



SENATE MEETING

Tuesday, October 3, 2017 4:00 – 6:00 pm
Capilano University – LB 322

AGENDA

Acknowledgments

We respectfully acknowledge the Lil'wat, Musqueam, Squamish, Sechelt and Tsleil-Waututh people on whose territories our campuses are located.

1. **Welcome**
2. **Approval of the Agenda - Decision** Senate Members
3. **Approval of the September 12, 2017 Minutes – Decision** Senate Members
Schedule 3
4. **Correspondence Received - None**
5. **Business Arising**
6. **New Business**
7. **Committee Reports**
 - 7.1 Academic Planning and Program Review Committee – No Report
 - 7.2 By-law, Policy and Procedure Committee
 - 7.2.1 Student Academic Integrity Policy and Student Academic Integrity Procedures – *Information* Schedule 7.2.1
Nanci Lucas
 - 7.3 Curriculum Committee –
[Sept 15, 2017](#) Agenda Package / [Sept 15, 2017](#) Draft Minutes
 - 7.3.1 Resolution Memorandum – *Decision* Deb Jamison
Schedule 7.3.1
 - 7.4 Instructional Technologies Advisory Committee Don Bentley
8. **Other Reports**
 - 8.1 Chair of Senate – *Information* Paul Dangerfield
 - 8.2 Vice Chair of Senate – *Information* Sandra Seekins
 - 8.3 VP Academic and Provost – *Information*
 - 8.4 Board Report – *Information* Christopher Doll



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- 9. Discussion Items**
- 10. Other Business**
- 11. Information Items**



SENATE MEETING

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MINUTES

Present: Paul Dangerfield (Chair), Imroz Ali, Sean Ashley, Cyndi Banks, Don Bentley, Brent Calvert, Julia Denholm, Caroline Depatie, Darin Feist, Marnie Findlater, Megan Fretz, David Fung, Michelle Gervais, Deb Jamison, Sylvia Kind, David Kirk, Joshua Larsen, Brad Martin, Karen McCredie, Paul McMillan, Jorge Ocegueda, Emma Russell, Adam Sale, Sandra Seekins, Debbie Schachter, Michael Thoma, Halia Valladares, Bacel Younan, Recorder: Mary Jukich

Regrets: Kim Bothen, Chris Bottrill, Christopher Doll, Jennifer Moore, Erik Steel, Carleen Thomas, Stephanie Wells, Andrew Willis

Acknowledgement

We respectfully acknowledge the Lil'wat, Musqueam, Squamish, Sechelt and Tsleil-Waututh people on whose territories our campuses are located.

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

1. Welcome

The following new members were introduced and welcomed to Senate:

- Adam Sale, voting Faculty representative from the Faculty of Fine and Applied Arts.
- Marnie Findlater, non-voting MoveUp guest.
- Joshua Larsen – voting student representative.

2. Approval of the Agenda

The following items were added to the agenda:

- Under New Business, item 7.3 – Senate By-election
- Under Information, item 12.2 HKIN Run/Walk to Cap, item 12.3 Truth & Reconciliation Event.

*Julia Denholm moved and Halia Valladares seconded:
To adopt the amended agenda.*

CARRIED

3. Approval of the Minutes

*Julia Denholm moved and Michael Thoma seconded:
To adopt the August 15, 2017 minutes.*

CARRIED



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4. Senate Orientation

The Senate orientation was presented, including a review of the Senate composition, By-Laws, election process, subcommittees, University Act and Robert's Rules.

Documents are posted on the [Senate](#) website.

5. Correspondence Received – None

6. Business Arising

6.1 Senate Sub-Committees

Senators were requested to consider volunteering for the remaining vacancies on the subcommittees.

6.2 Consent Agenda

Presented by: Sandra Seekins

An ad hoc committee was previously formed to consider the possibility of Senate moving to consent agendas. The ad hoc committee examined approaches to ensure Senate meetings are effective and there is an opportunity for robust discussion. A decision was not made; however, the possibility of consent agendas will be monitored and can be further explored.

