St. Lawrence College

AC406 Academic Integrity Process

Procedures:

1. Faculty identifies or is informed of a possible academic misconduct and communicates via email with the student that an academic offence incident has likely occurred. This email will invite the student to meet to discuss the situation. This email should be sent within three days of discovering the potential infraction.
2. The student has three business days to respond from the date the faculty communication was sent. If the student fails to respond or refuses to meet, the faculty member will forward the material to the Associate Dean, as outlined in Point 5.
3. The faculty member meets with the student to discuss the incident. This conversation should include an explanation of why this incident appears to involve misconduct. As well, the faculty member will advise the student of the proposed sanction and the outcome.
4. If the faculty member determines that there has been no intentional or deliberate misconduct, the matter is dismissed and the meeting serves as an advisement to the student.
5. If the faculty member determines that academic misconduct has occurred, the faculty member electronically completes the Academic Misconduct Report Form including recommendation of Level of violation and optional sanctions
6. The Associate Dean reviews the materials submitted by the professor to determine misconduct. In the case of misconduct, the Associate Dean electronically completes Part I of the Academic Misconduct Form, returning it to the faculty member who then submits it to the Registrar's Office via the ticket system to review for an offence history.
7. The Registrar's Office reviews the student's record, identifies any offence history, and provides any details of previous offences (including sanctions given) on Part II of the form. This form is returned to the Associate Dean for completion.
8. The Associate Dean reviews the offence history and assigns appropriate sanction as per Academic Integrity Violations and Sanctions Standards.

   The Associate Dean invites the student to meet to discuss the offence and the outcome. If the student brings new information to that meeting, the Associate Dean can revise the outcome and/or investigate further, as needed. If the student declines a meeting, the Associate Dean can consider the matter closed and move on to Point 9.
9. The Associate Dean completes Part III of the report, digitally signing and emailing copies to the student, the faculty member, and the Registrar's Office.

P1 Immediate Response to Suspected Academic Misconduct

All members of the college, including students, have a duty to uphold academic integrity and report suspected incidents of misconduct. Any witness to an incident of academic misconduct is responsible for reporting the incident to the course faculty member, program coordinator or Associate Dean.

If a faculty member and/or other college representative has good reason to suspect academic misconduct, they will refer to the Academic Integrity Policy in discussion with the student, identify the suspected infraction of the policy and may retain any materials such as unauthorized aids, examination, suspect assignment, etc. to assist in further investigation as needed.

If the misconduct is detected during a formal assessment, the faculty/college representative may ask the student to leave the test/exam room immediately and collect any work completed to that point.

P2 Investigation of Academic Misconduct

Suspected incidence(s) of academic dishonesty will be addressed within 5 working days.

If there is suspicion of academic dishonesty, without conscious or deliberate intent, the college representative—in most cases a faculty member—will communicate with the student as soon as possible and advise the student of the expectations to uphold academic integrity.

If a faculty member and/or other college representative believes there is evidence that academic misconduct requiring a formal response has occurred, they will collect any relevant evidence/material, and carry out the appropriate sanction. The summarized details of the incident will be recorded using the **Academic Misconduct Form** and submitted to the appropriate Associate Dean.

If there is reasonable evidence to indicate that academic misconduct has occurred, the student has the right to be informed of the allegations of academic misconduct and to be heard by the decision-maker before any final decision is made. If sanctions are being considered, the student will be given the full particulars of the allegation and any related evidence and be given an opportunity to meet with the decision-maker so they may fully respond to the allegations and provide any additional evidence which the student may have which may exonerate the student before a final decision is made.

The student(s) have a right to bring someone to any meetings for their personal support.

A decision based on the facts should be reached concerning any sanctions within 5 business days following investigation of the incident.

If it is concluded that no academic misconduct has occurred, the decision should be communicated in writing to the student.

If during the course of the investigation, the decision maker determines that an allegation of misconduct was false and was made with malicious intent, the person who brought forward the allegation may be subject to sanctions.

Decisions regarding sanctions will be determined in accordance with Academic Integrity Violations and Sanctions standards