

 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			2020
Date Issued	Date Revised	Related Policies, Reference	
January 2018		S2017-05 Academic Integrity Policy S2015-03 Senate Student Appeal Policy S2015-03-01 Senate Student Appeal Procedure	

THIS POLICY IS EFFECTIVE JANUARY 1, 2018

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, convenor 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, convenor 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 and the Office of Student Affairs 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), 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 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 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 S.2015-03 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.