7. New Business

7.1 Graduates

Presented by: Karen McCredie

The Registrar submitted a list of 279 graduates, verified by the Registrar's Office, to have met the graduation requirements of their program.

Karen McCredie moved and Julia Denholm seconded:

17/55 Senate accept the students as graduates.

CARRIED



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7.2 August 2018 Senate Meeting Date

Presented by: Sandra Seekins

As the previously scheduled August 14, 2018 Senate meeting falls the day before faculty return from vacation and PD, Senate was requested to consider moving the meeting date to August 21, 2018.

On discussion, it was suggested that it may also be beneficial to move the orientation to the August meeting as a result of the short turnaround before the September Senate meeting.

Sandra Seekins moved and Adam Sale seconded:

17/56 To change the August 2018 Senate meeting date to Tuesday, August 21st, and to schedule the Orientation for the August meeting.

CARRIED

7.3 Senate By-Election

Presented by: Karen McCredie

The Registrar announced that a by-election will be called in response to the notification that Sharka Stuyt will be stepping down from Senate. The call for nominations will be sent on September 13th, and results announced in November.

8. Committee Reports

8.1 Academic Planning and Program Review Committee

Presented by: Paul McMillan

The Committee reviewed the Minor in Crime and Society Concept Paper and provided comments and feedback.

The Committee also reviewed the Self-Study Template for Program Review and an overview of the program review process was provided.



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8.2 By-law, Policy and Procedure Committee

Presented by: Caroline Depatie

The Committee recently completed review on the Academic Standing Policy and it will be brought to Senate.

8.3 Curriculum Committee

Presented by: Deb Jamison

The resolutions brought forward from the August 18th, 2017 Senate Curriculum Committee meeting were presented to Senate for approval.

On review of Resolution 17/61, concern was raised with regard to approving admission requirements that had English requirements lower than University requirements for the Hotel and Resort Management Post Baccalaureate Diploma and the Tourism Marketing and Development Post Baccalaureate Diploma programs.

Senate was also informed that the proposed admission requirements for the Hotel and Resort Management Post Baccalaureate Diploma and the Tourism Marketing and Development Post Baccalaureate Diploma programs aligned with the NABU admission requirements.

On discussion, it was noted that although the English requirements were lower than the institution requirements, students coming into these programs already have degrees and support is given to students during the program.

Concern was noted that language requirements may be waived and discussion ensued on who had the authority to waive the requirements.

A broader discussion arose with regard to the University looking at the English standards for program admissions and ensuring that supports are available to assist all students.



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Deb Jamison moved and Imroz Ali seconded:

- | | | |
|--------------|--|---|
| 17/57 | SCC resolution 17/61, the revisions to the admission requirements for the Hotel and Resort Management Post Baccalaureate Diploma and the Tourism Marketing and Development Post Baccalaureate Diploma be approved. | CARRIED
8 yes
7 no
5 abstentions |
|--------------|--|---|

Deb Jamison moved and Julia Denholm seconded:

- | | | |
|--------------|--|----------------|
| 17/58 | SCC resolution 17/62, approval of the Post Baccalaureate Certificate in Applied Behaviour Analysis – Autism be approved. | CARRIED |
|--------------|--|----------------|

8.4 Instructional Technologies Advisory Committee

A working group has been formed to explore open education resources, and a meeting scheduled for Monday, September 18th at 2:30.

9. Other Reports

9.1 Chair of Senate

Presented by: Paul Dangerfield

The University continues to work with the new government, including meetings with the Minister of Advanced Education and Deputy Minister, as well as local MLAs.

The President's Perspective was held on August 24th and was well attended. The President reflected on past success, looking towards 2030 and creating an exceptional experience for staff, students and the community.

Senators were invited to attend the presentation by Woodbridge Northwest. The company is planning to redevelop its townhouse complex property near the main campus, and the University and Woodbridge are in the early stages of planning the University's first, purpose-built on-site student housing. The public information session takes place on September 12th, 2017, at 7:00 pm in Birch 169.

The process for the Operational Plan for 2018/2019 will begin shortly.



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Consultation on the Campus Master Facilities and Urban Plan will commence in October.

