

PROCEDURE FOR ACAD 05: Academic Integrity and Misconduct

1.0 Preamble

This procedure sets out how the policies in SKG's Policy ACAD 06 Academic Integrity and Misconduct shall be put into effect.

2.0 Definitions

Academic misconduct is defined below as part of SKG's policy ACAD 06 Academic Integrity and Misconduct.

"Academic Advisory Circle" means the group of individuals appointed by SKG's board to provide guidance and advice to the board concerning SKG's academic mission and its services and supports to students.

"Director of Academics" means the President of SKG, or an individual designated by the President, who is responsible to administer SKG's academic mission, regardless of the title of that position.

"Instructor" means an employee of SKG who is responsible for teaching, evaluation, academic supervision, and/or related activities for credit and non-credit courses, and/or responsible for evaluation of students in any other activity that is part of SKG's academic mission. It includes all such employees, whether faculty members or contract employees.

"Student" means an individual registered in a course or program of study at SKG, whether full-time or part-time.

"SKG" means Shingwauk KinooMaage Gamig.

3.0 Delegation of responsibility

For the purposes of this procedure, the Director of Academics may delegate their responsibilities to another employee of SKG.

An employee who is designated to act for the Director of Academics may not act for the Director of Academics in a matter where the designate has made a prior decision or recommendation concerning the matter (for example, where the designate is an instructor who has reported the alleged academic misconduct).

4.0 Process for determination of a finding of academic misconduct

In accordance with SKG's policy concerning academic integrity and misconduct, this procedure establishes a procedure that SKG shall use to determine whether academic misconduct (as defined by that policy) has occurred.

4.1 Misconduct relating to course work, research, or examinations

When an instructor suspects that academic misconduct has been committed, they are responsible for gathering evidence to support or allay the suspicion and may invite the student to meet with them to discuss the concerns.

The instructor shall pursue the gathering of evidence in a timely way.

If after reviewing the available evidence the instructor believes academic misconduct may have been committed, they shall refer the matter to the Director of Academics.

The referral document shall include all evidentiary material collected by the instructor. The instructor may include a recommendation with respect to penalty should the allegation be upheld.

The Director of Academics may consult with any individual they believe is pertinent to the case.

Normally within ten working days of receipt of the referral from the instructor, the Director of Academics shall invite the student to meet with them to discuss the allegation(s). The student may be accompanied at the meeting by a support person.

At the meeting, the student will be presented with the evidence collected by the Director of Academics to that point. Based on the student's response to the evidence, the Director of Academics may engage in further consultation with any individuals deemed pertinent to the case. The student will be informed of any other evidence gathered as a result of those consultations and be given an opportunity to respond prior to the Director of Academics reaching a decision on the matter.

- If the student does not respond within ten working days to the request for an interview, or if the student refuses to attend an interview, the Director of Academics may proceed with the matter.

After consideration, the Director of Academics shall inform the student of the disposition of the matter.

- Normally, the Director of Academics shall reach a decision within ten working days of the meeting with the student, or ten working days from the date of the final communication with the student with respect to any additional evidence.
- The Director of Academics may take additional time to reach a decision if the complex nature or seriousness of the matter warrants this.

4.2 Other academic misconduct

Allegations of academic misconduct that are not related to course work, research, or examinations shall be addressed by the Director of Academics. Examples of such academic misconduct include, but are not limited to, falsification of credentials for admission purposes, damaging of library materials, abetting the cheating of another in a course in which the abettor is not enrolled, and obstructing or interfering with the academic activities of others.

When an allegation is brought to the attention of the Director of Academics, the Director of Academics shall inform the student that an allegation has been made. The Director of

Academics shall follow the process outlined above concerning misconduct related to course work, research, or examinations to gather evidence and reach a decision concerning disposition.

4.3 Disposition

If the Director of Academics determines that academic misconduct has not been committed, they shall inform the student and the instructor in writing. No record of the complaint shall be maintained on the student's record.

