

Academic Integrity Policy

Questions regarding this policy should be directed to the Policy Administrator.

Effective Date:	February 26, 2020	Cross Reference:	Student Rights Policy Student Non-Academic Misconduct Policy
Policy Owner:	Vice President Academic	Appendices:	Appendix A: Sample Letters
Policy Administrator:	Office of the Registrar		
Approver:	Executive Committee		
Review Schedule:	Every 4 years		

1. Policy Statement

Academic integrity requires commitment to the values of honesty, trust, fairness, respect, and responsibility. It is expected that students, faculty members and staff at Keyano College, as members of an intellectual community, will adhere to these ethical values in all activities related to learning, teaching, research and service. Any action that contravenes this standard, including misrepresentation, falsification or deception, undermines the intention and worth of scholarly work and violates the fundamental academic rights of members of our community. This policy is designed to ensure that the college’s standards are upheld in a fair and transparent fashion. Any action that contravenes the standard of academic integrity is prohibited and may result in disciplinary measures.

2. Background

This policy outlines the rights and responsibilities of Students and the rights and responsibilities of the College concerning academic integrity.

3. Policy Objective

This policy addresses matters of academic integrity.

4. Scope

- 4.1. This policy applies to all members of the Keyano College community.
- 4.2. This policy addresses matters of academic integrity. This policy does not address matters related to non-academic student conduct, grade appeals or complaints about instruction, services, employees or College policies, which are considered under other College policies.
- 4.3. This policy applies to Integrity Violations by all members of the college community in College and College-related settings, including but not limited to online environments.

5. Definitions

5.1 Academic Misconduct

Academic Misconduct is an act which may result in false evaluation of a student's academic standing, or which represents an attempt to unfairly gain an academic advantage. Whether or not a student intended to commit academic misconduct is not relevant for a finding of academic misconduct. Students are responsible for verifying the academic integrity of their work before submitting it.

5.2 Breach of Confidentiality

Breach of Confidentiality is careless, negligent or intentional behavior during a practicum or work placement resulting in loss of confidentiality associated with patients, clients, employers, or other individual's personal and private information.

5.3 Cheating

Cheating is receiving external assistance in relation to an examination, assignment, or any other academic exercise for credit, unless expressly permitted by the instructor. Cheating includes but is not limited to:

- Communicating with any person during an examination other than an authorized member (i.e. invigilator, proctor).
- Putting one's name on another student's examination or assignment.
- Unauthorized use or possession of devices such as cell phones, smart watches, cameras, audio recorders, calculators or other devices.
- Unauthorized use or possession of text messages, solution materials, photocopies, electronic data, materials from previous classes, materials from commercial research services, notes or any other materials used or intended for use in academic evaluation.

5.4 College Community

College Community means individuals who are directly connected to any College activities and initiatives and includes all Employees, Students, Contractors and Volunteers.

5.5 Editing

Editing is the revision of work to improve communication or accuracy.

5.6 Integrity

Integrity is the quality, characteristic, or behavior of an individual or organization when acting in accordance with the moral values, standards and rules accepted by Keyano College.

5.7 Integrity Violations

Integrity Violations are the violations of moral norms and values.

5.8 Misappropriation of Own Work

Misappropriation of Own Work means submitting the same work, or a significant part thereof, which was submitted elsewhere or previously in another course or the same course (when repeating a course), unless permission is received in advance from the instructor.

5.9 Plagiarism

Plagiarism is a form of academic misconduct which involves submitting or presenting work (words, ideas, images or data) in whole or in part, as if it were the student's own work when in fact it is not and

also exists when parts of the work, conclusions, data, words, images and/or ideas are taken from another source without accurate, clear and explicit reference to the original author or source.

5.10 Qualified Misrepresentation

Qualified Misrepresentation is the deliberate misrepresentation of qualifications by way of submitting fraudulent documents at time of application.

5. 11 Student

A Student is anyone who is currently enrolled in credit and/or non-credit courses at Keyano College.

5. 12 Work

Work includes the following: written material, laboratory work, computer work, computer code, assignments, research materials, research results, musical or art works, oral reports, audiovisual or recorded presentations, lesson plans, and material in any medium submitted to an instructor for grading purposes.

