that breaches Academic Integrity in a more significant way than Tier One with implications that are limited to the integrity of the assignment in which the infraction occurred.

8.2 Extensive or repeated cases of plagiarism or self-plagiarism where the Student's work shows no attempt at citing and referencing sources, and cases of cheating, fraud, and other prohibited conduct listed in 6.1f) are considered Tier Two.

8.3 Some examples of Tier Two include but are not limited to:

- a) unauthorized use of aids to complete an assignment,
- b) copying another Student's paper during an exam,
- c) two or more Students submitting the same work,
- d) submitting another Students' work as one's own,
- e) intentionally plagiarizing, etc.

8.4 The course Instructor is responsible for responding to suspected instances of Tier Two breaches including collecting evidence, determining the outcome, and reporting the misconduct and outcome to the Office of Student Affairs.

8.5 The Instructor should collect evidence about the Student's intent, learning needs and the context of the incident. This will normally include meeting with the Student. It is suggested that the Instructor make a holistic assessment with these factors in mind to determine the severity of the Academic Misconduct and appropriate Remedial or Punitive Outcomes.

8.6 All outcomes assigned in response to Tier Two must be reported to the Office of Student Affairs.

9. TIER THREE ACADEMIC MISCONDUCT

9.1 Tier Three refers to Academic Misconduct that is repeated or is serious enough that its impact extends beyond the assignment in which the infraction occurred and has the potential to compromise the integrity of the whole course, program, or the reputation of the University.

9.2 Examples of Tier Three include but are not limited to:

- a) organizing group cheating, uploading course/assessment content on an online website,
- b) an Instructor finding a series of infractions in the same course by the same Student that were previously unnoticed/unreported,
- c) publishing misrepresented/false data that impacts research,
- d) compromising institutional reputation or commitment to ethical scholarship,
- e) compromising the integrity of the field of study, or academic standards, etc.

9.3 Tier Three instances must be reported to the Office of Student Affairs, who will then inform the relevant dean for assessment on next steps.

9.4 An instance of Tier Two Academic Misconduct can be considered Tier Three if it is a repeat incident.

10. OUTCOMES

10.1 When determining the outcome, all decision makers are encouraged to take a holistic approach that takes into account the context, Student learning, intent, nature of the Academic Misconduct, and its level of impact. The determination of outcome will be based on available evidence weighed against the balance of probabilities and following the principles of procedural fairness.

10.2 Outcomes may be remedial or punitive. A Remedial Outcome may include:

- a) **Written warning:** a warning letter, which clearly outlines the matter of concern, reasons why the concern needs to be addressed, and resources the Student can use to address the concern.
- b) **An educational activity:** an educational activity may refer to any formative activity that allows the Student to learn from their mistake. This can take the form of an assigned reflection assignment on the importance of Academic Integrity, an assigned workshop on Academic Integrity, an assigned e-learn module, etc.
- c) **Redo of assignment:** refers to allowing the Student another chance to submit the same work with improvements on outlined areas of concern.

10.3 A Punitive Outcome may include:

- a) **Reduction in grade on the assessment or assignment:** A Student's grade on an assessment or assignment may be reduced up to a zero grade. A reduction in grade can be assigned by the Instructor or the dean.
- b) **Letter of reprimand:** A formal letter indicating the Student's breach of Policy and expected conduct moving forward. This outcome can be assigned by the dean only.
- c) **Involuntary withdrawal from a course/program:** An involuntary withdrawal from a course or program at the University. This outcome can be assigned by the dean only.
- d) **Suspension:** Suspension from the University for a specified period of time, after which the Student is eligible to return. Conditions for readmission may be imposed, including a reintegration plan. Suspension will typically result in an academic hold on the Student's account. Decisions to suspend will be made by the President in accordance with Section 61 of the *University Act*.
- e) **Permanent suspension:** Permanent de-registration and removal from the University, normally including a ban from campus for a specified period of time. Decisions to suspend will be made by the President in accordance with Section 61 of the *University Act*.
- f) **Other outcomes as required:** The University reserves the right to impose outcomes other than those listed in this document if they are commensurate with the infraction.

10.4 Outcomes of Tier One Academic Misconduct:

- a) Course Instructors assign one or more of the Remedial Outcomes listed in 10.2 in response to Tier One incidents.
- b) Tier One outcomes do not need to be reported to the Office of Student Affairs.
- c) In cases of repeated Tier One incidents in the same course, the Instructor may determine that a repeated incident is no longer unintentional, thereby requiring a punitive rather than a Remedial Outcome. In this case, the Instructor should treat the repeated Tier One incident as a Tier Two Academic Misconduct.

10.5 Outcomes of Tier Two Academic Misconduct:

- a) Instructors may assign a combination of Remedial and Punitive Outcomes as described in 10.2 and 10.3.a) above.
- b) All outcomes of Tier Two Academic Misconduct must be reported to the Office of Student Affairs.

10.6 Outcomes of Tier Three Academic Misconduct:


- a) Deans may assign a combination of Remedial and Punitive Outcomes as described in 10.2 and 10.3 above.
- b) All assigned outcomes of Tier Three Academic Misconduct must be reported to the Office of Student Affairs.

11. DISPUTES AND APPEALS

- 11.1 Students can dispute the determination of Tier One and Tier Two Academic Misconduct and the Remedial or Punitive Outcomes assigned by the Instructor. Specifics about the dispute process are provided in the Procedure.
- 11.2 Students may appeal the determination of Tier Three Academic Misconduct and/or the severity of the outcome determined by the dean through the University's Student appeals process as described in B.109 Student Appeals Policy.

12. DESIGNATED OFFICER

The Vice President Academic and Provost is the Policy Owner, responsible for the oversight of this policy. The Administration of this Policy and the development, subsequent revisions to and operationalization of any associated procedures is the responsibility of the Director, Teaching and Learning .

 POLICY			
Policy No.	Officer Responsible		
S2017-05	Vice-President Academic and Provost		
Policy Name			
Academic Integrity			
Approved by	Replaces	Category	Next Review
Senate	Cheating and Plagiarism	Academic	2027
Date Issued	Date Revised	Related Policies	
January 2018	February 2024	B.701 Student Code of Conduct Policy B.109 Student Appeals Policy	

1. PURPOSE

1.1 The purpose of this policy (“the Policy”) and the accompanying procedure, S2017-05-01 Academic Integrity Procedure (“the Procedure”), is to support the creation of a culture of Academic Integrity at Capilano University (“the University”) by:

- a) Recognizing that Academic Integrity is fundamental to the creation, use, and sharing of knowledge in ethical ways;
- b) **Outlining the University’s approach to Academic Integrity and the expectations for all members with regards to Academic Integrity, including clarifying roles and responsibilities, and outcomes of infractions; and**
- c) Ensuring that infractions to the Policy are addressed in a way consistent with the Procedure that supports this Policy.