If after weighing the available evidence the Director of Academics finds that academic misconduct has been committed, the Director of Academics shall decide an appropriate penalty.

- Possible penalties are set out below in the section titled “Penalties”.
- In determining the appropriate penalty, the Director of Academics shall:
 - Take into consideration the recommendation from the instructor, and
 - Consider such factors as the relative weight of the assignment, how far advanced a student is in their program, any record of previous academic misconducts, the seriousness of the academic misconduct (for example, the amount of work plagiarized), and any mitigating circumstances presented by the student.

The student shall be informed in writing. The written notification should include the academic misconduct for which the student has been found guilty and information with respect to penalty.

Copies of the written notification shall be sent to the instructor and any other relevant persons

- In the case of a student studying at SKG for a transfer credit, the notification shall be sent to the appropriate office in the student’s home institution.

The notification shall be maintained in the student’s academic record.

4.4 Penalties

If a student is found guilty of academic misconduct, the student will receive an official warning that the academic misconduct is now noted in the student’s record and that a subsequent finding of academic misconduct will attract a more severe penalty.

In addition, one or more of the following penalties may be assessed:

1. A requirement for submission of a new or alternative piece of work.
2. The rescinding of SKG-funded scholarships or bursaries.
3. Partial or total loss of marks on the examination or assignment in which the offence occurred.
4. Partial or total loss of marks for the course in which the offence occurred.
5. Suspension from SKG for a period of between one and six consecutive semesters.

- A penalty of suspension may be imposed only where a student has been found to have committed academic misconduct more than once.
 - For the period of suspension, a student will not be permitted to register and will retain none of the privileges accorded to students with respect to right of access to SKG's instructors, facilities, or services.
6. Expulsion from SKG.
- A penalty of expulsion may be imposed only where a student has been found to have committed academic misconduct more than once.
7. Rescinding of a degree (or another credential as applicable).
- A person who is found guilty of academic misconduct after having been approved for graduation, or after having a credential conferred, may have the credential rescinded when, in the opinion of the Director of Academics, the offence, if detected, would have resulted in a sanction sufficiently severe that the credential would not have been granted at the time that it was.

In a case where the Director of Academics believes that suspension, expulsion, or rescinding of a credential is warranted, they shall consult with the Academic Advisory Circle before making a final determination with respect to the penalty.

4.5 Recording of academic misconduct

The Director of Academics shall ensure that the academic record of a student who has been found to have committed academic misconduct meets the following requirements.

- All records of academic misconduct are confidential. They will be made available to appropriate parties only when a given case of academic misconduct has been established or as otherwise required by law.
- Every confirmed finding of academic misconduct, regardless of severity, will be recorded in the official academic file of the student.
- A file of documentation concerning the academic misconduct will be maintained by the office of the Director of Academics.
- The student's transcript shall reflect sanctions of suspension and expulsion from SKG.

5.0 Appeal

Students may appeal:

- A finding that they have committed academic misconduct, and
- A penalty determined by the Director of Academics for academic misconduct.

Students shall use the process set out in SKG's policy ACAD 10 Student Appeals to launch an appeal, and the appeal shall be conducted according to that policy.

The resolution of the student's appeal may:

- Confirm a finding that the student has committed academic dishonesty;
- Reverse a finding that the student has committed academic dishonesty (in which case no penalty shall apply);
- Confirm a penalty; or
- Assess a different penalty.

6.0 Related Policies, Procedures & Documents

ACAD 05 Academic Integrity and Misconduct

ACAD 10 Student Appeals

SKG's policies and procedures may be found on its website.

7.0 Responsible Officer

Director of Academics

8.0 Version history

Board's approval pending recommendation of Academic Advisory Circle: December 2023

Reviewed by Academic Advisory Circle: ADD DATE

Approved by: ADD

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SKG gratefully acknowledges that this procedure is patterned on that of the University of Guelph.