



RED DEER COLLEGE
**Student Academic
Integrity and Academic
Misconduct
Guidebook**

Application of the Student Academic
Integrity and Academic Misconduct Policy
Version 1.0
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INTRODUCTION

The College and its members have a responsibility to model, to communicate, and to enforce the principles of Academic Integrity. This guidebook outlines the process for determining and addressing Academic Misconduct by students.

CONFIDENTIALITY AND CONFLICTS OF INTEREST

1. Any investigation, allegation, or decision made throughout this process is confidential.
2. Instructors are expected to protect the identity of the student under investigation and upon resolution. Only the Associate Dean, Dean, Vice President Academic when required, and Registrar are informed of a student's Academic Misconduct. On occasion, it may be necessary to include other members of the College community who have information or evidence relevant to the investigation.
3. All participants in the process of addressing Academic Misconduct are expected to conduct themselves professionally, maintain confidentiality and exclude themselves if there is a potential for [Conflict of Interest](#).

DEFINITIONS

Academic Integrity: the values that underlie post-secondary education and research. These values include honesty, trust, fairness, respect, and responsibility (modified from the definition of Academic Integrity from the [International Centre for Academic Integrity](#)). Maintaining Academic Integrity involves expressing original ideas, citing sources, working independently, and reporting results accurately and honestly.

Academic Misconduct: the giving, taking, or presenting of information or material that unethically or dishonestly aids oneself, another, or a group on any work. This normally concerns work which is to be considered in the determination of a grade, the fulfillment of academic requirements or the enhancement of the student's record or academic career. Academic Misconduct includes, but is not limited to, Plagiarism, Cheating, Improper Collaboration, Falsification, and Impersonation.

Academic Misconduct also applies when working on group projects. If the instructor discovers or suspects one member of the group of being involved in Academic Misconduct, everyone in the entire group may be subject to the disciplinary decisions made as a result of an investigation of the alleged Academic Misconduct.

- **Cheating:** copying the work of others, or using, or attempting to use, unsanctioned notes, information, materials, study aids, or devices in any academic exercise or activity.
- **Falsification:** falsifying, altering, fabricating, or counterfeiting information for use in an academic exercise or to gain unfair academic advantage, notwithstanding creative writing type exercises.
- This includes manipulating, changing, or omitting data, source material, methodologies or findings, including graphs and images, without acknowledgement and which results in inaccurate findings or conclusion.
- **Impersonation:** impersonating another individual in person or through written or other communication to gain unfair academic advantage.

- **Improper Collaboration:** inappropriate sharing of work on an assessment that was intended as an individual assessment of a student's performance or students working together in groups beyond the degree of permissible collaboration set out by the instructor.
- **Plagiarism:** the use or close imitation of language, creative works, prototypes, and ideas of another individual and representation of them as one's own original work. The most common forms of Plagiarism are: copying or paraphrasing another author's work without proper acknowledgement, using the ideas or lines of reasoning of another author's work without proper acknowledgement, submitting work to which someone else has made substantial improvements to the content, and submitting the same work for multiple courses without approval. Plagiarism can be judged to have occurred if the instructor has both the submitted material and original source that was copied, or if the student is unable to explain the terminology or ideas of a submission. The definition of Plagiarism applies whether or not the act was intentional.

Disciplinary Decision: includes actions or consequences that may or may not affect the student's academic standing and can include (but is not limited to): a verbal warning, a written warning, a reduced or failing mark on the work submitted, requirement to withdraw from a course or program, suspension or expulsion. In extreme cases, Disciplinary Decisions may result in the rescinding of a credential.

PROCEDURES

Investigating and Reporting Suspected Academic Misconduct

1. If an Instructor discovers or suspects student involvement in Academic Misconduct, the Instructor takes appropriate action to stop the misconduct from continuing.
2. All incidents of Academic Misconduct are reported to the Registrar and Associate Dean, prior to the instructor making a disciplinary decision, to determine if it is a repeat incident.
3. If a member of the College community who is not the course Instructor believes that Academic Misconduct has occurred, that member reports his or her belief to the Instructor or appropriate authority.
4. As soon as practicable, the Instructor begins an investigation into the incident. The Instructor provides evidence of the misconduct to the student and allows the student to respond to the allegations.