2. SCOPE

2.1 This Policy and supporting Procedure apply to:

All Members of the University Community (i.e. Students, faculty, staff).

All academic conduct is related to Academic Integrity. Conduct that is related to non-academic matters does not come under this Policy and will be addressed under. B.701 Student Code of Conduct

3. DEFINITIONS

Academic Integrity means conducting all academic work in an honest and ethical way by:

- a) submitting work that demonstrates one’s own words, ideas, voice, writing or creative style;
- b) documenting contributions of others, all collaborators, any resources, and aids used;
- c) using aids only as authorized by the instructor; and

- d) respecting the integrity of examination materials and/or the examination process by adhering to exam rules and instructions.

Academic Misconduct means any action and behavior that seeks to gain unfair academic advantage and violates any one of the abovementioned principles of Academic Integrity. Academic Misconduct may have different degrees of severity based on its level of impact (i.e. assignment level or course/program/university level). Types of Academic Misconduct include plagiarism, self-plagiarism, cheating, fraud, misuse or misrepresentation of sources, and other prohibited academic conduct.

Course Outline/Syllabus describe the document that sets out the parameters, expectations, and content of a course. For the purpose of this Policy, these terms can be used interchangeably.

Instructor means a person who is responsible for delivering course curriculum and evaluating Students' work.

Member of the University Community means employees, Students, agents, board members and volunteers.

Student means an individual enrolled in any course (credit or non-credit) at the University.

Remedial Outcome refers to the formative and educational outcome of a Tier One or Tier Two incident. The goal of a Remedial Outcome is not to penalize but to offer Students an opportunity to learn from their mistakes.

Punitive Outcome refers to an outcome of an instance of Academic Misconduct that includes punitive elements with the goals of reprimanding Students for engaging in Academic Misconduct and deterring the Student from engaging in further Academic Misconduct with an intent to gain unfair advantage.

4. APPROACH TO ACADEMIC INTEGRITY

- 4.1 The University acknowledges that Academic Integrity is a commitment to ethical practice in teaching, learning, and sharing knowledge, and upholding Academic Integrity requires relational accountability and therefore is a collective responsibility of the University community.
- 4.2 The University recognizes that a commitment to ethical pursuits in education requires a concurrent commitment to decolonization, anti-racism, equity, diversity, and inclusion. These commitments inform our approach to Academic Integrity - moving away from strictly punitive and colonial understandings of knowledge ownership to more relational, formative, and nuanced understandings that consider context, intent, learning development, cultural differences, and level of impact.
- 4.3 The University aims to create a culture of Academic Integrity through the use of educational approaches to awareness, prevention education, and response procedures.

5. ROLES AND RESPONSIBILITIES

Members of the University Community

5.1 Members of the University community are responsible for taking actions to uphold Academic Integrity and report suspected incidents as per the Procedure.

Instructor Responsibilities

5.2 Instructors are responsible for taking actions to prevent academic dishonesty. It is the Instructor's responsibility to take appropriate action if academic dishonesty has occurred. At a minimum, the Instructor is required to do the following:

- a) Include in all Course Outlines/Syllabi a statement pertaining to the importance of Academic Integrity, and a reference to the Academic Integrity Policy and Procedures for violations to this Policy;
- b) Review these Course Outlines/Syllabi statements with Students at the beginning of each term and outline expectations for demonstrating Academic Integrity in the course and within the specific academic discipline;
- c) Provide Students with information about the correct use of acceptable references/citation format(s) within the academic discipline; and,
- d) Provide Students with information about any rules relating to acceptable levels of collaboration on assignments or in any required laboratory, research, or clinical work.
- e) Provide clear assessment/exam instructions, in writing, that demonstrate expectations of behaviour (i.e. no phone use, closed book, no collaboration, etc.).
- f) Report instances of Tier Two and Tier Three Academic Misconduct in accordance with this Policy and the accompanying Procedure.
- g) Collect evidence, assess and respond to Academic Misconduct as outlined in the Procedure, assign appropriate Remedial or Punitive Outcomes, and ensure that any assigned outcome (i.e. completing a workshop, an online module, redo of assignment) is completed by the Student in the specified time.

Student Responsibilities

5.3 Students are responsible for

- a) knowing the academic expectations and standards of their Instructors, including but not limited to understanding the Course syllabus,
- b) seeking assistance if required, and
- c) knowing the standards of documentation required in assessments.

5.4 Students are expected to make themselves aware of the information contained in this Policy. Lack of awareness does not excuse Students from responsibility for their actions.

5.5 Students are expected to explore educational resources available in the University related to Academic Integrity including but not limited to the library, the Writing Centre, and online resources.

Dean Responsibilities:

5.6 Deans are responsible for

- a) responding to allegations of repeated or Tier Two Academic Misconduct reported by Instructors,
- b) determining next steps consistent with the Procedure and
- c) imposing outcomes for Tier Three instances.

5.7 Deans are responsible for responding to informal disputes of a reported infraction or the outcome of an Academic Integrity infraction determined by the Instructor. For more details on disputes, see Section 11.

Student Affairs Responsibilities:

5.8 The Student Rights and Responsibilities Advisor provides guidance to members of the University community about the Policy and Procedure, and the dispute and appeal processes. They respond to practices that are misaligned with the Policy and Procedure, and inform Students about their rights and responsibilities regarding Academic Integrity.

5.9 The Student Rights and Responsibilities Advisor is responsible for:

- a) recording reported Academic Misconduct,
- b) retaining records, and
- c) identifying, in a manner consistent with the accompanying Procedure, repeated instances of Academic Misconduct.

6. CLASSIFICATION OF ACADEMIC MISCONDUCT

6.1 Acts of Academic Misconduct may include but are not limited to the following types:

Cheating - Using or providing unauthorized aids, assistance or materials while preparing or completing assessments, or when completing practical work (in clinical, practicum, or lab settings), including but not limited to the following:

- a) Copying or attempting to copy the work of another during an assessment/examination;
- b) Communicating with another Student during an assessment/examination;
- c) Using unauthorized aids, notes, or electronic devices or means during an assessment/examination;
- d) Unauthorized possession of an assessment or answer key; and/or,

- e) Submitting of a substantially similar assessment by two or more Students, except in the case where such submission is specifically authorized by the Instructor.

Fraud - Creation or submission of falsified documents.

Misuse or Misrepresentation of Sources - Presenting source material in such a way as to distort its original purpose or implication(s); misattributing words, ideas, etc. to someone other than the original source; misrepresenting or manipulating research findings or data; and/or suppressing aspects of findings or data in order to present conclusions in a light other than the research, taken as a whole, would support.

Plagiarism - Presenting or submitting, as one's own work, the research, words, ideas, artistic imagery, arguments, calculations, illustrations, or diagrams of another person or persons without citation or credit.

Self-Plagiarism - Submitting one's own work for credit in more than one course without the permission of the Instructors, or re-submitting work, in whole or in part, for which credit has already been granted without permission of the Instructors.