6. Guiding Principles

Examples of academic dishonesty and misconduct are listed below to illustrate the types of behaviours that will be subject to College action and that might lead to intervention or discipline by the College. The list of examples is not exhaustive and any conduct that a student knows, or ought reasonably to know, is misconduct, is subject to this policy.

Forms of Academic Dishonesty are acts or omissions that occur within or as part of a course constitute academic dishonesty and are prohibited:

- Plagiarism, including:
 - a. submitting or presenting the work of another person, including artistic imagery, as that of the student without full and appropriate accreditation;
 - b. copying all or part of an essay or other assignment from an author or other person, including a tutor or student mentor, and presenting the material as the student's original work;
 - c. failing to acknowledge the phrases, sentences, or ideas of the author of published and unpublished material that is incorporated into an essay or other assignment; and
 - d. submitting the same, or substantially the same, essay, project, presentation, or other assignment more than once, whether or not the earlier submission was at Keyano College or another institution, unless prior approval has been obtained from the instructor to whom the work is being submitted.

- Cheating during an examination, including:
 - a. the unauthorized sharing of material such as textbooks during an "open book" examination;
 - b. concealing information pertaining to the examination in the examination room, in washrooms, or other places in the vicinity of the examination room;
 - c. the unauthorized possession or use of course notes or any other aids not approved by an instructor during an examination;
 - d. the unauthorized possession, use, or sharing of an examination question sheet, an examination answer book, a completed examination or assignment, or other examination material;

- e. the unauthorized use of devices, such as mobile phones or smart watches, to receive or share information pertaining to the examination; or
 - f. the unauthorized access or sharing of information or resources, in any format, pertaining to the examination.
- Cheating in assignments, projects, examinations, or other forms of evaluation by:
 - a. using, or attempting to use, another individual's answers;
 - b. providing questions and/or answers to other individuals;
 - c. in the case of students who work or study together, submitting identical or virtually identical assignments for evaluation unless permitted by the course instructor or supervisor; and
 - d. Unauthorized possession of or inappropriate use of computers, calculators and other forms of technology in course work, assignments, or examinations.
 - Submitting as one's original work an essay, project, thesis, presentation, other assignment, or examination, or part thereof, that was purchased or otherwise acquired from another source, unless the work is commercially available data, images, or other intellectual property the source and acquisition of which is properly and fully described and cited by the student and approved by the course instructor or supervisor.
 - Editing
 - a. Unauthorized or undisclosed use of an editor, whether paid or unpaid. An editor is an individual or service, other than the instructor or supervisory committee, who manipulates, revises, corrects, or alters a student's written or non-written work. Students must seek direction from the instructor about the type of editor and the extent of editing that is allowed in the course. Students may access authorized academic support services such as the Skill Centre, which do not provide editing; and
 - b. Review by fellow students and tutoring that does not include editing are normally permitted. In addition to consulting with their instructors, students are encouraged to seek review of and feedback on their work that prompts them to evaluate the work and make changes themselves.
 - Impersonating a candidate or being impersonated in an examination.
 - Falsifying material that is subject to academic evaluation.
 - Submitting false records or information, in writing or orally, including the falsification of laboratory results or research findings.
 - Engaging in misrepresentation, including falsifying documents, to gain a benefit or advantage in a course (e.g. establishing entitlement to accommodations on protected grounds, such as a disability), the Withdrawal Under Extenuating Circumstances process, or the Deferred Grade Process (e.g. the submission of a forged or altered medical certificate or death certificate).
 - Engaging in any action intended to disadvantage students in a course including destroying, stealing, or concealing library resources.
 - Stealing, destroying, or altering the work of another individual.

- Unauthorized sharing, selling, or use of proprietary instructional, examination, textbook, assignment, or other course materials, e.g. using proprietary course materials for the purpose of teaching or tutoring.

- Falsification, Misrepresentation, Fraud, or Misuse, the dominant purpose of which is academic advantage, including:
 - a. withholding previous transcripts upon application;
 - b. forging, misusing, or altering any College document or record;
 - c. engaging in misrepresentation that may create an incorrect perception of the student’s academic position or credentials;
 - d. obtaining any textbooks, study aids, equipment, materials, or services by fraudulent means;
 - e. submitting a manufactured, forged, altered, or converted document, including a forged or altered medical certificate, death certificate, or travel document to a College be altered;
 - f. impersonating an instructor, student, or other member of the College community;
 - g. engaging in any action which disadvantages the access of students to course enrollment or course materials; or
 - h. unauthorized sharing, selling, or use of proprietary instructional, examination, textbook, assignment, or other course materials, e.g. using proprietary course materials for the purpose of teaching or tutoring.

