
Procedure for Violations of Code of Academic Integrity

Procedure No.:	5104-PR1
Policy Reference:	5104
Category:	Education
Approving Body:	Board of Governors
Executive Sponsor:	Vice President Academic
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1. Objectives

BCIT - is committed to ensuring that Students are treated fairly at all times. The purpose of these procedures is to outline the manner in which the Institute will respond to suspected violations of Policy 5104, Student Code of Academic Integrity.

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3. Who This Procedure Applies To

This procedure applies to all BCIT Students, faculty and other employees.

4. Other Information

Procedures associated with Policy 5104:

5104 – PR2 Decision Review Board

5104 – PR3 Institutional Appeal Tribunal

5. Application of Other Policies

When circumstances arise that are specifically addressed under other BCIT policies, procedures, or regulations, the processes and response mechanisms contained within those documents may be followed. (e.g., Policy 3501, Acceptable Use of Information Technology)

6. Reporting a Suspected Violation of Academic Integrity

Any member of the BCIT community may report a suspected violation of the Student Code of Academic Integrity to the faculty member responsible for the academic material related to the

suspected violation. If the appropriate faculty member is not known, a report may be made to the associate dean of the academic program, who will forward the report to the appropriate faculty member for investigation.

All Students are encouraged to seek advice and support from the BCIT Student Association Advocacy Office regarding the administration of Student Code of Conduct policies.

7. Responding to a Suspected Violation of Academic Integrity

A Student who is suspected of violating the Student Code of Academic Integrity will receive a Notice of Investigation by email. This notice will outline the nature of the alleged violation, the sections of the code that are suspected of being violated, and provide the Student with the date of an investigation meeting where the Student has the opportunity to meet with the investigator and provide their account of the alleged incident. All Students are encouraged to seek advice from the BCIT Student Association Advocacy department regarding the Student Code of Conduct resolution process.

The person(s) who conduct the investigation and who make the resolution decision depends on the nature of the alleged violation of the Student Code of Academic Integrity and may involve one or more of the following:

- a. Faculty Member – will investigate and determine whether a violation of academic integrity has occurred. The Faculty Member may delegate these responsibilities to a Chief Instructor, Program Head, or Part Time Studies Coordinator. A Faculty Member who suspects that a Student has committed a violation of academic integrity, or the faculty member's delegate, will gather and consider all information, and if necessary meet with individuals who have relevant information about the suspected violation of academic integrity. The Faculty Member will inform the Student of the violation of academic integrity the Student is suspected of committing, using the Academic Integrity Report form. The Faculty Member will provide the Student with an opportunity at a subsequent meeting to answer the allegations and provide their account of what occurred. The Faculty Member will determine if a violation of academic integrity occurred, and will determine what Administrative Resolution should be imposed, consistent with the Student Code of Academic Integrity.
- b. Associate Dean – will investigate serious violations of academic integrity referred for their review as a result of an initial faculty member investigation. The Associate Dean will also consider situations where a Student has had two or more violations of academic integrity within the same program of study and may assign additional outcomes. The associate dean may refer allegations of serious violations of academic integrity to be reviewed by a Formal Investigator.
- c. Registrar – will consider situations where a Student has had two or more violations of academic integrity within different programs of study. The Registrar will review the situation with the Associate Deans of the respective programs of study, and may assign additional outcomes. The Registrar may refer allegations of serious violations of academic integrity to be reviewed by a Formal Investigator.
- d. Formal Investigator – will conduct investigations of serious incidents of academic integrity that have been referred by an Associate Dean or the Registrar. The Formal Investigator will submit their findings to the Associate Dean or the Registrar to make a decision when a serious violation of academic integrity has been found.

8. Decision Making

When a Student is found to have violated the Student Code of Academic Integrity, the following factors will be considered when deciding the appropriate outcome(s):

- a. The extent of the violation of academic integrity;
- b. The impact of the violation of academic integrity;
- c. The importance of the work in question as a component of the course or program;
- d. Whether the violation of academic integrity was inadvertent or deliberate;
- e. Whether the act in question is an isolated incident or part of repeated violation of academic integrity;
- f. Any other mitigating or aggravating circumstances.

9. Resolution

If it is determined that a Student has violated the Student Code of Academic Integrity, the Faculty Member, or their delegate, may impose one or more of the following outcomes:

- a. Warning
- b. Resubmission
- c. Lower Grade
- d. Failing Grade on Work (25% or less of the final grade)
- e. Refer to Associate Dean

The Faculty Member will submit an Academic Integrity Report Form to the Student, the Associate Dean, and the Office of Student Life which will be maintained in the Student's Conduct file.

In circumstances where the faculty member has referred the case to the associate dean, or where the Student has had a previous violation of academic integrity within the same program, the Associate Dean will gather and consider any additional relevant information and will provide the Student with an opportunity to respond, at a subsequent meeting, to the findings made by the faculty member and any additional information obtained by the associate dean. The Associate Dean may impose any resolution available to a faculty member, and/or may impose one or more of the following resolutions:

- a. Failing Grade on Work (more than 25% of the final grade)
- b. Educational Activity
- c. Course Grade
- d. Request Formal Investigation

The Associate Dean will submit an Academic Integrity Report form to the Student and the Student Life Office which will be maintained in the Student's Conduct File.

If the Student Life Office receives an Academic Integrity Report form for a Student with a previous violation of academic integrity from different academic programs, the report will be provided to the Registrar for review. The Registrar will gather and review all relevant information and will consult with the associate deans of the programs involved. The Registrar will provide the Student with an opportunity to respond to the findings made by the faculty members and any additional information obtained by the Registrar. The Registrar may impose any resolution available to a faculty member or associate dean.

The Registrar will submit the Academic Integrity Report form to the Student, the Associate Dean of all programs involved, and the Student Life Office which will be maintained in the Student's Conduct File.

Upon conducting a review of the alleged violation(s), the Associate Dean or the Registrar may request that a Formal Investigation be conducted. When a Formal Investigation is requested, the Office of Student Life will appoint a Formal Investigator to conduct an investigation of the alleged violation(s). The Office of Student Life will provide administrative support to the Formal Investigator in conducting their investigation. The Formal Investigator will be provided all relevant documents and information that have been gathered. The Formal Investigator will conduct a full investigation and inform the Student involved of the violation(s) of academic integrity they are suspected of committing and provide them an opportunity to answer the

allegations and provide their account of what occurred. The Formal Investigator will submit an Investigation Findings Report to the associate dean or the Registrar for review. The associate dean or Registrar may impose any resolution available to a faculty member or associate dean. If the academic integrity violation is serious, the Associate Dean or Registrar will submit the Formal Investigation findings to the President. The President may assign any outcome, which may include but not be limited to:

- a. Close the Matter; or
- b. Refer the decision back to the Associate Dean or Registrar; or
- c. Suspension; or
- d. Rescind Credential.

Only the President may suspend a Student. When a Student is suspended the decision letter will be forwarded to the Registrar and a notation placed on the Student's permanent record.

10. Appeal

A Student may appeal decisions made by a Faculty Member, Associate Dean, or the Registrar to the Decision Review Board by submitting a written appeal within 15 business days of the date the final Academic Integrity Report form was delivered to the Student, as outlined within Procedure 5104 PR-2, Decision Review Board.

A Student may appeal a decision by the President to the Board of Governors within 15 days of the date of the decision being made, as outlined within Procedure 5104 PR-3 Institutional Appeal Tribunal.

11. Retention of Documents

Information and records created under this policy are subject to the provisions of Policy 6700, Freedom of Information and Protection of Privacy.

12. Forms Associated With This Procedure

Academic Integrity Report form

13. Amendment History

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| 1. | Created | 2009 Jan 16 |
| 2. | Revision 1 | 2010 May 25 |
| 3. | Revision 2 | 2019 May 28 |