

Schulich School of Engineering Academic Misconduct Operating Standard

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Authorizing Unit Schulich School of Engineering	
Approval Authority Engineering Faculty Council	
Implementation Authority Dean, Schulich School of Engineering	
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- 1 Purpose** The purpose of this Operating Standard is to describe the process followed in the Schulich School of Engineering (the “**Faculty**”) to respond to allegations of Student Academic Misconduct in accordance with the [Student Academic Misconduct Policy and Procedure](#).
- 2 Scope** This standard applies to all instances of alleged Academic Misconduct investigated within the Faculty.
- 3 Definitions** Unless otherwise noted, capitalized terms are as defined in the Student Academic Misconduct Policy and Procedure.
- 4 Standard/Practice**
- 4.1** The Dean of the Teaching Faculty will investigate allegations of Academic Misconduct. The Dean normally delegates this responsibility to the Associate Dean – Student Affairs.
- STAGE 1: Detecting and Reporting the Suspected Case**
- 4.2** It is often the case that suspected Academic Misconduct is observed by the Instructor of a course. However, if the suspected misconduct is observed by anyone other than the Instructor (e.g. an exam invigilator, a teaching assistant, another Student in the course, etc.), the observer can either inform the Instructor or the Associate Head of the department offering the course.
- 4.3** When made aware of the suspected case, the course Instructor shall collect all materials related to the suspected academic misconduct under consideration. In multi-section courses, either the Instructor or the course coordinator can document

the misconduct. The material can include a copy of the student's exam paper, assignment, report, or computer code. In cases involving copying or plagiarism, the course Instructor should include a copy of the source material, or an explanation for why it is not included (e.g. the exam paper or report from which the respondent allegedly copied).

- 4.4** The Instructor shall review the collected materials and determine if it supports the assertion that academic misconduct has occurred. If it does, the course instructor will complete the "Schulich Academic Misconduct Report Form" and submit it along with other supporting materials to the Associate Head or delegate. The course Instructor should not notify the Student of the alleged Academic Misconduct.
- 4.5** The course Instructor should provide the Associate Head with the following information:
- (i) a completed SSE Academic Misconduct Report Form (located in the Schulich School of Engineering Student Center D2L site);
 - (ii) all collected material;
 - (iii) course outline; and
 - (iv) any material provided to students in the course related to academic integrity.
- 4.6** The Instructor should not assign a grade or grade sanction for the assessment under investigation until the Academic Misconduct investigation has been completed by the Dean. Note that assigning a reduced grade or a grade of zero prior to the completion of the investigation could lay the groundwork for a valid grade appeal. Instructors may enter a "GP SUR" (Grade Pending - Student Under Review) in cases where grades must be entered before the Associate-Dean (Student Affairs) has made their decision (see 4.25).

STAGE 2: Department Review (Associate Head)

- 4.7** The Associate Head – Undergraduate Studies will review the material submitted by the Instructor or any other individual with evidence of Academic Misconduct and collect material that they determine to be pertinent, in accordance with the [Student Academic Misconduct Procedure](#). Following review of the case,
- (i) If the Associate Head has determined it is probable that a student has not violated the Student Academic Misconduct Policy based on the material collected, then the file is closed at the department level.
 - (ii) If the Associate Head has determined it is probable that a student has violated the Student Academic Misconduct Policy based on the material collected, they are required to report the matter to the Office of the Dean.
- 4.8** The Associate Head should communicate the alleged misconduct to the office of Dean – via engineeringam@ucalgary.ca **within five (5) Business days** of receiving the SSE Academic Misconduct Report Form and supporting material. The communication should include all materials described in Section 4.5.
- 4.9** The Associate Head should not communicate with the Student alleged to have committed Academic Misconduct.

4.10 The Associate Head will be informed of the outcome of the investigation into the alleged Academic Misconduct from the Office of the Dean. The Associate Head will convey any grade sanctions to the Instructor.