9.2 Vice Chair Senate

Presented by: Sandra Seekins

The organizers of the CapU Street Party were acknowledged and thanked for a successful event, as well as the crew who worked through the summer maintaining the University grounds.

9.3 VP Academic and Provost

Presented by: Paul Dangerfield

An overview of the work being undertaken by the academic leadership was provided, including new programs, program review and focussing on a framework for implementing review activities.

9.4 Board Report

Presented by: Paul Dangerfield

The Board orientation and planning session is scheduled for Tuesday, September 19th. The session will include the University Act, Operational Plan, an update from Ruth Wittenberg (President of the BC Association of Institutes and Universities), along with an update from the business community.

Senate was informed that there are still two vacant Board positions and it is anticipated that these will be filled shortly.

10. Discussion Items

No discussion items were presented.

11. Other Business

No other business was presented.

12. Information Items

No information items were presented.



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12.1 Call for Honorary Degree and Faculty Emeritus Candidates

The Senate Tributes Committee will be calling for nominations on or about October 1st via Frontlines. Nominations must be submitted in writing no later than December 1st to the Office of the President, Attention: Honorary Degrees.

12.2 HKIN Run/Walk Event

Senators were invited to participate in the HKIN Run/Walk to Cap event on September 21st, 11:45 am.

12.3 Truth & Reconciliation

Truth & Reconciliation Week will commence on Monday, September 18th – Friday, September 22nd.

There being no further business, and on motion duly made and seconded, the meeting was adjourned at 5:55 pm.

Next Meeting: Tuesday, October 3rd, 2017



Memorandum

Re: Academic Integrity Policy and Procedures (previously known as Cheating and Plagiarism)

Senators:

Please find attached the drafts of the Academic Integrity Policy and Procedure, and a simplified flowchart.

Senate Bylaw, Policy and Procedure committee spent many months discussing, editing, and revising these drafts. At its September 12th meeting, SBPPC decided to give senators time to share the drafts with their constituents prior to making a motion at Senate.


There are significant changes contained in the drafts when compared to the current Cheating and Plagiarism Policy and it is important that the campus community is aware of the proposed revisions.

SBPPC requests that senators collect feedback on the drafts from their constituencies as soon as possible, and send that feedback to senatebylaw@capilanou.ca by October 24th.

The drafts should return to Senate in November for possible approval.

Thank you,

Senate Bylaw, Policy and Procedure committee

 CAPILANO UNIVERSITY		POLICY	
Policy No.	Officer Responsible		
S1999-01	Vice-President Academic and Provost		
Policy Name			
Academic Integrity			
Approved by	Replaces	Category	Next Review
Senate	Cheating and Plagiarism	B	2020
Date Issued	Date Revised	Related Policies, Reference	
January 2018		S1999-01-01 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.

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 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 or Chair. Students should report all alleged violations of this policy to the instructor, Program Coordinator 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	
S1999-01-01		Vice-President Academic and Provost	
Procedure Name			
Academic Integrity			
Policy This Procedure is Under			Date of Next Policy Review
S1999-01 Academic Integrity			2020
Date Issued	Date Revised	Related Policies, Reference	
January 2018		S1999-01 Academic Integrity Policy S2015-03 Senate Student Appeal Policy S2015-03-01 Senate Student Appeal 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 S1999-01. 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.

1.2 Any employee of Capilano University who observes a suspected violation of academic integrity should make a report to the relevant instructor, chair, coordinator, or dean. If the instructor is not the employee who observes a suspected violation, the instructor will be notified as soon as possible.

1.3 Any student of Capilano University who observes a violation of academic integrity should make a report to the relevant instructor, chair, coordinator, or dean.

2. INSTRUCTOR REMEDY

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 Remedies available to an instructor, at this stage, are limited to the following:

- i. Documented completion of a plagiarism/cheating workshop within a stated time frame;
- ii. Completion of an assessment in place of the one under investigation; or,
- iii. A reduced grade on the relevant assignment, to a minimum grade of zero.

2.3 Within five (5) business days of 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. Within five (5) business days of assigning the remedy, the instructor must inform the Office of Student Affairs of the infraction and the remedy imposed.

