



Procedures for Academic Integrity Misconduct

Parent Policy:	<i>Academic Integrity Policy</i>		
Procedure Reference	ACIPR_2401R_SPN/PVPA		
Procedure Sponsor:	Provost and Vice President Academic		
Procedure Contact:	Provost and Vice President Academic		
Stakeholders:	Students and Employees		
Approved by:	Provost and Vice President Academic		
Effective Date:	May 1, 2024		
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1. Purpose

The purpose of this procedure is to outline the process for documenting and addressing an allegation of Academic Misconduct. The document also outlines the process of appealing a decision regarding Academic Misconduct to the Final Appeal Tribunal.

2. Scope and Application

This procedure applies to Students and employees involved in adjudicating allegations of Academic Misconduct.

3. Procedures

- 3.1 It is the responsibility of the College professor, vocational instructor, continuing education Instructor (“Instructor”) or Distance Education tutor (Tutor) to include reference to the Academic Integrity Policy and Procedures in all course outlines and course/program materials as it applies to the course/program. This must make specific reference to allowable use of Artificial Intelligence.
- 3.2 If a Student is suspected of violating this policy during an assessment including examinations, quizzes, lab exercises, or other in-class assessments, the Instructor/Tutor, in most cases, should allow the Student to complete the assessment. Unless the Instructor/Tutor deems it necessary, the assessment shall not be interrupted. The Instructor/Tutor shall take steps to minimize disruption to the class as a whole and protect individual student privacy.

- 3.3 When an Instructor/Tutor has grounds to suspect that a Student has violated the Academic Integrity Policy in their course, the Instructor/Tutor will:
 - a) provide notice to the Student in writing regarding the nature of the allegation;
 - b) provide the Student an opportunity to respond to the allegation, whether in writing or verbally within five (5) business days;
 - c) meet with the Student to consider the Student's account; and
 - d) discuss the incident in relation to the Academic Integrity Policy.
- 3.4 Students may seek out and include appropriate Student Services assistance and/or a Support Person as they go through the Academic Misconduct process. A Support Person can be present for consultation and support to the student, but they cannot answer on behalf of the Student, and they cannot be acting in a legal capacity.
- 3.5 If the Student fails to provide a response within five (5) business days to the allegation or to participate in the process, the Instructor/Tutor or the Dean, Director, Associate Dean or Associate Director (Dean/Director) will continue with the process without the Student's input. In exceptional circumstances, the five (5) business days' time-limit for a response may be extended.
- 3.6 A Student's withdrawal from a course will not end an inquiry into an allegation of a violation of Academic Integrity. The Dean/Director has the right to assign the Student a mark or grade at the conclusion of the inquiry.
- 3.7 Once all steps in section 3.3 have been completed and if the Instructor/Tutor reasonably believes that the Student has violated the Academic Integrity Policy, the Instructor/Tutor will complete the *Academic Integrity Misconduct Form* found in retrieve forms on myOkanagan. The form will be reviewed by the appropriate Dean/Director.
- 3.8 The Dean/Director will contact the Registrar's Office to determine if the Student's record contains any confirmed Academic Integrity violations for the purpose of determining progressive sanctions.
- 3.9 Where the Student is found to have violated the Academic Integrity Policy, the Dean/Director will consider:
 - a) the seriousness of the violation
 - b) any mitigating circumstances
 - c) any previous Academic Integrity violations
 - d) the Instructor/Tutor's recommended penalty and decide on the appropriate penalty.
- 3.10 The Dean/Director will review the evidence. The Dean/Director may contact the Student to gather additional information. The Dean/Director may seek further clarification from the Instructor/Tutor, if necessary, before deciding on the matter.
- 3.11 The Dean/Director will inform the Student, in writing, of their finding and applicable Sanction. The written correspondence will constitute part of the Student's record.
- 3.12 The Dean/Director's finding on an Academic Integrity violation is considered final but Students have the right to appeal on the grounds of Procedural Fairness.

4. Appeals

- 4.1 A Student may appeal the process or procedure that was followed if the Student believes the Investigation into the Academic Integrity violation was conducted in a manner that was not procedurally fair and impartial.

4.2 To file an appeal based on Procedural Fairness, Student need to follow the processes outlined in the *Educational Decisions Appeal Procedures – section 4 Final Appeal Tribunal*. In the event of a penalty entailing a suspension for just cause imposed by the President, the Student has the right to appeal to the Okanagan College Board of Governors as per 37(4) of the College and Institute Act.

5. Related Acts and Regulations

College and Institute Act

6. Supporting References, Policies, Procedures and Forms

Academic Integrity Policy

Educational Decisions Appeal Policy

Procedures for Educational Decisions Appeals

History / Revisions

Date	Action
2024-01-11	Approved by Policy Sponsor: Procedures for Academic Integrity Misconduct (ACIPR_2401R_SPN/PVPA)