



Academic Misconduct Procedure	
Parent Policy: Student Rights and Responsibilities Policy	
Category: Academic	Approval Date: August 21, 2023
Policy Owner: Vice President Academic	Effective Date: August 21, 2023
Policy Administrator: Academic Policy Committee	Review Period: 3 Years
Associated Documents Appendix A - Types of Academic Misconduct Academic Misconduct Reporting Form (in development)	

PURPOSE

Red Deer Polytechnic fosters an educational environment committed to high standards of student conduct, academic performance, and integrity. This procedure outlines the process of reporting, investigating, and deciding the outcomes of alleged academic misconduct.

Student non-academic misconduct is addressed under the Non-Academic Misconduct Procedure.

PROCEDURE

General

1. Where appropriate, the Polytechnic will implement measures that are educational and developmental in nature.
2. This procedure is applied as follows:
 - a. students are informed of the academic misconduct allegations against them;
 - b. students are given an opportunity to respond to the allegations;
 - c. students receive a timely and fair decision based on the facts of each individual case;
 - d. reasonable efforts are made to obtain all related information necessary to make a decision in an unbiased manner.

3. The Associate Dean (or designate) of the School responsible for the delivery of the relevant course will consider allegations of academic misconduct where the student has more than one recorded incident of academic misconduct.
4. The Dean, Division of Extended Education (or designate), will consider allegations of academic misconduct in a non-credit course or program of study offered by the Division.
5. The Dean of Students (or designate) considers allegations of academic misconduct relating to activities occurring outside of a course that have academic elements (e.g., co-curricular activities).
6. Schools may, in discussion with the Dean of Students (or designate), restrict a student's participation in a course, program, examinations, or online learning where it is required by relevant professional codes of conduct. The restrictions will remain in place until
 - a. it is decided that no academic misconduct occurred;
 - b. the School decides it is appropriate to lift the restrictions sooner;
 - c. the deadline to submit an appeal of a decision has passed; or
 - d. the end of the appeal process.
7. Individuals will respect the confidentiality of all individuals involved in an academic misconduct matter to the extent possible. If information about an individual must be shared with persons external to the investigation (to help the individual access support services or remedial assistance, or to implement specific outcome measures), the information will be strictly limited to the details needed to provide those services and assistance.

First Incident of Suspected Academic Misconduct

1. If an instructor believes that a student's conduct in their course may constitute academic misconduct, the instructor will investigate the matter by gathering relevant evidence.
2. The instructor will contact the Office of the Registrar to find out whether the student has a previous record of academic misconduct on their file. If there is such a record, the instructor will provide all of the evidence gathered to the Associate Dean (or designate) of the School responsible for providing the course.
 - a. If academic misconduct is discovered outside of a course, or after a student has completed a course, an Associate Dean (or designate) will investigate under this Procedure.
3. If the student has no record of academic misconduct, the instructor will contact the student to set up a meeting as soon as possible. The instructor's meeting with the student may take place in person, by phone, or on a virtual platform.
4. The instructor will email the student before the meeting and describe the following:
 - a. information about the allegation(s) against the student (which may include a summary or copies of the available evidence);
 - b. information about the student's right to bring a support person to the meeting and contact information for the Students' Association;
 - c. confirmation of the date, time, and location (or mode of delivery) of the meeting;
 - d. recommendation that the student review the Student Rights and Responsibilities Policy, Appendix A – Types of Academic Misconduct, and the Academic Misconduct Procedure, with attached copies or links to the documents; and
 - e. information that a decision may be made in the student's absence if they do not appear at the meeting.
5. The instructor may consult with the Associate Dean (or designate) at any time about the process.
6. The student will inform the instructor before the meeting date whether they intend to bring a support person and the name of the support person.

7. The meeting is meant to allow for a fair, open, and respectful discussion to happen in a spirit of education instead of accusation.
8. During the meeting, the student will be given a chance to respond to the allegations and ask questions. If the student does not attend the meeting and does not contact the instructor within 3 business days to reschedule the meeting, the instructor may make a decision without the student's input.