Prohibited Academic Conduct - The following are examples of other conduct that are specifically prohibited:

- a) taking unauthorized possession of the work of another Student (for example, intercepting and removing such work from a photocopier or printer, or collecting the graded work of another Student from a stack of papers);
- b) obstruction of the academic activities of another;
- c) falsifying one's own and/or other Student's attendance in a course;
- d) failure to comply with exam rules/regulations that may be exam-specific or Instructor-specific;
- e) impersonating or allowing the impersonation of an individual;
- f) using a technology tool when not authorized to do so; or
- g) assisting or attempting to assist another person to commit any breach of Academic Integrity, including allowing others to copy one's own work.

- 6.2 The nature of Academic Misconduct, its context, repetition, and the level of impact (i.e. assignment level or course/program/university level) are all relevant factors in determining its degree of severity. This policy takes a tiered approach to determining degrees of severity.

7. TIER ONE ACADEMIC MISCONDUCT

7.1 Tier One refers to the mistakes a Student may make in the process of their learning of academic conventions, with an understanding that mastering academic skills takes time and practice, and that cultural context and educational background may inform their understanding of knowledge sharing and comfort level with academic conventions.

7.2 Some examples of Tier One incidents include but are not limited to: formatting errors, poor paraphrasing, missing sources in an assignment where citations are present, misattribution of a source, etc.

7.3 Responding to Tier One incidents is the responsibility of the course Instructor, and the outcomes should be remedial and educational to foster learning and establish trust.

8. TIER TWO ACADEMIC MISCONDUCT

8.1 Tier Two Academic Misconduct refers to any act that breaches Academic Integrity in a more significant way than Tier One with implications that are limited to the integrity of the assignment in which the infraction occurred.

8.2 Extensive or repeated cases of plagiarism or self-plagiarism where the Student's work shows no attempt at citing and referencing sources, and cases of cheating, fraud, and other prohibited conduct listed in 6.1f) are considered Tier Two.

8.3 Some examples of Tier Two include but are not limited to:

- a) unauthorized use of aids to complete an assignment,
- b) copying another Student's paper during an exam,
- c) two or more Students submitting the same work,
- d) submitting another Students' work as one's own,
- e) intentionally plagiarising, etc.

8.4 It is the responsibility of the course Instructor to respond to suspected instances of Tier Two breaches including collecting evidence, determining the outcome, and reporting the misconduct and outcome to the Office of Affairs.

8.5 The Instructor should collect evidence about the Student's intent, learning needs and the context of the incident. This will normally include meeting with the Student. It is suggested that the Instructor make a holistic assessment with these factors in mind to determine the severity of the Academic Misconduct and appropriate Remedial or Punitive Outcomes.

8.6 All outcomes assigned in response to Tier Two must be reported to the Office of Student Affairs.

9. TIER THREE ACADEMIC MISCONDUCT

9.1 Tier Three refers to Academic Misconduct that is repeated or is serious enough that its impact extends beyond the assignment in which the infraction occurred and has the potential to compromise the integrity of the whole course, program, or the reputation of the University.

9.2 Examples of Tier Three include but are not limited to:

- a) organizing group cheating, uploading course/assessment content on an online website,
- b) an Instructor finding a series of infractions in the same course by the same Student that were previously unnoticed/unreported,
- c) publishing misrepresented/false data that impacts research,
- d) institutional reputation and commitment to ethical scholarship,
- e) compromising the integrity of the field of study, or academic standards, etc.

Commented [SG1]: This is worrisome. plagiarizing a whole paper is only Tier 2? Glancing at another student's work seems much less problematic. And the etc. suggests that submitting a paper written entirely by Chat GPT is no different than glancing at another's paper during an exam.

Commented [CM2]: Perhaps it should be suggested that the Coordinator be informed also

Commented [BP3R2]: Not mandated to protect students' privacy, however the Instructor may need to involve the coordinator for guidance at various stages.

9.3 Tier Three instances must be reported to the Office of Student Affairs, who will then inform the relevant dean for assessment on next steps.

9.4 An instance of Tier Two Academic Misconduct can be considered Tier Three if it is a repeat incident.

10. OUTCOMES

10.1 When determining the outcome, all decision makers are encouraged to take a holistic approach that takes into account the context, Student learning, intent, nature of the Academic Misconduct, and its level of impact. The determination of outcome will be based on available evidence weighed against the balance of probabilities and following the principles of procedural fairness.

10.2 Outcomes may be remedial or punitive. A Remedial Outcome may include:

- a) written warning: a warning letter, which clearly outlines the matter of concern, reasons why the concern needs to be addressed, and resources the Student can use to address the concern.
- b) an educational activity: an educational activity may refer to any formative activity that allows the Student to learn from their mistake. This can take the form of an assigned reflection assignment on the importance of Academic Integrity, an assigned workshop on Academic Integrity, an assigned e-learn module, etc.
- c) redo of assignment: refers to allowing the Student another chance to submit the same work with improvements on outlined areas of concern.

10.3 A Punitive Outcome may include:

- a) reduction in grade on the assessment or assignment: A Student's grade on an assessment or assignment may be reduced up to a zero grade. A reduction in grade can be assigned by the Instructor or the dean.
- b) Letter of reprimand: A formal letter indicating the Student's breach of Policy and expected conduct moving forward. This outcome can be assigned by the dean only.
- c) Involuntary withdrawal from a course/program: An involuntary withdrawal from a course or program at the University. This outcome can be assigned by the dean only.
- d) Suspension: Suspension from the University for a specified period of time, after which the Student is eligible to return. Conditions for readmission may be imposed, including a reintegration plan. Suspension will typically result in an academic hold on the Student's account. Decisions to suspend will be made by the President in accordance with 61(1) of the *University Act*.
- e) Permanent suspension: Permanent de-registration and removal from the University, normally including a ban from campus for a specified period of time. Decisions to suspend will be made by the President in accordance with 61(1) of the *University Act*.
- f) Other Outcomes as required: The University reserves the right to impose outcomes other than those listed in this document if they are commensurate with the infraction.

10.4 Outcomes of Tier One Academic Misconduct:

Commented [SG4]: This is so wide-ranging that there might not be a consistent response to a submission from Chat GPT--which I think will be the major problem going forward. Is consistency not important?

Commented [BP5R4]: The aim is to improve consistency in reporting while also maintaining academic freedom in the sense that the instructor has latitude to apply the outcome that is best suited in each individual case.

- a) Course Instructors assign one or more of the Remedial Outcomes listed in 10.2 in response to Tier One incidents.
- b) Tier One outcomes do not need to be reported to the Office of Student Affairs.
- c) In cases of repeated Tier One incidents in the same course, the Instructor may determine that a repeated incident is no longer unintentional, thereby requiring a punitive rather than a Remedial Outcome. In this case, the Instructor should treat the repeated Tier One incident as a Tier Two Academic Misconduct.