3. INITIATION OF AN INVESTIGATION

3.1 If it appears that the violation is serious, or if the student disputes the violation or the remedy proposed under Section 2, then the instructor must inform the appropriate dean within five (5) business days.

3.2 The first step is for the dean (or designate) to contact the Office of Student Affairs to determine whether the incident is a first or a subsequent offense. The dean (or designate) 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 been informed. If an investigation is not required, the dean will inform the instructor that a full investigation is not warranted and the instructor may choose to impose a remedy stated in Section 2.

4. PROCEDURE FOR INVESTIGATIONS

4.1 The student must be notified via the student's official Capilano University email that they are suspected of violating academic integrity and an investigation is pending by the investigator.

4.2 The investigator will conduct the investigation, which may include but is not limited to:

- discussing the case details with the dean who received the complaint;
- interviewing the instructor or other employees who might have information;
- performing online searches;
- circulating the assessment(s) in question to other instructors in related courses;
- interviewing witnesses;
- interviewing the student; and,
- asking the student to submit rough notes or other proof of composition.

4.3 After the investigation is complete, the investigator will write a report that includes a summary of the evidence. The dean will receive the report and summary from the investigator.

4.4 If, as a result of the report, the complaint 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, of the reason(s) for the dismissal. The student will also be notified of the dismissal through their official Capilano University email. If the dean deems the complaint 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.

4.5 If, as a result of the report, the complaint is not summarily dismissed, the student shall meet with the investigator to discuss the complaint. 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 7 will be discussed. The investigator will add a summary of the meeting to the report. The report is the property of the University and the student will receive a copy of the summary of the meeting.

4.6 The student is entitled to be accompanied by a support person for the purposes of advice and/or comfort during the meeting. The support person will not be permitted to speak on behalf of the student.

5. COLLABORATIVE SANCTIONING

5.1 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.

5.2 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.

5.3 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.

5.4 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 already listed in Section 7 as well as any additional terms that are both appropriate and agreed upon during the process.

5.5 The collaborative sanctioning process is available only in certain circumstances and will not be available as an option if any of the following conditions is met:

- i. The student is not or is no longer willing to participate in the collaborative sanctioning process;
- ii. The student is not or is no longer willing to take responsibility for their actions;
- iii. The student and the dean are unable to reach a mutually agreed-upon resolution;
- iv. The nature of the incident(s) may require severe sanctioning (i.e. suspension, expulsion);
- v. The nature of the evidence, violation, or related details requires a higher-than-typical degree of adjudication or confidentiality; or,
- vi. The student has previously participated in the collaborative sanctioning process for a similar incident.

5.6 In the event that one or more of the above conditions is met during the collaborative sanctioning process, the report and other relevant information, including reasons why collaborative sanctioning is not possible, it will become the responsibility of the dean for adjudication and determination of sanctions.

5.7 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), they 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 considered to be a violation 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 Vice-President Academic and Provost and/or Student Conduct Board.

6. DEAN'S DETERMINATION

6.1 Where a violation(s) of academic integrity cannot be resolved through collaborative sanctioning, or collaborative sanctioning is not possible, the dean will make a determination.

6.2 The dean decides on the balance of probabilities whether the student is more likely than not responsible for violating academic integrity.

6.3 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.

6.4 The dean will determine specific sanctions or a range of sanctions as found in Section 7, 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.

6.5 The dean and/or President may also choose to meet with or solicit 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 for the purposes of advice and/or comfort 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 to enable the University to retain legal counsel if necessary. In such cases, the meeting may be delayed until such time as a University legal counsel can be present.

6.6 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.

6.7 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 imposition of the sanction(s).

7. SANCTIONS

7.1 When a student is determined to have violated Policy S.1999-01 sanction(s) will be imposed. Sanction(s) may include, but are not limited to, the following:

- Letter of Reprimand – A formal letter indicating the student's breach of Policy S.1999-01 and expected conduct moving forward. Normally, this is only used in the case of first-time or in addition to other sanctions.
- Educational Activity – An engagement in reflection and growth through participation in tasks such as assignments, projects, and/or workshops.
- Involuntary Withdrawal from a Course or Program – An involuntary withdrawal from a course or program at the University.