Disciplinary Decisions

1. Prior to issuing a disciplinary decision Instructors contact the Office of the Registrar to determine if there are other incidents of Academic Misconduct on the student's record. The Registrar checks the student's record and informs the Instructor and Associate Dean if there is an incident on file. If the incident on file occurred in a different School, the Registrar may also inform the Associate Dean of the student's program.
2. First Incident – Instructors normally address a first incident of Academic Misconduct with a verbal warning or, if warranted, assign a reduced mark or failing mark on the work submitted. The instructor discusses with the student and provides, in writing, the disciplinary decision with a copy to the Associate Dean and Registrar.

3. Second Incidents
 - a. Second Incident in the **Same Course** – Instructors encountering a second incident of Academic Misconduct in the same course may recommend to the Associate Dean assigning a failing grade in the course or withdrawal from the course. The Instructor discusses with the student and provides, in writing, the disciplinary decision with a copy to the Associate Dean and Registrar. The Registrar assigns the grade as an F or WD.
 - b. Second Incident in a **Different Course** within the **Same Program/School** – Instructors encountering a second incident of Academic Misconduct, confirmed by the Office of the Registrar, may assign a failing mark to the work submitted and may recommend to the Associate Dean assigning a failing grade in the course or withdrawal from the course. The Instructor discusses with the student and provides, in writing, the disciplinary decision with a copy to the Associate Dean and Registrar. The Registrar assigns the grade as an F or WD.
 - c. Second Incident in a **Different Course** offered in a **Different School** – Instructors encountering a second incident of Academic Misconduct, confirmed by the Office of the Registrar, may assign a failing mark to the work submitted and may recommend to the Associate Dean assigning a failing grade in the course or withdrawal from the course. The Instructor discusses with the student and provides, in writing, the disciplinary decision with a copy to the Associate Dean and Registrar. The Registrar assigns the grade as an F or WD and provides a warning, in writing, to the student with a copy to the Associate Dean, Instructor, and the Associate Dean of the different School.
4. Third Incident **OR** Where the Academic Misconduct is Deemed to be Deliberate, Deceptive, and/or Significant – the Instructor refers the matter to the Associate Dean. The Associate Dean discusses with the Instructor and student and recommends to the Dean a disciplinary action which may include withdrawal of the student from the program or expulsion from the College. The Dean approves, denies, or refers the recommendation to the Dean of the student’s program if applicable. The Dean notifies the Vice President Academic if the decision is to expel the student from the College in advance of issuing the disciplinary decision. The Dean notifies the student, in writing, of the disciplinary decision, with a copy to the Vice President Academic, Registrar, Associate Dean and Instructor. The Registrar places a hold on the student account to prevent registration in the program, or future admission to the College. The Registrar notes the expulsion as Required to Withdraw on the student’s Official Transcript.
5. The Registrar responds, in writing, to all incidents of Academic Misconduct reported and retains a copy of the incident on the student’s record.

Resolution and Appeal

1. If a student has been accused of Academic Misconduct, and it is determined that the misconduct did not occur, the student will be given an opportunity to complete or rewrite the assessment, or receive the grade to which they would have been entitled.
2. At the conclusion of each incident, or those that are a repeat incident, even if no further disciplinary action is applied, the decision maker communicates the decision to the student in writing. A written copy of the disciplinary decision and action is provided to the Registrar who places it in the student’s record for internal tracking purposes. If the decision maker is not the Instructor, the Instructor is informed of the final decision.

3. Appeals related to Academic Misconduct are referred to the Appeals: Informal and Formal Policy.

Student Records

1. A student suspended or expelled from the College as a result of Academic Misconduct will have a notation of Required to Withdraw added to their Official Transcript.
2. A student who fails or is required to withdraw from a course will have the grade of F or WD assigned to their Official Transcript.