10.5 Outcomes of Tier Two Academic Misconduct:

- a) Instructors may assign a combination of Remedial and Punitive Outcomes as described in 10.2 and 10.3.a above.
- b) All outcomes of Tier Two Academic Misconduct must be reported to the Office of Student Affairs.

10.6 Outcomes of Tier Three Academic Misconduct:

- a) Deans may assign a combination of Remedial and Punitive Outcomes as described in 10.2 and 10.3 above.
- b) All assigned outcomes of Tier Three Academic Misconduct must be reported to the Office of Student Affairs.

11. DISPUTES AND APPEALS

- 11.1 Students can dispute the determination of Tier One and Tier Two Academic Misconduct and the Remedial or Punitive Outcomes assigned by the Instructor. Specifics about the dispute process are provided in the Procedure.
- 11.2 Students may appeal the determination of Tier Three Academic Misconduct and/or the severity of the outcome determined by the dean through the University's Student appeals process as described in B.109 Student Appeals Policy.


12. DESIGNATED OFFICER

The Vice President Academic and Provost is the Policy Owner, responsible for the oversight of this policy. The Administration of this Policy and the development, subsequent revisions to and operationalization of any associated procedures is the responsibility of the Director, Teaching and Learning .

Commented [SG6]: So, is the only difference in the outcomes of tier two and tier three that the instructor decides the former but the dean decides the latter?

Commented [BP7R6]: Yes, but not all punitive outcomes are available to Instructors as some may only be assigned by the Dean or President.

Commented [BP8R6]: Clarified to say 10.3.a for Tier Two

 CAPILANO UNIVERSITY		POLICY	
Policy No.	Officer Responsible		
S2017-05	Vice-President Academic and Provost		
Policy Name			
Academic Integrity			
Approved by	Replaces	Category	Next Review
Senate	Cheating and Plagiarism	B	2021
Date Issued	Date Revised	Related Policies, Reference	
January 2018		S2017-05-01 Academic Integrity Procedures S2015-03 Senate Student Appeal Policy S2015-03-01 Senate Student Appeal Procedures	

1. PURPOSE

1.1 Capilano University has a culture of integrity, ethical conduct, and intellectual and academic honesty and expects its students to uphold these values. Academic integrity is fundamental to the creation, transmission and acquisition of knowledge; the upholding of academic integrity is a condition of continued enrolment at Capilano University.

1.2 Any instance of academic dishonesty or breach of the standards of academic integrity is serious and students will be held accountable for their actions, whether acting alone or in a group. This policy defines relevant terms, outlines the roles of each of the parties to a policy violation, and identifies the consequences of such violations.

2. SCOPE

2.1 This policy and related procedures apply to any student at Capilano University who is registered in a credit course. The University may choose to investigate allegations under this policy concurrently with investigations under another University policy and procedures, by law enforcement, courts, or another external entity.

3. DEFINITIONS

Appellant – a respondent who has filed or intends to file a formal appeal of the decision(s) of an administrator of this Policy.

Complainant – a person who has made a report of an alleged violation of this Policy.

Course Outline/Syllabus – for the purpose of this policy, these terms can be used interchangeably to describe the document that sets out the parameters, expectations, and content of a course.

Instructor - a person who is responsible for delivering course curriculum and evaluating students' work.

Investigator – a person who collects, reviews, and reports on all evidence related to alleged violations of this policy.

Respondent – a student who is investigated for an alleged violation of this policy.

Senate Student Appeals Committee – the body that creates impartial tribunals to hear and determine the outcome of appeals on grades and other academic matters and appeals regarding penalties imposed during academic integrity proceedings.

Student – an individual who is registered in a credit course or a course of study at the University or who was registered at the time the violation is alleged to have occurred.

Witness – a person who is identified as having additional information regarding an alleged violation.

4. INSTRUCTOR RESPONSIBILITIES:

4.1 Instructors are responsible for taking actions to prevent academic dishonesty. It is the instructor's responsibility to take appropriate action if academic dishonesty has occurred. At a minimum, the instructor is required to do the following:

- i. Include in all course syllabi/outlines a statement pertaining to the importance of academic integrity, and a reference to the Academic Integrity Policy and Procedures for violations to this policy;
- ii. Review these course syllabi/outlines statements with students at the beginning of each term and outline expectations for demonstrating academic integrity in the course and within the specific academic discipline;
- iii. Provide students with information about the correct use of acceptable references/citation format(s) within the academic discipline; and,
- iv. Provide students with information about any rules relating to acceptable levels of collaboration on assignments or in any required laboratory, research, or clinical work.

5. STUDENT RESPONSIBILITIES:

5.1 Students are responsible for knowing the academic expectations and standards of their instructors, including but not limited to understanding the course syllabus, seeking assistance if required, and knowing the standards of documentation required in assessments.

5.2. Students are expected to make themselves aware of the information contained in this policy. Lack of awareness does not excuse students from responsibility for their actions.

6. STANDARDS OF ACADEMIC INTEGRITY

6. 1 Students are expected to meet the standards of academic integrity defined in this policy, as well as any additional course-specific academic integrity standards stated in the course syllabus.

Standards of academic integrity include, but are not limited to:

- i. Independently producing work submitted under their own name;
- ii. Properly and appropriately documenting all work;
- iii. Identifying all collaborators in work;
- iv. Completing examinations without giving or receiving assistance unless assistance is required due to documented accommodation;
- v. Respecting the integrity of examination materials and/or the examination process.

7. ACADEMIC DISHONESTY

7.1 Violations of academic integrity, including dishonesty in assignments, examinations, or other academic performances, are prohibited and will be handled in accordance with the Academic Integrity Procedures.

7.2 Academic dishonesty is any act that breaches one or more of the principles of academic integrity. Acts of academic dishonesty may include but are not limited to the following types:

7.2.1 Cheating: Using or providing unauthorized aids, assistance or materials while preparing or completing assessments, or when completing practical work (in clinical, practicum, or lab settings), including but not limited to the following:

- i. Copying or attempting to copy the work of another during an assessment;
- ii. Communicating work to another student during an examination;
- iii. Using unauthorized aids, notes, or electronic devices or means during an examination;
- iv. Unauthorized possession of an assessment or answer key; and/or,
- v. Submitting of a substantially similar assessment by two or more students, except in the case where such submission is specifically authorized by the instructor.

7.2.2 Fraud: Creation or use of falsified documents.

7.2.3 Misuse or misrepresentation of sources: Presenting source material in such a way as to distort its original purpose or implication(s); misattributing words, ideas, etc. to someone other than the original source; misrepresenting or manipulating research findings or data; and/or suppressing aspects of findings or data in order to present conclusions in a light other than the research, taken as a whole, would support.

7.2.4 Plagiarism: Presenting or submitting, as one's own work, the research, words, ideas, artistic imagery, arguments, calculations, illustrations, or diagrams of another person or persons without explicit or accurate citation or credit.