- It is a violation to help others or to attempt to help others engage in any of the conduct described above.

- Duty to Report Integrity Violations: All members of the College community have an obligation to report potential incidents of Integrity Violations in a timely fashion to a College Official.

- Whether or not a student intended to commit academic misconduct is not relevant for a finding of academic misconduct. Students are responsible for verifying the academic integrity of their work before submitting it.

7. Roles & Responsibilities

STAKEHOLDER	RESPONSIBILITIES
President	Approve and formally support this policy.
Vice-President Academic	Oversee the implementation of this policy.
President’s Council	Ensure all staff understand they have a Duty to Report Integrity Violations. Ensure the policy is reviewed in all courses where it is applicable.
Registrar	Administer the Policy. Assemble and lead Special Cases Committee.
Student	Be familiar with this policy. Ignorance is not an excuse.

8. Policy Management

Policy Title:	Academic Integrity Policy
Approval Date:	February 26, 2020
Effective Date:	February 26, 2020
Historical Review Dates:	
Next Review Date:	February, 2024

Related Legislation:	Freedom of Information and Privacy Act
Supersedes Policies:	Student Code of Conduct
Monitoring/Frequency:	Every 4 years
Policy Owner:	Office of the Registrar
Policy Administrator:	Vice President Academic
Policy Coordinator:	Executive Assistant to the Vice President Academic

Academic Integrity Procedure

Questions regarding this policy should be directed to the Policy Administrator.

Effective Date:	February 26, 2020	Appendices:	Appendix A: Sample Letters
Procedure Owner:	Vice-President Academic		
Approver:	Executive		
Review Schedule:	Every 4 years		

1. Overview

1. This procedure is intended to:
 - a. Outline a response plan for breaches of academic integrity that considers the overall wellness and support needs of a diverse campus community;
 - b. Provide methods for evaluating incidents on a case by case basis; and
 - c. Outline supports and interim measures for students.

2. Procedures

1. Possible Consequences of Academic Misconduct

- a. Academic Success Coach Support: in every case, the student will have a mandatory meeting with the Academic Success Coach. Academic dishonesty is often associated with other mitigating factors including, but not limited to: unpreparedness for the evaluation; pressure from self or others, and/or lack of self-confidence. The Academic Success Coach will work with the student to determine the underlying cause for the academic dishonesty and put in place a success plan to mitigate those factors.
- b. Failing grade on evaluation: Student will be assessed a grade of zero (0) on the evaluation associated with the misconduct. This may or may not lead to a failing grade in the course.
- c. Note on transcript: the transcript notation will specify suspension due to academic misconduct.
- d. Letter on file: A letter describing the incident will be placed in the student file.
- e. Failing grade in course: The student will be issued a failing grade in the course in which the academic dishonesty occurred.
- f. Suspension: The student would be withdrawn from all courses and temporarily prohibited from obtaining college-related services until the designated suspension period has elapsed or until prescribed conditions deemed necessary by the College have been met by the student. Registration in some non-credit courses may be permitted based on the discretion of the Dean of Continuing Education. Once the period of suspension is over (as determined by the Dean and the Registrar), the student may reapply to his/her program or apply to any other program for which they are eligible at Keyano College. A person who is suspended will have it noted on his/her Keyano College transcript for a period of time decided by the Dean, in consultation with the Registrar. The transcript notation will specify suspension due to academic misconduct.
- g. Expulsion: The student will be prohibited from applying or registering for any credit courses. Registration in some non-credit courses may be permitted based on the discretion of the Dean of Continuing Education. A student who is expelled from the College will have it noted

on his/her Keyano College transcript for a period of 7 years. The transcript notation will specify expulsion due to academic misconduct.

- h. Suspension of Credential: if the occurrence is reported after the credential has been awarded, Keyano College may temporarily revoke the credential until prescribed conditions deemed necessary by the College are met by the student.
- i. Rescission of Credential: Keyano College may permanently revoke the credential awarded to the student. The student will be allowed to keep other credentials which have been earned at the College that are in no way related to the academic misconduct.
- j. Restorative Conferences: when possible, restorative conferences will be used to respond to academic dishonesty. This choice can only be made available when trained personnel are available. Particularly in the case of an Indigenous student, every effort will be made to include community elders.

