



STUDENT ACADEMIC MISCONDUCT PROCEDURE
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Procedure Type:	Academic	Initially Approved:	May 22, 2024
Procedure Sponsor:	Dean, Academic Programs	Last Revised:	May 22, 2024
Administrative Responsibility:	Registrar's Office	Review Scheduled:	May 2029
Approver:	General Faculties Council and Board of Governors		

A. PURPOSE

This procedure outlines the university's response to incidents of Academic Misconduct of Students. The university is committed to promptly, thoroughly, and impartially responding to Academic Misconduct in a manner that ensures due process and fairness and is in line with the institution's values.

B. PROCEDURES

1. RESPONDING TO ACADEMIC MISCONDUCT

- 1.1 If the alleged academic misconduct occurs in an AUArts course, the instructor will usually be the first to review the facts of the allegations, which will usually involve providing the Student with an opportunity to meet to discuss the alleged misconduct as well as any extenuating circumstances.
- 1.2 If the instructor concludes that Academic Misconduct has occurred, the instructor must report the incident to the Office of the Registrar. If the instructor is satisfied that the Student did not commit Academic Misconduct, the instructor will notify the Student and no further action will be taken.
- 1.3 Depending on the severity of the breach the instructor may also confer with their Associate Dean and/or School Director to review their findings and determine appropriate disciplinary actions. Second instances of Academic Misconduct by a Student will generally result in more serious disciplinary action.
- 1.4 Disciplinary actions for Academic Misconduct will be determined based on guidelines from the Office of the Registrar and may range from:
 - a. a written warning;
 - b. requiring the Student to complete training on academic integrity;
 - c. requiring the Student to re-do the Academic Work, with a mark reduction;
 - d. reduction of a Student's mark on the Academic Work;
 - e. reduction of a Student's mark on the Academic Work to zero;
 - f. a reduction of a Student's grade in a course;

- g. assigning a grade of F in a course, with or without a transcript notation of “academic discipline” which will be applied to the transcript even in the event the Student withdraws from the course;
 - h. rescission of the credential, with a transcript notation of “academic discipline”;
 - i. requirement to withdraw from the university for a specified period, with a transcript notation of “academic discipline”; or
 - j. permanent expulsion, with a transcript notation of “academic discipline”.
- 1.5 Reports of incidents of Academic Misconduct must be submitted to the Office of the Registrar with a copy to the Associate Dean via the approved reporting form within 5 Business Days of the meeting or attempted meeting, and must include the following information:
- a. Student name and Student identification number;
 - b. Course name, code, section and term;
 - c. Details of the findings, along with a copy of the assignment and /or documentation of the work or misconduct;
 - d. Date of meeting or attempt of meeting with Student;
 - e. Recommended disciplinary action to the Student; and
 - f. Name of the instructor.
- 1.6 Upon receipt of the report, the Office of the Registrar will enact any disciplinary action indicated by the instructor and inform the Student of their right to appeal within 5 Business Days of receipt of the report.

2. REQUEST FOR APPEAL

- 2.1 Should a Student choose to appeal the allegation of Academic Misconduct or the disciplinary action levied, they must submit a request using the appeal form, which will include:
- a. Student name and Student identification number;
 - b. Course name, code, section and term;
 - c. Whether the Student is appealing the allegation of Academic Misconduct OR the disciplinary action levied;
 - d. Details of their grounds for appeal.
- 2.2 A Student may appeal the decision of Academic Misconduct on any of the following grounds:
- a. relevant new information has arisen that could not have been presented earlier and that may have otherwise affected the decision being appealed;
 - b. the decision being appealed was made in a procedurally unfair way;
 - c. there was a reasonable belief of bias on the part of a person who made the decision being appealed;
 - d. the severity of the sanction imposed exceeds the nature of the misconduct for reasons identified by the decision maker; or
 - e. any other sound basis detailed in the written appeal.
- 2.3 Students have a period of 5 Business Days from the issuance of the notification of right to appeal in which to file their appeal.
- 2.4 Within 5 Business days of receipt of the appeal the Registrar will review the request to determine if the Student has provided sufficient grounds for appeal. The Registrar may determine that a request for appeal has insufficient grounds and deny an appeal where it is decided that:
- a. The appeal does not follow the requirements of this Procedure.

- b. The grounds for appeal are not within the scope of Academic Misconduct and/or the authority of the University Appeal Board.
 - c. The grounds of appeal are clearly without merit, or do not otherwise justify an appeal hearing.
 - d. The relevant new information included in the appeal could have reasonably been presented earlier.
 - e. The appeal is being sought duly to the Student's dissatisfaction with the decision or the University, instructor or University policy and procedure.
- The decision to deny an appeal by the Registrar is final.
- 2.5 If the Registrar deems that the Student has demonstrated sufficient grounds for appeal, they will hold a meeting of the University Appeal Board within 5 Business Days of receipt of the request to appeal.