7.2.5 Self-Plagiarism: Submitting one's own work for credit in more than one course without the permission of the instructors, or re-submitting work, in whole or in part, for which credit has already been granted without permission of the instructors.

7.2.6 Prohibited Conducts: The following are examples of other conduct specifically prohibited:

- i. Taking unauthorized possession of the work of another student (for example, intercepting and removing such work from a photocopier or printer, or collecting the graded work of another student from a stack of papers);
- ii. Falsifying one's own and/or other student's attendance in a course;
- iii. Impersonating or allowing the impersonation of an individual;
- iv. Modifying a graded assessment then submitting it for re-grading; or,
- v. Assisting or attempting to assist another person to commit any breach of academic integrity.

8. INVESTIGATION OF ALLEGED VIOLATIONS OF THE STUDENT ACADEMIC INTEGRITY POLICY

8.1 All alleged violations of the Student Academic Integrity Policy must be reported to the appropriate dean by the instructor and/or the program coordinator, convenor or chair. Students should report all alleged violations of this policy to the instructor, program coordinator, convenor or chair, or the appropriate dean.

8.2 The dean (or designate) will conduct an investigation into the alleged violation prior to imposing any sanctions on the student.

8.3 The dean must provide the investigator with clear standards of investigation, and provide annual training for all potential investigators.

8.4 All investigations must follow the procedures outlined in the Academic Integrity Procedures.

9. PENALTIES FOR VIOLATIONS OF THE STUDENT ACADEMIC INTEGRITY POLICY

9.1 It is recognized that acts of academic dishonesty will vary in degree of seriousness. This policy allows for a range of penalties and encourages the dean (or designate) to consider the context and


severity of each confirmed policy breach, as well as any recommendations made by the instructor(s) bringing the instance forward.

9.2 A withdrawal from the course, or the University, under these circumstances shall not stop Capilano University from investigating or from imposing sanctions.

9.3 Please refer to the Academic Integrity Procedures for more information on possible penalties.

10. APPEAL OF PENALTIES FOR VIOLATIONS OF STUDENT ACADEMIC INTEGRITY POLICY

10.1 A student has the right to appeal the determination of academic misconduct and/or the severity of the sanction to the Senate Student Appeals Committee.

 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	
S2017-5 Academic Integrity		2027	
Date Issued	Date Revised	Related Policies	
January, 2018	February, 2024	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 S2017-05 Academic Integrity Policy (“the Policy”) and inform all employees and Students at Capilano University (“the University”) who are involved in the Student Academic Integrity process about the steps to be followed in the implementation of the Policy.
- 1.2. The definitions as found in the Policy are used in this Procedure.

2. REPORTING

Any Member of the University Community who observes a suspected incident of failure to uphold Academic Integrity should make a report to the relevant Instructor, chair, coordinator, convenor or dean. If the individual who observes a suspected incident or receives a report of a suspected incident is not the Instructor, they should notify the relevant Instructor as soon as possible.

3. INSTRUCTOR DETERMINATION

- 3.1 Instructors who observe or receive reports that a Student’s engagement with an academic activity/work does not demonstrate Academic Integrity, will collect relevant evidence first to make an initial determination on whether Academic Misconduct has likely occurred.
- 3.2 The Instructor may meet with the Student, in a timely manner, to inquire about the Student’s intent, thinking process, gaps in knowledge and/or use this meeting as an opportunity to collect further evidence (i.e., Student admission/taking accountability, an impromptu writing test).
- 3.3 If, considering the available evidence and weighed against the balance of probabilities, it is determined that an instance of Academic Misconduct has occurred, the Instructor will determine the classification (i.e., Tier One, Tier Two, or Tier Three).

- 3.4 When determining the classification of the infraction and the appropriate outcome, the Instructor is encouraged to take a holistic approach that takes into account Student intent, accountability, mitigating and aggravating factors, context, Student learning, nature of the Academic Misconduct, and its level of impact.
- 3.5 If the Instructor determines the incident to be an instance of Tier One Academic Misconduct, the Instructor may assign one or more of Remedial Outcomes as per Policy Section 10.2. For a Tier One Academic Misconduct Incident there is no requirement to meet with the Student nor report to the Office of Student Affairs.
- 3.6 If the Instructor believes the incident to be an instance of Tier Two Academic Misconduct, the Instructor will meet with the Student(s) to discuss the matter in a timely manner within the term in which the problem emerges.
- 3.7 Based on the gathered evidence and meeting with the Student, if the Instructor determines the incident to be an instance of Tier Two Academic Misconduct, the Instructor may assign a Remedial and/or Punitive Outcome as per Policy Section 10.2 and 10.3.
- 3.8 Within five (5) business days after the meeting with the Student and determining the instance to be Tier Two Academic Misconduct , the Instructor must:
 - a) inform the Student via the Student's official Capilano University email of the nature of the Remedial or Punitive Outcome to be imposed, and
 - b) inform the Office of Student Affairs of the infraction and the assigned outcome. The Office of Student Affairs will notify the dean if the Student has a previous report of Tier Two Academic Misconduct.
- 3.9 If the Instructor determines the incident to be an instance of Tier Three Academic Misconduct, the Instructor will report the incident to the Office of Student Affairs. The Office of Student Affairs will inform the dean for assessment and investigation.

4. DEAN DETERMINATION OF TIER THREE ACADEMIC MISCONDUCT

- 4.1 Upon receiving an incident report from the Office of Student Affairs, the dean will determine if an investigation is required based upon confirmation of previously reported Academic Misconduct or the seriousness of the infraction.
- 4.2 If an investigation is not required, the dean will inform the Instructor and the Office of Student Affairs within five (5) business days.
- 4.3 In cases of Tier Three Academic Misconduct that results from repeated Tier Two Academic Misconduct, if the dean determines that an investigation is not required, the dean will inform the Instructor that the Instructor-assigned Tier Two outcome will be maintained.

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. The following process will be followed:

- 4.4 The dean will appoint an investigator.

- 4.5 The dean will notify the Student via the Student's official Capilano University email that they are suspected of Tier Three Academic Misconduct, copying the Office of Student Affairs and the Instructor, and that an investigation is pending by the investigator.
- 4.6 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.
- 4.7 After the investigation is complete, the Investigator will write a report that includes a summary of the information and recommended outcomes and will provide it to the dean.
- 4.8 If, as a result of the investigation, the alleged infraction is deemed to be without merit, it will be dismissed by the dean 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.
- 4.9 If, as a result of the report, the alleged infraction is not 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 and its findings will be discussed. The investigator will add a summary of the meeting to the report with recommended outcomes 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.
- 4.10 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. See B.701 Student Code of Conduct for more information on Student supports.
- 4.11 Based on the findings of the investigation, the dean will determine on the balance of probabilities whether the Student is more likely than not responsible for Tier Three Academic Misconduct.
- 4.12 If the dean finds that the Student did not engage in Tier Three Academic Misconduct, the Instructor and 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.
- 4.13 If the dean finds that the Student engaged in Tier Three Academic Misconduct, the dean will engage the Student in a collaborative determination of outcomes as per Section 5 below or assign Remedial and/or Punitive Outcomes as per Section 6 below.