Decision and Outcome of First Incident

1. The instructor will determine, based on a consideration of all the evidence, whether it is more likely than not that the student committed academic misconduct in violation of the Student Rights and Responsibilities Policy.
2. If it is determined that there is insufficient evidence that academic misconduct occurred, the student will be informed in writing no later than ten (10) business days after the meeting with the student. No further action may be initiated.
3. If the instructor determines that the student committed academic misconduct in violation of the Policy, the instructor will consider which outcome measures (i.e., consequences or remedial steps) are fair and appropriate in the student's case.
4. The following factors will be taken into consideration:
 - a. whether severity is a factor;
 - b. whether the conduct is deliberate or deceptive in nature;
 - c. whether there are multiple allegations related to the incident (e.g., the student faces one allegation of academic misconduct and a second allegation for making false statements to the instructor or Associate Dean);
 - d. whether the circumstances warrant a remedial or educational approach (e.g., requiring the student to complete an assignment with learning outcomes connected to the specific academic misconduct);
 - e. whether the misconduct has impacted others;
 - f. whether the misconduct has impacted the public image of the Polytechnic;
 - g. whether the student has relevant personal circumstances; and
 - h. whether there are other mitigating or aggravating circumstances.
5. Based on the instructor's discretion and consideration of the factors under #4, outcome measures for a first incident may include one or a combination of the following:
 - a. written warning;
 - b. resubmission of the assignment;
 - c. required attendance at academic integrity seminars or completion of similar educational and well-being activities;
 - d. submission of a reflective essay;
 - e. grade reduction for the relevant graded term work;
 - f. grade reduction for the course;
 - g. failing grade for the relevant graded term work;
 - h. failing grade for the course;
 - i. denial of access to non-credit courses or programs of study at the Polytechnic;
 - j. disciplinary probation;
 - k. suspension;
 - l. expulsion; and
 - m. revocation of a credential.

Outcomes (h), (j), and (m) are not applicable to students in non-credit courses or programs of study.

6. The instructor may determine, based on a consideration of the evidence and relevant factors, that any of the above outcomes may be appropriate. When considering outcomes (i) through (m), the instructor will consult with the Associate Dean (or designate) of the School responsible for the delivery of the relevant course, who will refer such recommendation to the Dean and the Vice President Academic.
7. The Vice President Academic (or designate) will consider all of the evidence and relevant factors and determine whether any of the outcomes (i) through (m), above, are appropriate.
8. The instructor will communicate their decision to the student, in writing, within ten (10) business days after the meeting with the student. The decision will specify the following:
 - a. the finding (or not) of academic misconduct in violation of the Student Rights and Responsibilities Policy;
 - b. the specific reasons or basis for the finding of academic misconduct;
 - c. details about when and how any outcome measures will be implemented;
 - d. the duration of any outcome measures, if applicable;
 - e. direction, when applicable, to contact the responsible Polytechnic employee to access the Academic Integrity remedial course and to set up an appointment to review the results;
 - f. the effect on the student's record (i.e., if the incident is documented internally for administrative tracking purposes or if it will appear on the student's transcript);
 - g. information that appeal applications must be submitted within ten (10) business days of receiving the decision and are governed under the Student Appeals Policy; and
 - h. contact information for health and mental wellness supports and resources available to the student.
9. If the student is studying in a non-credit course or program of study, the relevant School will track the instance of academic misconduct for administrative purposes.
10. The Office of the Registrar will keep a copy of the decision letter (to be provided by the instructor).

Subsequent Incident of Suspected Academic Misconduct

1. If, after investigating a suspected case of academic misconduct, an instructor learns that the student has a previous record of misconduct, the instructor will provide the evidence regarding the incident under investigation to the Associate Dean (or designate) of the School responsible for the delivery of the relevant course.
2. Upon receiving notice of suspected misconduct, the Associate Dean (or designate) will review the information and arrange a meeting with the student in person, by phone, or by virtual platform as soon as possible.
3. The Associate Dean (or designate) will email the student before the meeting and describe the following:
 - a. information about the allegation(s) against the student (which may include a summary or copies of the available evidence);
 - b. information about the student's right to bring a support person to the meeting and contact information for the Students' Association;
 - c. confirmation of the date, time, and location (or mode of delivery) of the meeting;
 - d. recommendation that the student review the Student Rights and Responsibilities Policy, Appendix A – Types of Academic Misconduct, and the Academic Misconduct Procedure, with attached copies or links to the documents; and

- e. information that a decision may be made in the student's absence if they do not appear at the meeting.
4. The student will inform the Associate Dean (or designate) before the meeting date whether they intend to bring a support person and the name of the support person.
5. The meeting is meant to allow for a fair, open, and respectful discussion to happen in a spirit of education instead of accusation.
6. During the meeting, the student will be given a chance to respond to the allegations and ask questions. If the student does not attend the meeting and does not contact the Associate Dean (or designate) within 3 business days to reschedule the meeting, the Associate Dean (or designate) may make a decision without the student's input.

