
Policy Title:	Academic Misconduct and Appeals	
Policy No:	5006	Approval date: February 20, 2019
Approval Body:	Academic Council	
Effective date:	February 20, 2019	Review date: February 2021

Purpose

University Canada West is committed to integrity and honesty in all academic pursuits. Academic integrity is integral to learning and the basis for academic inquiry and instructional excellence. The reputation of the University is based on admitting and graduating individuals who demonstrate academic, personal, and professional ethics and integrity.

This policy describes situations and behaviours that constitute academic misconduct as well as the principles and framework to receive, investigate, and respond to complaints of academic misconduct. The policy also establishes the framework for students to appeal decisions that impact their academic standing.

Scope

The policy applies to all members of the UCW community, in particular UCW students who are currently enrolled or were enrolled in the term prior to the initiation of an academic misconduct complaint.

Policy Statement

1. University Canada West is dedicated to achieving the highest standards of academic integrity. Students have the responsibility to: carry out their work with honesty; respect the facts; and acknowledge the work and ideas of others.
2. Students are responsible for their own actions and maintaining their own academic integrity.
3. Academic misconduct and engaging in behaviours that are in breach of, or otherwise seek to abuse the University's academic integrity, are serious offences and are not tolerated. The University will investigate all allegations of academic misconduct.
4. Procedures to investigate allegations of academic misconduct are developed to protect the rights of all concerned.
5. Students discovered to have engaged in academic misconduct are subject to academic penalties.
6. Types of Academic Misconduct
Academic misconduct includes but is not limited to:
 - 6.1. Plagiarism: includes, but is not limited to:
 - Submission of another person's work as one's own;
 - Inadequate attribution given to an author or creator whose work is incorporated in the student's work; and
 - Paraphrase or use of material verbatim from a source without appropriate acknowledgement.
 - 6.2. Falsifying Materials: includes, but is not limited to:
 - Fraudulently manipulating laboratory processes, electronic data, or research data in order to achieve desired results;
 - Submitting work prepared by someone else (e.g.; commercially prepared essays) as one's own;
 - Citing a source from which material was not obtained; and
 - Submitting false records, information or data, in writing or orally.

6.3. Cheating: includes, but is not limited to:

- Submitting the same work for different courses without prior permission from the faculty member;
- Copying another person's answers or other work;
- Sharing information or answers when doing take-home assignments, tests, and examinations except where the instructor has authorized collaborative work;
- Having any unauthorized materials or equipment in an examination or test;
- Submitting an assignment completed (or partially completed) by someone else;
- Falsifying or making up data or bibliographic information;
- Impersonating a candidate in an examination or test, or being assigned the results of such impersonation;
- Reproducing, sharing or otherwise making unauthorized copies of UCW materials in any format;
- Using technological means such as cell phones, data storage units, and other electronic devices during examination without prior permission from the faculty; and
- Assisting others or attempting to help others to engage in any conduct described above or any other activities prohibited by UCW.

7. Penalties for Academic Misconduct

7.1. Penalties for academic misconduct include, but are not limited to:

7.1.1. At the course level:

- Written reprimand for retention in the student file (no transcript entry);
- Repetition of the assignment or completion of a different, but similar, assignment (no transcript entry);
- Failing grade for the assignment (no transcript entry);
- Failing grade for the course (recorded on transcript).

7.1.2. At the program level:

- Disciplinary probation for a defined period with written documentation retained in the student's file (transcript notation for period of probation).

7.1.3. At the University level:

- Suspension (permanent transcript entry);
- Expulsion (permanent transcript entry);
- Rescission of degrees granted (permanent transcript entry).

7.2. Each academic incident at UCW will trigger the following:

- First Incident: Failure of the assignment or test;
- Second Incident: Failure of the course;
- Third Incident: Expulsion from UCW. The student will be permitted to reapply to the university after one year;
- Fourth Incident: Permanent expulsion from UCW.

7.2.1. The Program Chair, in consultation with the VP Academic may choose to override or reduce the penalty for an academic incident if in their judgement there is sufficient reason to do so.

8. Appeal of Academic Penalty

8.1. All decisions and impositions of penalties will adhere to the principles of procedural fairness and natural justice.

A student who has had a sanction imposed as a result of alleged academic misconduct has the right to appeal the penalty imposed.

8.2. Findings of fact are not subject to appeal.

8.3. Appeals must follow the designated processes and a written basis for appeal must be provided.

Definitions

These definitions apply to terms as they are used in this policy.

Word/Term	Definition
Appeal	An official and written request by the appellant for a formal review of decisions and/or sanctions imposed by the University
Review	An informal yet studied and careful examination of the facts pertaining to the situation
Sanction	A formal penalty or restriction imposed on the student as a result of inappropriate behaviours, the severity of which vary according to the specifics of the offence
Work	Includes written material; laboratory, computer, or mathematical exercises; musical or art works; oral reports; group reports and presentations; audio-visual or taped presentations; material in any other medium submitted to an instructor for grading purposes

Related legislation

Related policies

Policy Number	Policy Title
5002	Turnitin
9007	Admissions
9010	Misrepresentation of Student Documentation
9011	Appeals for Non-Academic Discipline

Responsibility

Students are responsible for:

- ensuring they understand what constitutes academic misconduct, and for consulting faculty or the University Librarian for advice and clarification.;
- familiarizing themselves with UCW policies and expectations regarding academic conduct and integrity.

Faculty members are responsible for:

- identifying and reporting academic misconduct to the Dean or Program Chair;
- conducting reviews for all failing grades assigned.

The Program Chair is responsible for:

- conducting investigations and providing written decisions to both the student and to the Registrar's Office for the record;
- providing complete and factual documentation on the investigation, including a considered decision with penalties specified (if any).

The Appeals Committee is responsible for:

- considering the cases of students who have filed a formal appeal of academic misconduct decisions;
- providing clearly articulated reasons for their decision to uphold, modify or rescind sanctions and advising the Registrar of the outcome;
- rendering objective decisions about the appeal, including specific sanctions, if any, and in advising the appellant of the outcome via the Registrar.

The Registrar is responsible for:

- reviewing appeal submissions to ensure they are complete, not frivolous or vexatious;
- requesting the Chair of Academic Council to constitute an Appeals Committee;
- communicating the Appeals Committee decision to the student;
- advising the Chair of Academic Council of the appeal results;
- retaining all records related to appeals and destroying materials returned by the Committee;
- keeping any correspondence as part of the student's permanent record;
- providing Academic Council with an annual report on all Academic Appeals.

The Registrar is the sole custodian of the record of an appeal.