- Suspension – A temporary suspension from the University for a specified period of time, potentially including a ban from campus unless otherwise stated. Suspensions may only be imposed by the president.
- Expulsion – Permanent de-registration and removal from the University, normally including a ban from campus for a specified period of time. Expulsions may only be imposed by the president.
- Other Sanctions as required – The University reserves the right to impose sanctions other than those listed in this document provided that they are commensurate with the violation.

7.2 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 of guilt.

8. BREACH OF SANCTIONS

8.1 Failure to complete or abide by imposed or agreed-upon sanctions is considered to be a violation of Policy B.701 Student Code of Conduct.

8.2 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.

8.3 Breach of sanctions may lead to the imposition of new or escalated sanctions up to and including suspension and expulsion as found in the B.701.1 Student Code of Conduct Procedures.

9. APPEALS

9.1 Appeals of the Academic Integrity Policy are made to the Senate Student Appeals Committee and must be filed within twenty-one (21) calendar days of the decision being communicated in writing to the student's official Capilano University email. Further information including applicable grounds for appeal can be found in B. XXX Senate Student Appeals Policy and the related procedures.

9.2 Appeals related to instructor or invigilator remedies, or collaborative resolutions will not be accepted.

10. RECORD KEEPING

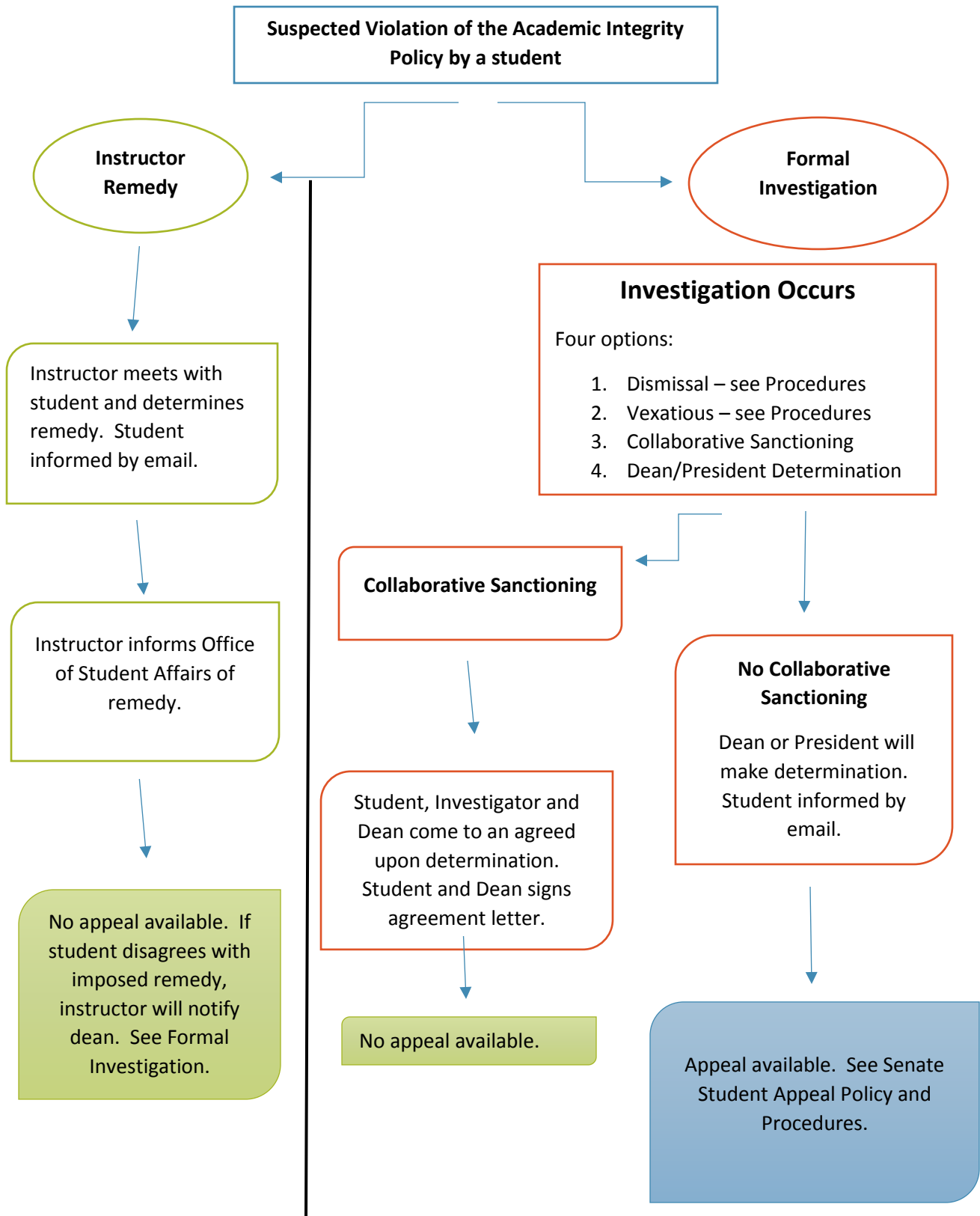
10.1 Investigative reports are confidentially maintained by the Office of Student Affairs. Records relating to academic integrity proceedings will be kept for a period of no less than seven (7) years following the completion of all actions pertaining to a particular incident. After this time, records may