5. COLLABORATIVE DETERMINATION OF OUTCOMES FOR TIER THREE ACADEMIC MISCONDUCT

- 5.1 In cases where a Student has accepted responsibility for their actions in a case of Tier Three Academic Misconduct, the Student may be provided the opportunity to participate in a collaborative determination of outcomes process.
- 5.2 The collaborative determination of outcomes 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.
- 5.3 The University recognizes that collaborative determination of outcomes 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.
- 5.4 If the opportunity to participate in the collaborative determination of outcomes process is offered, 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 outcomes listed in Section 10 of the Policy as well as any additional terms that are both appropriate and agreed upon during the process.
- 5.5 The collaborative determination of outcomes 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 determination of outcomes 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 outcomes (e.g., temporary or permanent suspension);
 - 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 determination of outcomes process for a similar incident.
- 5.6 If one or more of the above circumstances exist before or during the collaborative determination of outcomes process, the investigative report and other relevant information, including reasons why collaborative determination of outcomes is not possible, will be provided to the dean. The dean will then become responsible for the adjudication and determination of outcomes.
- 5.7 At the conclusion of the collaborative determination of outcomes process, the Student and the investigator will draft a letter of agreement, which includes the outcome(s). The dean will receive the draft letter of agreement, and if the dean agrees with the outcome(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.

6. DETERMINATION OF OUTCOMES

- 6.1 Where an incident of Tier Three Academic Misconduct cannot be resolved through collaborative determination of outcomes, or collaborative determination of outcomes is not possible, the dean will make a determination based on the investigation findings of the appropriate outcome as per Policy Section 10.
- 6.2 If the dean finds that the outcome(s) should include temporary or permanent suspension, the report and all other relevant information will be forwarded for review and final determination. In accordance with B.701 Student Code of Conduct, recommendations involving suspension or permanent suspension will be first reviewed by the Associate Vice President of Student Success and Vice President of Strategic Planning, Assessment and Institutional Effectiveness. The investigation report and recommendations will then be forwarded to the President for final review. The President has the authority to suspend Students under 61(1) of the *University Act* and may choose to accept or modify the recommended outcome.
- 6.3 The dean may also choose to meet with or invite a written statement from the Student for the purposes of evaluating the weight of the outcome. The Student is entitled to be accompanied by a support person during the meeting. Refer to B.701 Student Code of Conduct for details on involving a support person.
- 6.4 The dean or the president will inform the Instructor and the Student of the outcome(s) in writing to their official Capilano University email within five (5) business days of their determination.
- 6.5 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 outcome(s).
- 6.6 The Office of Student Affairs will note the outcome in the Student's file.

7. FAILURE TO FOLLOW OUTCOMES

- 7.1 Failure to complete or abide by assigned or agreed-upon outcomes is a violation of B.701 Student Code of Conduct Policy
- 7.2 Alleged failure to follow outcomes 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 determination of outcomes process will be made available to the adjudicator or adjudicating body in addition to any new evidence.
- 7.3 Failure to follow outcomes may lead to the application of new or escalated outcomes up to and including temporary or permanent suspension as found in B.701.3 Student Code of Conduct Procedure.

8. DISPUTES AND APPEALS


- 8.1 Remedial Outcomes for Tier One Academic Misconduct and agreed collaborative outcomes may not be appealed.
- 8.2 Students may dispute the allegation of Tier Two Academic Misconduct, or the severity of the outcome determined by the Instructor by contacting their dean.
- 8.3 The dean may request available evidence from the Instructor and may request a meeting with the Student or the Instructor to determine on balance of probabilities whether an infraction occurred and whether the assigned outcome is appropriate.
- 8.4 If the dean determines that an infraction did not occur, or that that the determined outcome needs to be adjusted, they will inform the Student, the Instructor, and the Office of Student Affairs about their decision.
- 8.5 If the dean determines that the infraction has occurred and the Instructor's assigned outcome is appropriate for the nature of the infraction, the dean will inform the Student and the Instructor of their decision.
- 8.6 Students may appeal the allegation of Tier Three Academic Misconduct, or the outcome determined by the dean, by submitting a Student appeal application to the Registrar as per B.109 Student Appeals Policy. Agreed collaborative outcomes may not be appealed.

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.

10. DESIGNATED OFFICER

The Director, Teaching and Learning is responsible for the development, subsequent revisions to and operationalization of this Procedure under the oversight of the Vice President Academic and Provost.

 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	2027	
Date Issued	Date Revised	Related Policies
January, 2018	February, 2024	S2024-XX 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 S2017-05 Academic Integrity Policy (“the Policy”) and inform all employees and Students at Capilano University (“the University”) who are involved in the Student Academic Integrity process about the steps to be followed in the implementation of the Policy.
- 1.2. The definitions as found in the Policy are used in this Procedure.

2. REPORTING

Any **Member of the University Community** who observes a suspected incident of failure to uphold Academic Integrity should make a report to the relevant Instructor, chair, coordinator, convenor or dean. If the individual who observes a suspected incident or receives a report of a suspected incident is not the Instructor, they should notify the relevant Instructor as soon as possible.

3. INSTRUCTOR DETERMINATION

- 3.1 **Instructors who observe or receive reports that a Student’s engagement with an academic activity/work does not demonstrate Academic Integrity, will collect relevant evidence first to make an initial determination on whether Academic Misconduct has likely occurred.**
- 3.2 **The Instructor may meet with the Student, in a timely manner, to inquire about the Student’s intent, thinking process, gaps in knowledge and/or use this meeting as an opportunity to collect further evidence (i.e., Student admission/taking accountability, an impromptu writing test).**
- 3.3 **If, considering the available evidence and weighed against the balance of probabilities, it is determined that an instance of Academic Misconduct has occurred, the Instructor will determine the classification (i.e., Tier One, Tier Two, or Tier Three).**

Commented [CM1]: Christina had previously commented that this initial meeting with the student should be timely since remedies can impact other work in a course.

3.4 When determining the classification of the infraction and the appropriate outcome, the Instructor is encouraged to take a holistic approach that takes into account Student intent, accountability, mitigating and aggravating factors, context, Student learning, nature of the Academic Misconduct, and its level of impact.

Commented [SG2]: This may be too broad, e.g., is the fact that the student is an international student a mitigating circumstance?

3.5 If the Instructor determines the incident to be an instance of Tier One Academic Misconduct, the Instructor may assign one or more of Remedial Outcomes as per Policy Section 10.2. For a Tier One Academic Misconduct Incident there is no requirement to meet with the Student nor report to the Office of Student Affairs.