Application of Policy

RDC academic policies, including Academic Integrity and Academic Misconduct, apply to RDC students, when they register in RDC courses or cross-listed courses. Collaborative students registered at their home institution, and shadow registered at RDC, are subject to the collaborative institution's academic integrity and academic misconduct policies.

Sample Communication

<Date>

Dear <Student Name> <Student ID>

This letter is to inform you about the <plagiarism or cheating> you committed on your <name of the essay, project or assignment> for <Course Name and Number>. As discussed, <Describe the evidence you have regarding the incident >.

As per the RDC Student Academic Integrity and Academic Misconduct Policy, I am informing you that your penalty for <plagiarizing or cheating> will result in <documenting this incident as a verbal warning>, <a mark of zero (0) or reduction of X% to your mark on the work submitted> or <failing grade in the course if this is a repeat incident>.

A copy of this letter is being sent to the Associate Dean and Registrar and will be retained on your student record

Sincerely,

<Instructor Name>

Cc: <Name, Associate Dean>
<Name, Registrar>

Academic Misconduct Flow Chart

Disciplinary Decision	Instructor	Associate Dean	Dean	Registrar	Student
<p>1st incident</p> <p>Verbal warning or Reduced mark on the assignment or Failing mark on the assignment</p>	<p>Reports incident to Registrar with a copy to Associate Dean, prior to making the decision.</p> <p>Discuss with student and follow up, in writing, with the decision. Copies the Associate Dean and Registrar.</p>	<p>Is copied on communication among the Instructor, Registrar, and Student</p>		<p>Reviews student record for prior incidents and reports back to Associate Dean and Instructor to inform the decision to be taken by the Instructor.</p> <p>Files copy of discipline letter in student record.</p> <p>Sends letter to the student informing that the incident will be retained on their record. Copies the Associate Dean and Instructor.</p>	<p>Receives decision, in writing, from the Instructor indicating evidence and action taken.</p> <p>Receives written letter from Registrar indicating incident will be retained on the student record for the purpose of monitoring future incidents.</p>
<p>2nd Incident</p> <p>Failing mark on the work submitted or Failing grade in the course or Withdrawal from the course</p>	<p>Reports incident to Registrar with a copy to Associate Dean, prior to making the decision.</p> <p>Recommends decision to Associate Dean.</p> <p>Discuss with student and follow up, in writing, with the decision. Copies the Associate Dean and Registrar.</p>	<p>Approves or denies recommendation, in consultation with Instructor.</p> <p>If the student is in another School, consults on recommendation with the Associate Dean from the other School.</p>		<p>Reviews student record for prior incidents and reports to Associate Dean and Instructor. If the student has a first incident in another course/School, the Registrar includes the Associate Dean of the student's program.</p> <p>Files copy of discipline letter in student record and assigns grade of F or WD to the student's official transcript.</p> <p>Sends warning letter to student noting progression in discipline if incident repeated.</p>	<p>Receives decision, in writing, from Associate Dean indicating evidence and action taken.</p> <p>Receives written letter from Registrar indicating the grade assigned to the student's Official Transcript.</p>

				Copies the Associate Dean(s) and Instructor.	
<p>3rd Incident OR Deliberate, deceptive, and/or significant incident</p> <p>Removal from the program or College</p>	<p>Reports incident to the Registrar with a copy to the Associate Dean, prior to recommending a decision.</p> <p>Refers decision to the Associate Dean.</p>	<p>Discusses with the Instructor and student. Recommends the decision to the Dean.</p>	<p>Approves or denies recommendation of the Associate Dean, or refers the matter to the Dean of the student's program if applicable.</p> <p>Notifies the VPA of the decision to expel in advance of issuing the written letter. The Dean copies the Vice President Academic, Registrar, Associate Dean and Instructor.</p>	<p>Reviews student record for prior incidents and reports to Associate Dean and Instructor.</p> <p>Files copy of letter in student record, applies a hold to the student's account to prevent registration in the program or future admission to the College noting Required to Withdraw on the student's Official Transcript.</p>	<p>Receives decision, in writing, from Dean indicating evidence and action taken.</p>