continue to be kept on file if deemed necessary by the Office of Student Affairs but will otherwise be confidentially destroyed.

10.2 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.

DRAFT

Highlights: Academic Integrity Procedures



Policy No.	Officer Responsible		
S1999-01	Senate		
Policy Name			
Cheating and Plagiarism			
Approved by	Replaces	Category	Next Review
Senate	EC1999-01 / 9030		
Date Issued	Date Revised	Related Policies, Reference	
January 2005	August 2010		

1. DEFINITIONS

- 1.1. Cheating is an act of deceit, fraud, distortion of the truth, or improper use of another person's effort to obtain an academic advantage.
- 1.2. Plagiarism is the presentation of another person's or source's words and/or ideas as if they were one's own. It ranges from an entire assignment which is not the student's own work to specific passages within an assignment taken from a source without appropriate acknowledgement.

2. RESPONSIBILITY FOR KNOWLEDGE OF PROPER ACADEMIC PRACTICE

Students are responsible for ensuring that they understand and follow the principles of proper documentation and scholarship. If in doubt about these matters, students should consult their instructor, the Writing Centre or the Library. Students are responsible for ensuring that they understand what constitutes cheating and plagiarism and that these violations of proper academic practice have serious consequences.

3. RESPONSIBILITY FOR DEVELOPMENT AND ADMINISTRATION OF POLICY

- 3.1 Departments or divisions may develop their own sanction for first cases of cheating and plagiarism or may refer students to University policy (**See this Policy 5.1, 5.2**).
Departments or divisions must inform students of the applicable sanctions.
 - 3.1.1 Departmental or division policies on cheating and plagiarism will be reviewed by Senate.
- 3.2 Second incidents of cheating or plagiarism, or first incidents deemed by a department/instructor to be particularly serious, will be dealt with according to the University policy.

4. INFORMING STUDENTS

- 4.1 Copies of this policy are published each term as part of the Registration Guide, and it is always available on the University website.
- 4.2 All Course Outlines must provide students with a clear definition of cheating and plagiarism and a statement of the sanctions for cheating and plagiarism which the department/instructor may apply.