Decision and Outcome of Subsequent Incident

1. The Associate Dean (or designate) will determine, based on a consideration of all the evidence, whether it is more likely than not that the student committed academic misconduct in violation of the Student Rights and Responsibilities Policy.
2. If it is determined that there is insufficient evidence that academic misconduct occurred, the student will be informed in writing no later than ten (10) business days after the meeting with the student. No further action may be initiated.
3. If the Associate Dean (or designate) determines that the student committed academic misconduct in violation of the Policy, the Associate Dean (or designate) will consider which outcome measures (i.e., consequences or remedial steps) are fair and appropriate in the student's case.
4. The following factors will be taken into consideration:
 - a. whether severity is a factor;
 - b. whether the conduct is deliberate or deceptive in nature;
 - c. whether there are multiple allegations related to the incident (e.g., the student faces one allegation of academic misconduct and a second allegation for making false statements to the instructor or Associate Dean);
 - d. how the student's previous record of academic misconduct weighs in the current investigation;
 - e. whether the circumstances warrant a remedial or educational approach (e.g., requiring the student to complete an assignment with learning outcomes connected to the specific academic misconduct);
 - f. whether the misconduct has impacted others;
 - g. whether the misconduct has impacted the public image of the Polytechnic;
 - h. whether the student has relevant personal circumstances; and
 - i. whether there are other mitigating or aggravating circumstances.
5. Based on the Associate Dean's (or designate's) consideration of the factors under #4, outcome measures may include one or a combination of the following:
 - a. written warning;
 - b. required attendance at academic integrity seminars or completion of similar educational and well-being activities;
 - c. submission of a reflective essay;
 - d. grade reduction for the relevant graded term work;
 - e. grade reduction for the course;
 - f. failing grade for the relevant graded term work;
 - g. failing grade for the course;
 - h. denial of access to non-credit courses or programs of study at the Polytechnic;
 - i. disciplinary probation;

- j. suspension;
 - k. expulsion; and
 - l. revocation of a credential.
- Outcomes (g), (i), and (l) are not applicable to students in non-credit courses or programs of study.
6. The Associate Dean (or designate) may determine, based on a consideration of the evidence and relevant factors, that any of the above outcomes may be appropriate. When considering outcomes (h) through (l), the Associate Dean (or designate) will make a recommendation to the Dean and the Vice President Academic.
 7. The Vice President Academic (or designate) will consider all of the evidence and relevant factors and determine whether any of the outcomes (h) through (l), above, are appropriate.
 8. The Associate Dean (or designate) will communicate their decision to the student, in writing, within ten (10) business days after the meeting with the student. The decision will specify the following:
 - a) the finding (or not) of academic misconduct in violation of the Student Rights and Responsibilities Policy;
 - b) the specific reasons or basis for the finding of academic misconduct;
 - c) details about when and how any outcome measures will be implemented;
 - d) the duration of any outcome measures, if applicable;
 - e) direction, when applicable, to contact the responsible Polytechnic employee to access the Academic Integrity remedial course and to set up an appointment to review the results;
 - f) the effect on the student's record (i.e., if the incident is documented internally for administrative tracking purposes or if it will appear on the student's transcript);
 - g) information that appeal applications must be submitted within ten (10) business days of receiving the decision and are governed under the Student Appeals Policy; and
 - h) contact information for health and mental wellness supports and resources available to the student.
 9. If the student is studying in a non-credit course or program of study, the relevant School will track the instance of academic misconduct for administrative purposes.
 10. The Associate Dean (or designate) of the School and the Office of the Registrar will maintain a copy of the written decision.
 11. Where applicable, the Office of the Registrar will place a hold on the student's account to prevent registration in any program at the Polytechnic and make the appropriate notation on the student's transcript.

Suspected Student Academic Misconduct – Other Individuals

1. Students or other individuals with evidence of academic misconduct are encouraged to report suspected academic misconduct to their instructor, or another instructor, as soon as possible.
2. If individuals are uncertain to whom suspected academic misconduct should be reported, a report may be made to the Dean of Students (deanofstudents@rdpolytech.ca).
3. Any report of student academic misconduct will contain the following:
 - a. the name(s) of the student(s) suspected of misconduct;
 - b. relevant time(s), date(s), location(s), and course name;
 - c. a description of the alleged misconduct conduct; and
 - d. the name and contact information of the person reporting the misconduct.

4. Complaints may be submitted anonymously; however, this may limit the ability to adequately investigate the report in a timely manner.
5. The Dean of Students (or designate) receives the report, records the receipt of it in a log, and forwards the complaint to the Associate Dean (or designate) of the School responsible for the delivery of the relevant course, or as appropriate.
6. Contact information for health and mental wellness supports and resources will be made available to the person providing the report.

Appeal

1. Student respondents may make an appeal application under the Student Appeals Policy. Appeal applications must be submitted within ten (10) business days of receiving the decision. Depending on the nature of the decision being appealed, including the disciplinary action imposed, the implementation of the disciplinary action may be put on hold.