

## Academic integrity procedure

### Parent policy

500-1-7 Academic Integrity Policy

### Purpose

This procedure guides investigations of offenses under the Academic Integrity Policy and sets out the resulting consequences of such offenses, so that learners are treated equitably and the College maintains transparency in its approach to practices of academic integrity and issues of academic misconduct.

### Scope

This policy applies to Bow Valley College learners regardless of location or learning modality, including College-sanctioned events at any location. College employees are expected to understand, abide by, uphold, and endorse the policy.

### Compliance

Employees, contractors, and learners are responsible for knowing, understanding, and complying with Bow Valley College policies, procedures, and any other attached documentation that relate to their position, employment, or enrolment at the College.

### Procedures

Employees will follow the steps outlined in the chart below to address occurrences of academic misconduct. Incidents will be dealt with expeditiously within the confines of regular College operations.

Action	Responsibility
1. Report the witnessing or suspicion that an academic integrity offense has occurred to the appropriate Program Chair.	Instructor, invigilator, staff (learners may also report these)
2. Collect the assessment (for example: test/examination, lab report, essay, assignment, quiz, video, or project) and any related evidence, at the discretion of the instructor/invigilator/staff. Note: If the offense is related to the submission of an assessment, all relevant material should be maintained by the learner's program area and stored in the designated location for as long as necessary to resolve the matter.	Instructor, invigilator, staff

<p>3. Conduct a detailed investigation, analyzing all relevant information, to determine whether an academic integrity offense has occurred. In a case where further information needs to be gathered from the learner, inform the learner of the suspected academic misconduct and investigation.</p>	<p>Instructor in conjunction with Program Chair</p>
<p>4. When the learner has been made aware of the investigation, and it is concluded that no academic integrity offense has occurred, inform the learner. If it is concluded that an academic integrity offense has occurred, continue with the next steps.</p>	<p>Instructor in conjunction with Program Chair</p>
<p>5. Check the learner’s record for offense progression status to help determine sanction level.</p>	<p>Program Chair or delegate</p>
<p>6. Complete an Academic Integrity Offense Report.</p>	<p>Instructor, Program Chair</p>
<p>7. Meet with the learner to discuss the offense and associated consequences.</p>	<p>Instructor and/or Program Chair</p>
<p>8. Formally communicate the decision to the learner by letter or email and include the signed Academic Integrity Offense Report, copying the respective instructor, Program Chair and/or specified School liaison. Forward official correspondence and any relevant forms to the area responsible for learner records for record-keeping purposes.</p>	<p>Program Chair (except in cases of program suspension or withdrawal, which are handled by the Associate Dean)</p>

## 1. Possible Sanctions

1.1. Sanctions may include one or more of those listed below. Consult the “Academic Integrity – Sanction Guidelines” document accompanying this procedure .

1.1.1. Warning: A written warning is provided to the learner by email and also kept on file by the College in a centralized electronic location. The email outlines the reasons for the warning and steps for corrective action.

1.1.2. Failing grade on the assessment: A grade of zero or 'F' will be recorded for the assessment related to the academic integrity offense. Depending on the learner's performance in the course, this may or may not result in the learner failing the course.

1.1.3. Failing grade in the course: A grade of zero or 'F' will be assessed for the course in which the academic integrity offense occurred. Depending on the learner's overall academic standing, this may or may not result in the learner being placed on academic probation.

1.1.4. Suspension from the program: Suspension for a specified period of time from a course or courses, a program, a School, or the College, in which case the respondent will be denied admission/registration, as appropriate.

1.1.5. Withdrawal from the program: The learner is withdrawn from the program(s) they are registered in and not permitted to be re-admitted to that program. They are permitted to seek admission to other programs the College offers; however, any previous academic integrity offenses remain on the learner's permanent academic record at the College indefinitely.

2. Appeals
  - 2.1. Learners may appeal decisions as per the Learner Appeals Policy (#500-1-12).
3. Documentation
  - 3.1. All formal reports, supporting documentation and written communications will be maintained in the designated secure, centralized, electronic location separate from the learner's permanent academic record.
  - 3.2. While detailed documentation and/or reports will be maintained separately, the permanent academic record will have an academic misconduct notation.
  - 3.3. Respondents who have been suspended, withdrawn, banned or had application/registration privileges refused for disciplinary reasons will have this documented on their academic transcript or other academic records and the relevant learner conduct record will be added to the permanent academic record.
  - 3.4. Reports and documentation will be kept confidential to the degree permitted by law and in accordance with College policies.

## Data sheet

### Responsible officer

Manager responsible for academic operations

Questions regarding this procedure should be addressed to the Responsible Officer.

### Relevant dates

Approved	
Effective	
Next review	
Modification history	August 2021 – Development of new Academic Integrity Procedure
Verified By	Office of the President April 2023

### Related policy

Academic Integrity Policy

### Associated policy(ies), procedure(s), and guideline(s)

Academic Continuance and Graduation Policy (#500-1-5)

Grading Policy (#500-1-6)

Learner Appeals Policy (#500-1-12)

Learner Code of Conduct Policy (#500-1-1)

Learner Credit Registration Policy (#500-1-17)

Learner Records and Information – Collection Access Waivers (#500-1-16)

[Academic Honesty: Supplemental Procedure for Progressive Discipline and Official Notation on Learner Record](#)

### Related legislation

### Attachments

Sanction Guidelines

Academic Integrity Offense Report Template