2. Guidelines for consequences:

The following consequences are recommended for academic misconduct.

First Occurrence

- Failing Grade on Evaluation: Student will be given a grade of zero (0) on the evaluation associated with the academic misconduct. This may or may not lead to a failing grade in the course. Record of first occurrence of academic misconduct will remain on academic file, but will not be recorded on transcript.

Second Occurrence

- Failing Grade in Course: Student will be issued a failing grade for the course in which the academic misconduct occurred and will also have a notation on his/her transcript stating that involvement in academic misconduct resulted in course failure. Transcript notation will remain on the student transcript for a period of time decided by the Dean, in consultation with the Registrar. The student may enroll to repeat the course for the next available offering.

Third Occurrence

- Suspension: Graded zero (0) for the course associated with the offence. Remaining courses are graded based on work submitted to date within the limitations of the withdrawal deadline. Student will be temporarily prohibited from obtaining college related services until the designated suspension period has elapsed or until the prescribed conditions deemed necessary by the College to terminate the suspension have been met by the student. Registration in some non-credit courses may be permitted based on the discretion of the Dean, School of Continuing Education Access. Once the period of suspension (as determined by the Dean and Registrar) is over, the student may reapply to his/her program or apply to any other program for which they are eligible at Keyano College. A Student who is suspended from the College will have it noted on his/her Keyano College transcript for a period of time decided by the Dean, in consultation with the Registrar. The transcript notation will specify suspension due to academic misconduct.

Fourth Occurrence

- **Expulsion:** Prohibited from applying or registering for any credit or non-credit courses. A student who is expelled from the College will have it noted on his/her Keyano College transcript for a period of 7 years. The transcript notation will specify expulsion due to academic misconduct.

Occurrence reported after credential has been awarded:

- **Suspension of Credential:** Temporarily revoking Keyano College credential until prescribed conditions deemed necessary by the College for reinstating credential are met by student.

Rescission of credential:

- **Permanently revoking Keyano College credential awarded to student.** Student will be allowed to keep other credentials which have been earned at the College that are in no way related to the academic offense.

3. Response to Breach of Academic Integrity

- a. At the discretion of the instructor/invigilator, the instructor/invigilator may choose to confront the student.
- b. The person witnessing the breach or suspected breach has a duty to report in writing within two working days.
 - i. An invigilator will report to the Manager of Testing Services.
 - ii. The Manager of Testing Services will report to the instructor of the class.
 - iii. The instructor will report to the Chair or Manager of the program.
 - iv. The chair of the program will administer the policy as prescribed or report to the Registrar to enact a Special Cases Review.
 - i. The committee would be comprised of Registrar, Dean and Chair of the respective program. The instructor may be invited as deemed necessary

3. Definitions

3.1 Credential

Credential is a document or certificate documenting a person's qualification.

3.2 Invigilator

Invigilator is an exam proctor or exam supervisor who is appointed by the examination board and is responsible for maintaining the proper conduct of a particular examination in accordance with the exam regulations.

3.3 Restorative Conferences

Restorative Conferences is based on Indigenous strategies used to build community and respond to harms through dialogue that sets things right.

3.4 Special Cases Committee

Special Cases Committee is a committee convened to review a breach of policy.

4. Exceptions

Restorative Conferencing may result in exceptions to the policy.

1. Depending on the severity of the offence, a student may be subject to more or less penalties.
2. Decisions made in a Restorative Circle are not binding to policy directives.

A Special Cases Review Committee may invoke consequences that are alternative to procedural directives.