5. PROCEDURE

- 5.1 Before assigning a grade to an assignment which is suspected of resulting from cheating or plagiarism, an instructor may require a student to take an oral examination on the content of the assignment.
- 5.2 If an instructor or department determines that a student has cheated or plagiarized, the instructor may impose a sanction ranging from a failing grade for the assignment to a failing grade for the course.
- 5.3 If it is determined that cheating or plagiarism has taken place, the instructor will inform the student in writing of the reasons for applying sanctions and will indicate that the Administrator responsible for Student Services is being informed of the instructor's decision.
 - 5.3.1 If an instructor has determined that a student will receive a final grade of "Failure" or "No Credit" as a result of cheating or plagiarizing, the instructor will notify the student in writing via the student's Capilano University e-mail address followed by a letter to the student's address as it appears on the student record. A copy of the email must be sent to the Registrar's Office (registration@capilanou.ca), the Registrar, and the Administrator responsible for Student Services. A copy of the letter sent to the student must also be sent to the Registrar's Office and the Administrator responsible for Student Services. Both the email and the letter must include a notice that this is a final grade and must refer the student to the Final Grade Appeal policy and procedures.
 - 5.3.2 The instructor will submit a Change of Grade Notification form showing the date when the grade is to be entered in the student record system. The Registrar's Office will enter the final grade in the student record system.
 - 5.3.3 If the student has been notified of the cheating or plagiarizing incident prior to the last day to drop or withdraw from a course, the student may not drop or withdraw from the course. If the student drops or withdraws after notification has been given, and prior to the final grade being entered into the record system, the drop or withdrawal will be considered invalid and will be changed to "F" or "NC."

- 5.3.4 A request for an extenuating withdrawal (WE) will not be considered if a grade of "F" or "NC" has been entered as a result of cheating or plagiarizing.
- 5.3.5 The final grade will not be changed except through the Final Grade Appeal process.
- 5.4 A record of all cheating and plagiarism cases, with appropriate documentation, will be kept in the office of the Administrator responsible for Student Services for five years.
- 5.5 The Administrator responsible for Student Services will review the case of all students who are reported to have cheated or plagiarized on a second or subsequent occasion or in first incidents deemed by a department/instructor to be particularly serious.
- 5.6 The Administrator responsible for Student Services may impose or recommend imposition of the following sanctions, singly or in combination, for a first incident deemed to be particularly serious or for a second or subsequent incident:
 - 5.6.1 Notice of the incident(s) placed in the student's file. The length of time such a record is to be maintained in the file will be specified
 - 5.6.2 Probation - Conditional permission for a student to enrol or re-enrol in a course or courses. The terms of this measure will be provided to the student in a written communication
 - 5.6.3 Expulsion - Immediate exclusion of a student from one or more courses. The terms of this measure will be provided to the student in a written communication.
 - 5.6.4 Refusal to enrol or re-enrol - Refusal of the University to enrol or re-enrol a student in a course, courses or a program. The terms of this measure will be provided to the student in a written communication.
 - 5.6.5 Suspension from the University - Immediate exclusion of a student from all classes and University services. In future, the student will not be permitted to re-enrol in any course or program or take advantage of any University-sponsored activity or service. The terms of this measure will be provided to the student in a written communication.
- 5.7 When the Administrator responsible for Student Services proposes to invoke a sanction for a first incident deemed to be particularly serious or for a second or subsequent incident, the student involved will be interviewed by the Administrator responsible for Student Services before a decision is made.
- 5.8 For a first incident deemed to be particularly serious or for a second or subsequent incident, the Administrator responsible for Student Services may invoke sanctions 5.6.1 through 5.6.4 or may recommend that the President invoke sanction 5.6.5.
- 5.9 Appeals of the Administrator responsible for Student Services' decision to impose sanctions 5.6.1 through 5.6.4 for cheating or plagiarism must be made in writing to the University Academic Vice-President within ten working days after the imposition of the sanction.

- 5.10 Appeals of the President's sanction 5.6.5 must be made by written appeal to the University's Board within ten working days after the imposition of the sanction.
- 5.11 Appeals made under 5.9 or 5.10 may address the imposition of a sanction and/or the degree of the sanction.



DATE: September 22, 2017

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 September 15th, 2017. Please acknowledge below that the Senate endorses its approval of the following motions:

17/63 The revisions to the admission requirements for the Music Diploma be recommended to Senate for approval.

17/64 The new course, WGST 345 – Gender, Slums and Urbanization in the Global South be recommended to Senate for approval.

A handwritten signature in blue ink that reads "Deb Jamison".

Deb Jamison
Chair, Senate Curriculum Committee

Paul Dangerfield
Chair, Senate

Date: Sep. 22, 2017

Date: