

# REPORTING PROCESS

## OUTCOMES

Policy Section 10

### REMEDIAL OUTCOMES

(All Tiers):

- A) Written warning
- B) Educational Activity
- C) Re-do assignment

Assigned by:  
Instructor & Dean

### PUNITIVE OUTCOMES (Tier 2):

- A) Reduced grade on assignment up to zero

Assigned by:  
Instructor

### PUNITIVE OUTCOMES (Tier 3):

- A) Reduced grade on assignment up to zero
- B) Letter of reprimand
- C) Withdrawal from course/program
- D) Temporary or permanent suspension (only assigned by the president)
- E) Other outcomes

Assigned by:  
Dean

### \*NOTE:

To report academic misconduct to Student Affairs, please use: [academicintegrity@caplanou.ca](mailto:academicintegrity@caplanou.ca)

Instructor suspects academic misconduct & collects available evidence (i.e. marking relevant sections of the assignment in question) and makes an initial determination that an academic misconduct has likely occurred.

Instructor determines infraction severity based on available evidence. If available evidence/information is limited, Instructor can gather further info during the Instructor-Student meeting.

**TIER 1**  
Learning mistakes

**TIER 2**  
Assignment level academic misconduct

**TIER 3**  
Course/program level academic misconduct

optional

required

Instructor arranges a meeting with the Student

**TIER 1**  
Instructor assigns one of the **Remedial** Outcomes

**TIER 2**  
Instructor assigns one of the **Remedial** and/or **TIER 2 - Punitive** Outcomes

**TIER 3**  
Instructor sends written confirmation of their assessment of the incident as TIER 3 to the Student copying Student Affairs\* and the Dean to make assessment for next steps.

Instructor sends written confirmation of the incident & outcome to the Student copying Student Affairs\* in 5 business days after Instructor-Student meeting

Student Affairs\* records the incident and checks records for repeat infractions

**FIRST TIME INCIDENTS:**  
Student Affairs records the incident and the outcome

**REPEAT INCIDENTS:**  
Student Affairs informs the Dean

Dean determines if an investigation is required within 5 business days

YES

Dean will appoint an investigator and inform the Student, the Instructor and Student Affairs via email of pending investigation

NO

Dean may maintain Instructor-assigned TIER 2 outcome or may assign a different outcome

Dean informs the Student, Student Affairs\*, and the Instructor of final outcome

Investigator will meet with the Student and compile findings in a report

Dean will determine if the Student is likely responsible for the Tier 3 academic misconduct

Responsible --- Not responsible

Student Affairs records the incident and the determined outcome

Dean will assign one of the **Remedial** and/or **Punitive** Outcomes and inform the Student and the Instructor via CapU email

Dean will inform the Student and the Instructor within 5 business days via CapU email

### Responsibilities Color Coded:

Instructor – blue

Student Affairs – green

Dean - yellow