STAGE 3: Investigation by the Dean

4.11 The Dean will:

- (i) enable the SSE to impose course and disciplinary sanctions in a fair and equitable manner across all engineering disciplines;
- (ii) provide an independent assessment of the collected evidence; and
- (iii) maintain a record of students who violate the Student Academic Misconduct Policy, so that any repeat violations are addressed appropriately.

4.12 All investigations will be managed in confidence, in accordance with the Student Academic Misconduct Policy and Procedure.

4.13 The Dean will normally notify the Student **within ten (10) business days** of receiving an allegation whether the Dean has determined that the allegation:

- (i) has sufficient merit to be investigated;
- (ii) should be addressed in another manner; or
- (iii) should not be investigated or addressed in another manner.

4.14 If the Dean determines that there is sufficient merit to the allegation to investigate, the Dean will invite the Student to meet. The invitation will be in writing and will include:

- (i) notice of the alleged Academic Misconduct;
- (ii) information on how to schedule a prompt meeting with the Dean in order to provide the Student's response to the allegation, and the consequences of failing to do so;
- (iii) a report of the pertinent evidence, information and particulars that the Dean is aware of;
- (iv) notice of the right to be accompanied by an Advisor;
- (v) a link to a copy of the Student Academic Misconduct Policy; and
- (vi) notice that a decision may be made in the Student's absence if the Student fails to appear at a scheduled meeting.

4.15 If the Student decides to bring an Advisor, the Student will provide written notice of the Advisor's attendance to the Dean at least two (2) business days before the meeting.

4.16 The Dean may ask a University employee to take notes during the meeting with the Student. No Instructor who is teaching a course in which the Student is enrolled at the time of the meeting may be present when the Student meets with the Dean.

4.17 During the meeting with the Dean the Student:

- (i) will have the opportunity to respond to any information contained in the invitation to meet;
- (ii) may present any relevant additional information; and
- (iii) may be accompanied by an Advisor of their choice as long as they provide notice in accordance with 4.15. The Advisor will not normally be allowed to speak during the meeting.

- 4.18** The Dean may request additional information from the Instructor or the Student before deciding whether the Student committed Academic Misconduct.
- 4.19** The Dean will review all information gathered and determine whether any additional investigation is necessary. If the Dean decides that further investigation is necessary, the Dean will advise the Student **within five (5) business days** of making that decision and will include an estimate of the additional time required to complete the investigation and communicate a decision.
- 4.20** The Dean will decide whether the Student has committed Academic Misconduct. The Dean will:
- (i) apply a balance of probabilities standard to deciding whether a Student has committed Academic Misconduct; and
 - (ii) decide **within five (5) business days** of completing the investigation whether the Student has committed Academic Misconduct. If the Dean decides that the Student has not committed Academic Misconduct the Dean will promptly advise the Student and the Associate Head.
- 4.21** If the Dean decides that the Student has committed Academic Misconduct, the Dean will:
- (i) inform the Dean of the Student's Faculty of Registration, if applicable; and
 - (ii) apply an indicator on the Student's Record recording the instance of Academic Misconduct. This indicator is not considered discipline; it is for internal administrative tracking purposes only and does not appear on the Student's Transcript. This indicator does not affect the Student's continuing progress in courses or programs of study at the University. This indicator cannot be appealed. If the Student is studying in a non-credit course or program of study, the teaching unit will track the instance of Academic Misconduct for administrative purposes.

STAGE 4: Decision from the Office of the Dean

- 4.22** Subsequent to the meeting and after having reviewed the submitted material, the Student will be informed, through a letter, of the outcome of the investigation and the sanctions to be imposed (sent via @UCalgary email according to [Section N](#) of the University of Calgary Calendar). If the Student is registered with the Schulich School of Engineering, the Dean will send the letter and a copy of the letter will be sent to the Registrar, and the relevant Associate Head. If the Student is not registered in the Schulich School of Engineering, the Dean will contact the Student's Faculty of Registration who will issue the final letter.
- 4.23** Sanctions:
- (i) Course sanction: The Dean may confer with the Associate Head or the course Instructor regarding course sanctions.
 - (ii) Disciplinary sanction: The Dean will apply an appropriate disciplinary sanction (e.g., probation, academic integrity workshops, etc.) following review of the evidence. If the Dean is considering Suspension, Expulsion from the Faculty, or recommending that the Provost expel a Student from the University or revoke a credential, the Dean must consult with the Vice-Provost (Student

Experience).

