

# Operating Procedures: Policy on Academic Misconduct and Fraud

## Policy Hyperlink:

[https://sharepoint.twu.ca/policy-dev/\\_layouts/15/WopiFrame.aspx?sourcedoc=/policy-dev/Shared%20Documents/Educational%20Policies/Courses,%20Curriculum,%20Exams/Policy%20on%20Academic%20Misconduct.docx&action=default](https://sharepoint.twu.ca/policy-dev/_layouts/15/WopiFrame.aspx?sourcedoc=/policy-dev/Shared%20Documents/Educational%20Policies/Courses,%20Curriculum,%20Exams/Policy%20on%20Academic%20Misconduct.docx&action=default)

## Policy Administrator:

Provost

## Procedures Created by:

Unknown. Updated December 7, 2021 by Provost Office

## Procedures:

Please follow the procedure for *either* Academic Misconduct *or* Academic Fraud. See definitions in the Academic Integrity Policy.

## Procedures for dealing with acts of Academic Misconduct – Overview

### [Record of Academic Misconduct Form <sup>\[2\]</sup>](#)

Academic misconduct normally results in a confidential notation of academic discipline on the student's record in the University Academic Misconduct database. The notation does not appear on the student's transcript. Related disciplinary measures are staged, with second or subsequent infractions resulting in more severe consequences. The student is expected to take responsibility to learn about the nature, significance, and consequences of academic misconduct. The instructor is expected to emphasize student education and support with the hoped-for outcome of restorative justice. Examples of staged disciplinary measures include:

1. Requirement to re-do the assignment or examination
2. A reduced grade, or grade of zero, on the related assignment or examination
3. Failing the course
4. Suspension from the program for a specified time
  - a. During the period of suspension, the student will not receive credit at TWU for courses taken at another institution during the suspension
5. Expulsion from the university
6. Revocation of a degree or credentials dishonestly or improperly obtained

## **Procedures for dealing with acts of academic misconduct (*Undergraduate Students*)**

1. If an instructor suspects that a student has committed an act of academic misconduct, the instructor shall determine if an offense has been committed by reviewing all relevant information and discussing the situation with the student.
2. If the instructor determines that an offence has been committed, the instructor shall query the Academic Misconduct database to see if the student in question has committed a prior offence before assigning a penalty. (The instructor takes this step by contacting their Dean, or if not available, the Office of Teaching + Learning)
3. In all cases, every effort will be made to process the review/decision in a timely fashion.

### **First Offence**

1. If it is the student's first offence, the instructor will:
  1. Impose an appropriate penalty and note this on the form entitled Record of Academic Misconduct (RAM)
  2. Give a copy of the RAM to the student
  3. Submit a copy of the RAM to the Dean and the Office of Teaching + Learning
2. For a first offence, the penalty will normally range from redoing the assignment to receiving a zero for the assignment or examination involved.
3. Students may appeal the faculty member's decision to the Faculty/School Dean (or to the Associate Provost of Teaching + Learning if the instructor is the Dean), whose decision is final.

### **Second Offence**

1. If it is the student's second offence:
  1. The instructor will consult with their Dean
  2. The Dean will recommend an appropriate penalty to the Associate Provost, Teaching + Learning
  3. The Associate Provost, Teaching + Learning will decide on the penalty, and inform the instructor
  4. The instructor will complete the RAM and submit to the student with a copy to the Dean and the Office of Teaching + Learning
  5. The Associate Provost, Teaching + Learning (or designate) will meet with the student
2. For a second offence, the penalty will normally range from receiving a zero on the assignment or examination to failing the course.
3. For penalties up to failing the course, students may appeal the Associate Provost, Teaching + Learning's decision to the Provost, whose decision is final.