Academic Misconduct - Procedures		
Who	What	When
Instructor/ Invigilator	<p>At the Instructor/Invigilator's discretion, the Instructor/Invigilator may choose to confront student.</p> <p>Report incident in writing to the immediate supervisor.</p>	<p>As soon as possible, but not later than two (2) working days after the incident was discovered.</p>
Chair or Program Manager	<p>Check with Registrar to determine level of offence</p> <ul style="list-style-type: none"> • If there are no previous incidents, treat this incident as a First Offence. • If a First Offence Letter exists, treat this incident as a Second Offence. • If a Second Offence Letter exists, treat this incident as a Third Offence. • If a Third Offence Letter exists, treat this incident as a Fourth Offence. <p><i>(See Guidelines for Consequences for response plan.)</i></p> <p>Determine if a Restorative Circle is a resolution option.</p>	<p>Within two (2) days of receiving notice of the allegation.</p>
Chair or Program Manager	<p>Determine if sufficient evidence exists to investigate academic misconduct.</p>	<p>Within two (2) days of receiving notice of the allegation.</p>

<p>Chair</p>	<p>Send notice via email to the student explaining allegation and evidence.</p> <p>Arrange a hearing with the student, Instructor and Chair. The student is entitled to bring a representative such as a member of the executive committee from SAKC to the hearing for advice and support, but the representative is not to speak on the student's behalf. Where an in-person meeting is not practical, an alternate communication method will be established by the Chair.</p> <p>If Restorative Conferences are an option, arrange with the student to accommodate the request.</p> <ul style="list-style-type: none"> Consequences are determined on an individual basis and may not fully align with the policy. 	<p>As soon as possible, but not later than five (5) working days after the incident was discovered.</p>
<p>Student Instructor Chair</p>	<p>Participate in the hearing or restorative circle.</p> <p>Present and review evidence.</p>	<p>As soon as possible but not later than five (5) working days of sending notice of the allegation to the student</p>
<p>Chair</p>	<p>Determine if academic misconduct occurred.</p> <ul style="list-style-type: none"> If no, discontinue process If yes, continue with consequences as outlined in <i>Guidelines for Consequences</i>. If the student refuses to attend the meeting make a determination based on the evidence available in the absence of the student. Draft a report for the Dean. If the Dean agrees with the Report of Outcome, continue with the process. 	<p>Within one (1) working day of the hearing or alternate communication.</p>
<p>Chair</p>	<p>FIRST OFFENCE</p> <p>Send First Offence Letter (Appendix B) via email to student which will include the Appeal Procedure.</p> <p>Forward a copy to the Program Dean and to the Office of the Registrar to be filed in the student academic record</p>	<p>Within two (2) working days of the hearing or alternate communication.</p>

	<p>ALL SUBSEQUENT OFFENCES</p> <p>Send Offence Letter (Appendix B) via email to student which will include the Appeal Procedure.</p> <p>Forward copies of letter to all involved Deans, Chairs, and Instructors.</p> <p>Forward a copy to the Office of the Registrar to be filed in the student academic record.</p>	<p>Within five (5) working days of the hearing or alternate communication.</p>
Registrar	<p>File letters in student file.</p> <p>Add transcript notes as necessary. "Academic Misconduct resulted in course failure"</p>	
Instructor	<p>Follow grading procedures as directed by Chair.</p>	

ACADEMIC MISCONDUCT APPEAL PROCEDURE		
Who	What	When
Student	<p>First Offence: Request Appeal by informing program Dean's office by letter outlining the grounds for appeal. The letter can be in the form of an email.</p> <p>All Subsequent Offences: Request Appeal by informing Vice President Academic's office by letter outlining the grounds for appeal.</p> <p>Appeals will be considered based on written evidence in the Letter of Appeal that one of the following has occurred:</p> <ul style="list-style-type: none"> • New evidence is presented. • The principles of natural justice were compromised. • The principles of procedural fairness were compromised. <p>Indicate in the appeal letter if Restorative Conferences is a resolution option.</p> <p>Note: <i>The student is permitted to attend classes while the appeal is under review.</i></p>	<p>Within five (5) working days of receipt of First Offence Letter.</p>