Please refer to Discipline for Academic Misconduct section (4.21- 4.26) on [Student Academic Misconduct Procedure](#) for detailed information.

- 4.24** The Engineering Student Centre will coordinate with the Registrar to ensure appropriate notation of any disciplinary sanctions on the Student’s record.
- 4.25** If a case is still unresolved by the grading deadline at the end of a term, the course instructor should report the Student’s final grade as “GP SUR (Grade Pending - Student Under Review).

Overview of Standard and Other Notes

- 4.26** Students will be provided with information on accessing appropriate supports in accordance with the Student Academic Misconduct Policy and Procedure. Anyone with concerns about how a Student is coping should consider a referral to appropriate supports in the Student Wellness Centre. If unsure, a student, staff or faculty member can contact engginfo@ucalgary.ca.
- 4.27** Instructors, Department Heads, Associate Deans, and anyone else involved in responding to an allegation of Academic Misconduct must protect the confidentiality of all individuals involved. Cases must not be discussed with third-parties, including parents, without appropriate written consent from the Student. Please contact the FOIP Coordinator, Katharine Kinnear, at kjkinnea@ucalgary.ca to discuss appropriate consent before sharing any information.
- 4.28** An overview of the process, including the roles of the Course Instructor¹ (CI), Associate Head (AH) and the Dean is provided in Figure 1.

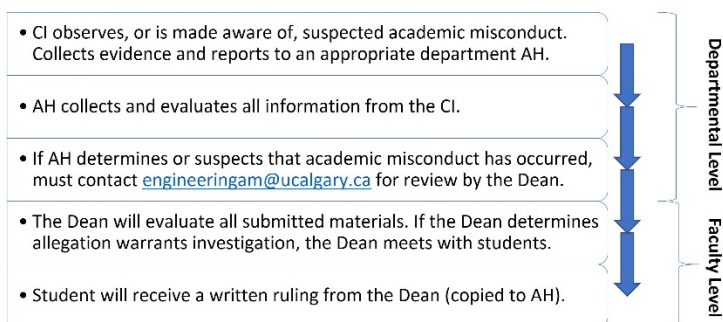


Figure 1: The overall process that will be followed in the event that a suspected Academic Misconduct situation has been identified.

5 Responsibilities

5.1 All members of the SSE community:

- (i) detect cases of Academic Misconduct;
- (ii) notify the Instructor or the Associate Head of the department offering the course of the alleged misconduct.

¹ Course instructor refers any academic staff member, including sessional instructors and teaching assistants.

5.2 The Instructor:

- (i) collect relevant course materials;
- (ii) complete the SSE Academic Misconduct Report Form;
- (iii) notify the Associate Head.

5.3 Associate Head:

- (i) initial review of Academic Misconduct allegation;
- (ii) notify the Dean;

5.4 Dean:

- (i) review of Academic Misconduct allegation;
- (ii) meet with Student;
- (iii) determine disciplinary and the grade sanctions;
- (iv) notify Student, Associate Head and Registrar the outcome of the investigation via a formal letter.

6 Related Policies	Student Academic Misconduct Policy
7 Related Procedures	Student Academic Misconduct Procedure
8 Related Instructions/Forms	SSE Academic Misconduct Report Form
9 Related Operating Standards	Student Handbook on Academic Integrity Exam Regulations
10 References	www.academicintegrity.org
11 History	Approved: September 16, 2021 Effective: September 17, 2021