### **Third or Higher Offence**

1. If it is the student's third or higher offence:
  1. The instructor will consult with their Dean
  2. The Dean will recommend an appropriate penalty to the Associate Provost, Teaching + Learning

3. The Associate Provost, Teaching + Learning will decide on the penalty, and inform the instructor
4. The instructor will complete the RAM and submit it to the student with a copy to the Dean and the Office of Teaching + Learning and Associate Provost, Teaching + Learning
5. The Associate Provost, Teaching + Learning (or designate) will meet with the student
2. For a third or higher offence, the penalty will normally range from failing the course to being suspended or expelled from the University.
3. In cases involving a recommendation for suspension or expulsion, the Associate Provost, Teaching + Learning shall forward the recommendation to the chair of the University Accountability Committee to begin stage two of the University's formal accountability process (as per the Student Handbook). Students are entitled to hearings and appeals set out by that Committee.
4. For penalties up to failing the course, students may appeal the Associate Provost, Teaching + Learning's decision to the Provost, whose decision is final.
5. In all cases, every effort will be made to process the review/decision in a timely fashion.

### **Procedures for dealing with acts of academic misconduct (*Graduate Students*)**

1. If an instructor suspects that a student has committed an act of academic misconduct, the instructor shall determine if an offence has been committed by reviewing all relevant information and discussing the situation with the student.
2. If the instructor determines that an offence has been committed, the instructor shall query the Academic Misconduct database to see if the student in question has committed a prior offence before assigning a penalty. (The instructor takes this step by contacting their Dean, or if not available, the Office of Teaching + Learning.)
3. In all cases, every effort will be made to process the review/decision in a timely fashion.

#### **First Offence**

1. If it is the student's first offence, the instructor will:
  1. Impose an appropriate penalty and note this on the form entitled Record of Academic Misconduct (RAM)
  2. Give a copy of the RAM to the student
  3. Submit a copy of the RAM to the Graduate Program Director and the Office of Teaching + Learning
2. For a first offence, the penalty will normally range from redoing the assignment with or without a grade reduction, to receiving a zero for the assignment or examination involved.
3. Students may appeal the faculty member's decision to the Graduate Program Director (or the Faculty/School Dean if the Director is the course instructor), whose decision is final.

#### **Second or Higher Offence**

1. If it is the student's second offence:
  1. The instructor will consult with their Graduate Program Director and the Dean
  2. The Dean will recommend an appropriate penalty to the Vice Provost, Graduate Studies
  3. The Associate Provost, Graduate Studies will decide on the penalty, and inform the instructor

4. The instructor will complete the RAM and submit to the student with a copy to the Graduate Program Director, the Dean, the Office of Teaching + Learning and the Associate Provost, Graduate Studies
5. The Associate Provost Graduate Studies (or designate) will meet with the student.
2. For a second or higher offence, the penalty will normally range from failing the course to being suspended or expelled from the University.
3. Students may appeal the Associate Provost Graduate Studies' decision to the Provost, whose decision is final.
4. In cases involving a recommendation for suspension or expulsion, the Associate Provost Graduate Studies shall forward the recommendation to the chair of the University Accountability Committee to begin stage two of the University's formal accountability process (as per the Student Handbook). Students are entitled to hearings and appeals set out by that Committee.
5. For penalties up to failing the course, students may appeal the Associate Provost, Graduate Studies decision to the Provost, whose decision is final.
6. In all cases, every effort will be made to process the review/decision in a timely fashion.

## **Procedures for dealing with acts of Academic Fraud**

### Record of Academic Fraud Form

Because the university considers acts of academic fraud as defined in the Academic Integrity Policy to be much more serious and obviously deliberate, the penalty is not necessarily staged and may be much more severe.

If an instructor or TWU staff member is convinced that an act of academic fraud has occurred, the instructor will:

1. inform the student;
2. submit a Record of Academic Fraud form (RAF), which will then trigger an investigation by the Office of the Provost. The investigation may extend beyond the particular course and instructor.

The Office of the Provost (Associate Provost, Teaching + Learning for undergraduate students; Associate Provost Graduate Studies for graduate students) or their designates will investigate the incident thoroughly. If there is evidence that academic fraud has been committed, a penalty will be imposed, based on the severity and/or extensiveness of the act. Penalties could include:

- failure of the assignment
- failure of the course
- suspension from the university
- expulsion from the university
- retro-active removal of course credit
- revocation of a degree

Students may appeal the decision of the Associate Provost Teaching + Learning or the Associate Provost Graduate Studies to the Provost, whose decision is final.