<p>Dean or Designate</p>	<p>First or Second Offence Review Offence Letter, evidence from the hearing and relevant student records.</p> <p>Determine if the decision is appealable. If yes, meet with the student, instructor and Chair to review the case. The student is entitled to bring a representative such as a member of the executive from SAKC to the hearing for support and advice, but the representative is not to speak on the student's behalf.</p> <p>Determine if a Restorative Circle is a resolution option. If yes, arrange for the Restorative Circle.</p> <p>Determine if decision should be upheld or whether the appeal should be successful.</p> <p>Prepare the letter of decision to be forwarded to the student, Chair and Registrar's Office.</p> <p>Forward letter to student, instructor, Chair and Registrar's Office.</p> <p>The Dean's decision is final and binding.</p>	<p>As soon as possible but not later than five (5) working days of receipt of the Appeal.</p> <p>Within two (2) working days of meeting with the parties involved.</p>
<p>Vice President Academic or Designate</p> <p>Chairperson of Appeal Review Committee</p>	<p>All Subsequent Offences Review Offence Letter, evidence from the hearing and relevant student records.</p> <p>Determine if the decision is appealable. If yes, convene Appeal Review Committee and appoint Chair. See Appendix A for information on Appeal Review Committee processes. The Appeal Review Committee shall consist of:</p> <ul style="list-style-type: none"> • Vice President Academic or designate • Dean from an unrelated academic school • Faculty member from an unrelated Academic School • Unrelated student peer appointed by SAKC <p>Advise all interested parties of date, time and location of hearing by letter via email.</p> <p>The decision of the Appeal Review Committee is final and binding.</p>	<p>Within three (3) working days of receipt of letter of appeal.</p>

Registrar	File letter in the student academic record.	Within three (3) working days of meeting with the parties involved.
Instructor	Make change to grading if necessary	Within three (3) working days of meeting with the parties involved.
The Appeal Committee's decision is final and binding.		

5. Procedure Management

Procedure Title:	Academic Misconduct Procedure
Approval Date:	February 26, 2020
Effective Date:	February 26, 2020
Historical Review Dates:	
Next Review Date:	February, 2024
Related Legislation:	Freedom of Information and Privacy Act
Parent Policy:	Academic Misconduct Policy
Policy Owner:	Office of the Registrar
Policy Administrator:	Vice President Academic
Policy Coordinator:	Executive Assistant to the Vice President Academic

APPENDIX A – SAMPLE LETTERS

Example of Academic Integrity First Offence Letter**Consequence: Failure in Evaluation**

Date

Student Name and Address

Student ID#

Dear *(Student)*:

In accordance with Keyano College's Academic Integrity Policy, it has been determined that you committed an act of academic misconduct in respect of *(name of course)*. In particular, you *(describe the incident, including all evidence presented, including the names of any witnesses or individuals who provided evidence)*.

Since this is your first offence of academic misconduct, the consequence is a grade of zero (F) in *(name of evaluation)*. As well, in order to minimize the risk of further academic misconduct, a mandatory meeting with the Academic Success Coach is required. The Coach will reach out to you and set an appointment for a meeting. This is a mandatory meeting and failure to comply will result in a further follow-up.

This letter of offence will remain on your record for seven (7) years. After seven (7) years, this letter of offence will be removed from your record. However, a second academic misconduct offence during this seven (7) year period may result in your suspension from Keyano College.

You may appeal this decision in writing to your program Dean *(insert name)* or designate within five working days from the date of this letter by following the appeal procedures set forth in Keyano's Academic Integrity Policy. The Dean will review the evidence presented by you, the instructor and the Chair. The Dean's decision on the appeal is final and binding and not subject to further appeal.

Yours truly,

(Name of Chair or Program Manager)

Chair/Program Manager

(Name of Program)

cc: (Dean) (Instructor) (Registrar)(Academic Success Coach)

**Example of Academic Misconduct Second Offence Letter
Consequence: Failure in Course**

Date

Student Name and Address

Student ID#

Dear *(Student)*:

In accordance with Keyano College's Academic Integrity Policy, it has been determined that you committed an act of academic misconduct in respect of *(name of course)*. In particular, you *(describe the incident, including all evidence presented, including the names of any witnesses or individuals who provided evidence)*.

Since this is your second offence of academic misconduct, the consequence is a grade of zero (F) in *(name of course)*. As well, in order to minimize the risk of further academic misconduct, a mandatory meeting with the Academic Success Coach is required. The Coach will reach out to you and set an appointment for a meeting. This is a mandatory meeting and failure to comply will result in a further follow-up.

This letter of offence will remain on your record for seven (7) years. After seven (7) years, this letter of offence will be removed from your record. However, a second academic misconduct offence during this seven (7) year period may result in your suspension from Keyano College.

You may appeal this decision in writing to your program Dean *(insert name)* or designate within five working days from the date of this letter by following the appeal procedures set forth in Keyano's Student Academic Integrity Policy. The Dean will review the evidence presented by you, the instructor and the Chair. The Dean's decision on the appeal is final and binding and not subject to further appeal.