Commented [SD3R2]: I would think yes, as we have observed that int'l students have sometimes received little to no instruction at the high school or post-secondary level in their home country in citing and referencing

3.6 If the Instructor believes the incident to be an instance of Tier Two Academic Misconduct, the Instructor will meet with the Student(s) to discuss the matter in a timely manner within the term in which the problem emerges.

3.7 Based on the gathered evidence and meeting with the Student, if the Instructor determines the incident to be an instance of Tier Two Academic Misconduct, the Instructor may assign a Remedial and/or Punitive Outcome as per Policy Section 10.2 and 10.3.

3.8 Within five (5) business days after the meeting with the Student and determining the instance to be Tier Two Academic Misconduct, the Instructor must:

- a) inform the Student via the Student's official Capilano University email of the nature of the Remedial or Punitive Outcome to be imposed, and
- b) inform the Office of Student Affairs of the infraction and the assigned outcome. The Office of Student Affairs will notify the dean if the Student has a previous report of Tier Two Academic Misconduct.

Commented [SG4]: Inform the coordinator?

Commented [BP5R4]: Plan to address this in a unit by unit approach through the rollout of policy.

3.9 If the Instructor determines the incident to be an instance of Tier Three Academic Misconduct, the Instructor will report the incident to the Office of Student Affairs. The Office of Student Affairs will inform the dean for assessment and investigation.

Commented [CM6]: Christina had previously asked if resources and record management are in place to support this.

4. DEAN DETERMINATION OF TIER THREE ACADEMIC MISCONDUCT

Commented [BP7R6]: Yes, currently being further automated

4.1 Upon receiving an incident report from the Office of Student Affairs, the dean will determine if an investigation is required based upon confirmation of previously reported Academic Misconduct or the seriousness of the infraction.

Commented [SG8]: If the student has a previous violation, this would make is a tier 3 infraction. So what happens to the penalty that instructor has assigned at tier 2. Is it rendered void and a whole new process begins?

4.2 If an investigation is not required, the dean will inform the Instructor and the Office of Student Affairs within five (5) business days.

Commented [BP9R8]: No, the tier two outcome stands until the outcome of the tier three violation is determined.

4.3 In cases of Tier Three Academic Misconduct that results from repeated Tier Two Academic Misconduct, if the dean determines that an investigation is not required, the dean will inform the instructor that the Instructor-assigned Tier Two outcome will be maintained.

Commented [CM10]: to the Coordinator also?

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. The following process will be followed:

Commented [BP11R10]: Departments may choose to inform the coordinator, but it's not mandated so as to protect student privacy.

4.4 The dean will appoint an investigator.

Commented [CM12]: and the Coordinator?

Commented [CM13R12]: See previous replies regarding Coordinator involvement

- 4.5 The dean will notify the Student via the Student's official Capilano University email that they are suspected of Tier Three Academic Misconduct, copying the Office of Student Affairs and the instructor, and that an investigation is pending by the investigator.
- 4.6 The investigator will conduct the investigation in a timely manner, and may include, but is not limited, to:
- discussing the details with the dean who received the alleged infraction;
 - gathering information from the Instructor and/or others who may have knowledge of the alleged infraction;
 - performing online searches;
 - discussing the details with the Student; and/or
 - asking the Student to submit rough notes and/or other proof of composition.
- 4.7 After the investigation is complete, the Investigator will write a report that includes a summary of the information and recommended outcomes and will provide it to the dean.
- 4.8 If, as a result of the investigation, the alleged infraction is deemed to be without merit, it will be dismissed by the dean 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.
- 4.9 If, as a result of the report, the alleged infraction is not 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 and its findings will be discussed. The investigator will add a summary of the meeting to the report with recommended outcomes 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.
- 4.10 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. See Student Code of Conduct for more information on Student supports.
- 4.11 Based on the findings of the investigation, the dean will determine on the balance of probabilities whether the Student is more likely than not responsible for Tier Three Academic Misconduct.
- 4.12 If the dean finds that the Student did not engage in Tier Three Academic Misconduct, the Instructor and 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.
- 4.13 If the dean finds that the Student engaged in Tier Three Academic Misconduct, the dean will engage the Student in a collaborative determination of outcomes as per Section 5 below or assign Remedial and/or Punitive Outcomes as per Section 6 below.

Commented [SG14]: and the instructor

Commented [CM15R14]: and Coordinator?

Commented [CM16R14]: See previous language regarding Coordinator

Commented [SG17]: and the instructor.

Commented [CM18R17]: and the Coordinator?

Commented [BP19R17]: Final decision and outcomes goes to the instructor

Commented [CM20]: They are "recommended" outcomes, so can the dean change them?

Commented [BP21R20]: Yes, they are meant to advise the Dean. Only the dean can assign the outcome

Commented [SG22]: and the instructor

Commented [CM23R22]: Yes, it seems critical that the procedures is explicit about the instructor being informed since the instructor will likely be overseeing the recommended outcome.

Commented [BP24R22]: The instructor is informed of the final determination and outcomes.

Commented [SG25]: The instructor will also be informed.

Commented [CM26R25]: and Coordinator?

Commented [BP27R25]: See previous notes

Commented [SG28]: and inform the instructor.

Commented [CM29R28]: and the Coordinator?

5. COLLABORATIVE DETERMINATION OF OUTCOMES FOR TIER THREE ACADEMIC MISCONDUCT

- 5.1 In cases where a Student has accepted responsibility for their actions in a case of Tier Three Academic Misconduct, the Student may be provided the opportunity to participate in a collaborative determination of outcomes process.
- 5.2 The collaborative determination of outcomes 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.
- 5.3 The University recognizes that collaborative determination of outcomes 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.
- 5.4 If the opportunity to participate in the collaborative determination of outcomes process is offered, 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 outcomes listed in Section 10 of the Policy as well as any additional terms that are both appropriate and agreed upon during the process.
- 5.5 The collaborative determination of outcomes process is available only in certain circumstances and will not be available as an option if any of the following circumstances exist:
- The Student is not or is no longer willing to participate in the collaborative determination of outcomes process;
 - The Student is not or is no longer willing to take responsibility for their actions;
 - The Student and the dean are unable to reach a mutually agreed-upon resolution;
 - The nature of the incident(s) may require severe outcomes (e.g., temporary or permanent suspension);
 - The nature of the evidence, infraction, or related details requires a higher-than-typical degree of adjudication or confidentiality; or,
 - The Student has previously participated in the collaborative determination of outcomes process for a similar incident.
- 5.6 If one or more of the above circumstances exist before or during the collaborative determination of outcomes process, the investigative report and other relevant information, including reasons why collaborative determination of outcomes is not possible, will be provided to the dean. Adjudication and determination of outcomes will become the responsibility of the dean.
- 5.7 At the conclusion of the collaborative determination of outcomes process, the Student and the investigator will draft a letter of agreement, which includes the outcome(s). The dean will receive the draft letter of agreement, and if the dean agrees with the outcome(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.

Commented [SG30]: This is very confusing. Why is the instructor, who initiated this entire process being consistently left out of the process?