3. MEETING OF UNIVERSITY APPEAL BOARD

- 3.1 Appeals of findings of Academic Misconduct and disciplinary action levied are delegated from the Board as set out below.
- 3.2 The University Appeal Board for Academic Misconduct hearings will be made up of three members:
- a. A School Director other than that which the course is from;
 - b. A faculty member from a school other than that which the course is from; and
 - c. A Student representative, in good academic standing and who is from a program other than that of the Student appealing, appointed by the Students' Association.
 - d. The School Director serving on the University Appeal Board will act as chair and will be provided with training in advance of any hearings.
- 3.3 Prior to the review hearing, the Registrar will take the following steps:
- a. provide a disclosure package to the Student, which will include, at a minimum:
 - i. a copy of the Academic Misconduct report form submitted by the instructor;
 - ii. any disclosure received from the instructor, including the course outline, a copy of the assignment instructions provided to the class, the Student's assignment, and any relevant source material.
 - b. set a day and time for the University Appeal Board hearing;
 - c. arrange for exchange of further documents or written arguments from the Student and instructor; and
 - d. advise the Student and instructor and their Associate Dean of the identity of the University Appeal Board members.
- 3.4 During the review hearing:
- a. the Student, the instructor or the appropriate Associate Dean representing the instructor, and the University Appeal Board members will normally be in attendance;
 - b. both the Student and the instructor/appropriate Associate Dean may be accompanied by an Advisor, who may consult, but will not normally speak on behalf of the Student or the instructor/appropriate Associate Dean;
 - c. the instructor/appropriate Associate Dean shall present all evidence regarding the alleged Academic Misconduct;
 - d. the Student shall be given an opportunity to fully answer the alleged Academic Misconduct and present their case;

- e. the Student has the onus to establish that Academic Misconduct was not committed;
- 3.5 Appeal hearings will not be open to the public and will be kept confidential by members of the University Appeal Board during the hearing and thereafter.
- 3.6 The University Appeal Board shall consider all relevant oral and written material and make a decision as to whether, on a Balance of Probabilities, the student has made out their grounds of appeal.
- 3.7 The University Appeal Board shall decide whether to:
 - a. Confirm a decision being appealed.
 - b. Reverse a decision being appealed.
 - c. Void the decision being appealed and substitute its own decision.
 - d. Assess a different sanction or outcome, including a more onerous sanction, in accordance with University policies and procedures.
- 3.8 The University Appeal Board will forward its findings to the Registrar within 3 Business Days of the hearing. The decision of the University Appeal Board is final.
- 3.9 Based on the findings of the University Appeal Board, the Registrar will make any required changes to enacted disciplinary actions.
- 3.10 Within 3 Business days of receipt of the decision the Registrar will advise the Student, in writing, with a copy provided to the instructor, of:
 - a. the decision of the University Appeal Board;
 - b. the reasons for the decision; and
 - c. changes to the disciplinary action taken, if any.

4. RECORDS MANAGEMENT

- 4.1 The Office of the Registrar will retain a copy of all Academic Misconduct investigation reports, letters, disclosure, and decisions of the University Appeal Board according to the AUArts record retention rules.

C. DEFINITIONS

Academic Misconduct: Participating in acts by which a person gains or attempts to gain an unfair academic advantage thereby compromising the integrity of the academic process, including, without limitation, Cheating, Fabrication and Falsification, Improper Collaboration, Multiple Submissions, Plagiarism, using or possessing unauthorized aids or assistance or helping or attempting to help another person commit an act of Academic Misconduct, and any other form of Obtaining an Unfair Advantage.

Academic Work: Any assignment or other project that a student submits as a course requirement for a grade or credit. This also includes all work products submitted to the institution for a grade, academic credit, or official evaluation.

Advisor: The individual who attends a Hearing with a Student to act in an advisory and support role. An Advisor may be legal counsel, a peer or Students' Association representative.

Balance of Probabilities:	Is the standard of proof which the appeal is based on. The balance of probabilities standard of proof requires a decision maker to determine that it is more likely than not, based on the available evidence, that one outcome is more likely than another, or 50 +1% more probable.
Business Days:	Days that the University is open for business, excluding weekends and holiday closures.
Cheating:	Copying the Academic Work of others; or the use, or attempted use, of unauthorized notes, information, materials, study aids, or devices in any academic exercise or activity.
Fabrication and Falsification:	Falsifying, altering, inventing or counterfeiting information for use in an academic exercise, except for creative and artistic purposes.
Improper Collaboration:	Inappropriate sharing of Academic Work on an assignment that was intended as an individual assignment, or Students working together in groups beyond the degree of permissible collaboration set out by the instructor.
Multiple Submissions:	Submitting the same Academic Work in multiple courses (or different sections of the same course) without permission of the instructor.
Obtaining an Unfair Advantage:	Gaining, or attempting to gain, an advantage not afforded to all Students in an authorized fashion.
Plagiarism:	The use and submission of another's words, ideas, results, work, or processes without providing appropriate credit to the individual(s) responsible for same.
Student:	A person who is or has been registered as a Student at the University and includes current Undergraduate and Graduate Students, former Students, and graduates who have received a credential from the University.
Unauthorized Aids or Assistance:	The Using or possessing an unauthorized aid without the permission of the instructor; using, obtaining, or soliciting unauthorized assistance; or using or obtaining prohibited material in connection with any other form of Academic Work.
University:	The Alberta University of the Arts (AUArts)
University Appeal Board:	The body established by the Board of Governors that is authorized to consider an appeal of a decision relating to Student Academic Misconduct.

D. RELATED POLICIES

- Student Academic Integrity Policy
- Student Conduct Policy
- Access to Information and Protection of Privacy Policy

E. RELATED LEGISLATION

- Post-Secondary Learning Act
- Freedom of Information and Protection of Privacy Act

F. RELATED DOCUMENTS

- Academic Misconduct Report Form
- Student Non-Academic Misconduct Procedure

G. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
05/22/2024	New Procedure	All	Registrar's Office	Dean, Academic Programs