Yours truly,

(Name of Chair or Program Manager)

Chair/Program Manager

(Name of Program)

cc: *(Dean) (Instructor) (Registrar) (Academic Success Coach)*

Example of Academic Misconduct Third Offence Letter
Consequence: Suspension

Date

Student Name and Address
Student ID#

Dear *(Student)*:

In accordance with Keyano College's Academic Integrity Policy, it has been determined that you committed an act of academic misconduct in respect of *(name of course)* and this constitutes a third offence on your part. In particular, you *(describe the incident, including all evidence presented, including the names of any witnesses or individuals who provided evidence)*.

As this is a third offence, the consequence is suspension from courses, programs and services at Keyano as set forth below. You will receive a grade of F in *(name of course)*. All remaining courses that you are enrolled in will be graded based on work submitted to date within the limitations of the withdrawal deadlines. You may re-apply for admission to Keyano College after *(specify time frame)*. The suspension will remain on your record for seven (7) years. After seven years, the suspension will be removed from your record.

You may appeal the decision in writing to the Vice President Academic's Office within five (5) working days from the date of this letter by following the appeal procedures set forth in Keyano's Academic Integrity Policy. Upon receipt of your letter, the Vice President Academic, or designate, will convene an Appeal Review Committee that will hear evidence from you, the instructor, the Chair, the Dean and any other involved parties.

Appeals shall be based on your written submission, together with (all relevant evidence and documentation related to the matter which is under appeal, and all relevant information contained in the student record). New evidence cannot be presented at the hearing. The decision of the Appeal Review Committee is final and binding and not subject to further appeal.

Yours truly,

(Name of Registrar)
Registrar

cc: *(Dean)*
(Chair or Program Manager) (Instructor)

Example of Academic Misconduct Forth Offence Letter

Consequence: Expulsion

Date

Student Name and Address Student
ID#

Dear *(Student)*:

In accordance with Keyano College's Academic Integrity Policy, it has been determined that you committed an act of academic misconduct in *(name of course)* and this constitutes a fourth offence on your part. In particular, you *(describe the incident, including all evidence presented, including the names of any witnesses or individuals who provided evidence)*.

As this is a fourth offence, the consequence is expulsion from Keyano College for a period of *(specify timeframe)*. You will receive a grade of F in *(name of course)*. All remaining courses or programs that you are enrolled in will be graded based on work submitted to date within the limitations of the withdrawal deadlines.

You may appeal the decision in writing to the Vice President Academic's Office within five (5) working days of receiving this letter by following the appeal procedures set forth in Keyano's Academic Integrity Policy. Upon receipt of your letter, the Vice President Academic, or designate, will convene an Appeal Review Committee that will hear evidence from you, the Instructor, the Chair, the Dean and any other involved parties.

Appeals shall be based on your written submission, together with (all relevant evidence and documentation related to the matter which is under appeal, and all relevant information contained in the student record). New evidence cannot be presented at the hearing. The decision of the Appeal Review Committee is final and binding and not subject to further appeal.

Yours truly,

(Name of Registrar)

Registrar

cc: *(Vice President Academic) (Dean)*

(Chair/Program Manager)

(Instructor)

Example of Letter to Student advising him/her of Appeal Review Committee Meeting

Date

Student Name and Address

Student ID#

Dear *(Student)*:

On behalf of Keyano College, I am writing to acknowledge receipt of your letter of <date> appealing your suspension from the < Program>.

As per Keyano College's Academic Integrity Policy (copy attached), an Appeal Review Committee will meet to hear your case on, <date>, at <time>. Please report to <room > on that day so you may present your case.

As outlined in the procedure, you are entitled to be present during the presentation of the case against you. You are also entitled to have witnesses to the alleged offence speak to the Appeal Review Committee. If you wish to submit documentation for review by the Appeal Review Committee, please do so by <time> on <date>. New evidence cannot be presented at the hearing. The Appeal Review Committee's decision will be final and binding.

Please confirm your attendance and whether or not you plan to have witnesses present by phoning my assistant, *(Assistant name)*, at *(Number)* before 4:30 pm on <date>.

Sincerely,

(Name of Vice President Academic)

Vice President Academic

Attachment