Commented [CM31R30]: Agree that the instructor should be involved/informed throughout

Commented [BP32R30]: The intent is not to leave them out, rather to elevate the burden to the office of the dean.

Commented [SG33]: Again, the instructor is being left out. Many instructors take full-blown cheating, i.e., AI, as personally insulting. That determination of the outcome of this cheating is decided behind their back seems to add insult to injury.

Commented [BP34R33]: Certainly not meant to be behind their back. We will work to include where they should be informed.

Commented [CM35]: What is the rationale here?

Commented [BP36R35]: That the collaborative process has not been previously effective and so would be deemed to be ineffective moving forward. This comes from the current policy and was not changed.

Commented [SG37]: and the instructor

Commented [CM38R37]: and the Coordinator?

Commented [BP39R37]: See previous notes

6. DETERMINATION OF OUTCOMES

- 6.1 Where an incident of Tier Three Academic Misconduct cannot be resolved through collaborative determination of outcomes, or collaborative determination of outcomes is not possible, the dean will make a determination based on the investigation findings of the appropriate outcome as per Policy Section 10.
- 6.2 If the dean finds that the outcome(s) should include temporary or permanent suspension the report and all other relevant information will be forwarded for review and final determination. In accordance with B.701 Student Code of Conduct, recommendations involving suspension or permanent suspension will be first reviewed by the Associate Vice President of Student Success and Vice President of Strategic Planning, Assessment and Institutional Effectiveness. The investigation report and recommendations will then be forwarded to the President for final review. The President has the authority to suspend Students under 61(1) of the *University Act* and may choose to accept or modify the recommended outcome.
- 6.3 The dean may also choose to meet with or invite a written statement from the Student for the purposes of evaluating the weight of the outcome. The Student is entitled to be accompanied by a support person during the meeting. Refer to the Student Code of Conduct for details on involving a support person.
- 6.4 The dean or the president will inform the instructor and the Student of the outcome(s) in writing to their official Capilano University email within five (5) business days of their determination.
- 6.5 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 outcome(s).
- 6.6 The Office of Student Affairs will note the outcome in the Student's file.

Commented [SG40]: The instructor will also be informed.

Commented [CM41R40]: and Coordinator?

7. FAILURE TO FOLLOW OUTCOMES

- 7.1 Failure to complete or abide by assigned or agreed-upon outcomes is a violation of B.701 Student Code of Conduct Policy
- 7.2 Alleged failure to follow outcomes 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 determination of outcomes process will be made available to the adjudicator or adjudicating body in addition to any new evidence.
- 7.3 Failure to follow outcomes may lead to the application of new or escalated outcomes up to and including temporary or permanent suspension as found in B.701.3 Student Code of Conduct Procedure.

8. DISPUTES AND APPEALS

Tier One Academic Misconduct and Collaborative Outcomes

- 8.1 Remedial and educational outcomes for Tier One Academic Misconduct, and agreed collaborative outcomes may not be appealed.

Tier Two Academic Misconduct

- 8.2 Students may dispute the allegation of Tier Two Academic Misconduct, or the severity of the outcome determined by the Instructor by contacting their dean.
- 8.3 The dean may request available evidence from the Instructor and may request a meeting with the Student or the Instructor to determine on balance of probabilities whether an infraction occurred and whether the assigned outcome is appropriate.
- 8.4 If the dean determines that an infraction did not occur, or that that the determined outcome needs to be adjusted, they will inform the Student, the Instructor, and the Office of Student Affairs about their decision.
- 8.5 If the dean determines that the infraction has occurred and the Instructor's assigned outcome is appropriate for the nature of the infraction, the dean will inform the Student and the Instructor of their decision.

Tier Three Academic Misconduct

- 8.6 Students may appeal the allegation of Tier Three Academic Misconduct, or the outcome determined by the dean, by submitting a Student appeal application to the Registrar as per 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.


10. DESIGNATED OFFICER

The Director, Teaching and Learning is responsible for the development, subsequent revisions to and operationalization of this Procedure under the oversight of the Vice President Academic and Provost.

Commented [SG42]: This is why lack of direction in the policy as to what outcome is appropriate leaves instructors open to constant pushback. The instructor thinks "0" for a totally plagiarized assignment, the dean thinks just a warning. The policy doesn't clarify.

Commented [SD43R42]: Would this happen because the Dean is made privy to details that the Instructor is not? For example, I might report a Tier two academic misconduct, but the Dean has access to Student Affairs records that show the student already had a Tier two incident on their file?

Commented [BP44R42]: Students have the right to dispute or appeal. The dean is responsible to follow due process in evaluating the dispute.

 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:
 - a) Documented completion of a plagiarism/cheating workshop within a stated time frame.
 - b) Completion of an alternative assignment in place of the one under investigation.
 - c) 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.



SENATE CURRICULUM COMMITTEE RESOLUTION MEMO

DATE: February 22, 2024
TO: Paul Dangerfield, Chair, Senate
FROM: Deb Jamison, Chair, Senate Curriculum Committee

The following motions were carried by the Senate Curriculum Committee at its meeting on February 16, 2024:

- 24/01** The revisions to the Booking Certificate admission requirement be recommended to Senate for approval.
- 24/02** The two new courses, BADM 385 – Business and Sustainability and BADM 395 – Business and Society, be recommended to Senate for approval.
- 24/03** The prerequisite revisions to BADM 303 – Labour Relations, and the two new courses, BADM 265 – Small Business Management and BADM 365 – Entrepreneurship, be recommended to Senate for approval.
- 24/04** The prerequisite revisions to BIOL 300 – Molecular Genetics, BIOL 312 – Human Physiology I: Brains, Hormones and Guts and BIOL 313 – Human Physiology II: Blood, Gas and Antibodies be recommended to Senate for approval.
- 24/05** The revisions to the Health Care Assistant Certificate admission requirement and admission notes, as well as the revisions to HCA 110 – Practice Experience in Multi-level and/or Complex Care, be recommended to Senate for approval.
- 24/06** The new courses, THTR 130 – Acting: Foundations to Performance and THTR 131 – Improvisation: Foundations to Performance, as well as Cap Core designation under the heading *Culture and Creative Expression*, be recommended to Senate for approval.
- 24/07** The revisions to ACTR 100 – Acting I, ACTR 101 – Acting II, ACTR 200 – Acting III, ASAS 161 – Ensemble Projects for the Stage I, MUTH 208 – Performance Project I, and MUTH 210 – Acting for Film & Television I be recommended to Senate for approval.



SENATE CURRICULUM COMMITTEE
RESOLUTION MEMO

24/08 The revisions to the North American Business Management Post Baccalaureate Diploma program profile and the North American Business Management Applied Post Baccalaureate Diploma program profile be recommended to Senate for approval.

Debbie Jamison

Deb Jamison, Chair
Senate Curriculum Committee

Paul Dangerfield
Chair, Senate

Date:

Feb 22, 2024

Date: