

SEARCH KEY:

PROCESS REVISIONS:	DATE OF PREVIOUS VERSION: Replaces SOP-067 Version #3	REVISED: 2021/04/19 (yyyy/mm/dd)

PURPOSE:

- To outline the protocol for violation of the Academic Integrity policy.

POST TO:

SCOPE (Applies To):	<ul style="list-style-type: none"><li>• ACADEMIC STUDENTS</li><li>• FACULTY MEMBERS</li><li>• RESPONSIBLE ADMINISTRATORS (i.e., Deans / Associate Deans / Directors)</li><li>• REGISTRAR'S OFFICE</li><li>• STAFF MEMBERS</li><li>• PRESIDENT</li><li>• VICE-PRESIDENT, ACADEMIC &amp; PROVOST</li><li>• DOUGLAS COLLEGE STUDENT UNION OMBUDSPERSON</li><li>• STUDENT AFFAIRS &amp; SERVICES (i.e., COUNSELLING SERVICES, INDIGENOUS STUDENT SERVICES, ACCESSIBILITY SERVICES, LEARNING RESOURCES)</li></ul>
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STATUS:  
FINAL

AUTHOR: Standing Committee on Educational Policies  
CONTACT INFORMATION: EDUCATION COUNCIL CHAIR, 604-527-5384

CREATED:  
2019/11/12  
(yyyy/mm/dd)

**STEPS:**

Policy on Academic Integrity





STEPS: (cont.)

4. Where the **student** has admitted to a breach of the standards of academic integrity or where, despite the **student's** reported denial of responsibility, the **Responsible Administrator** agrees with the **faculty member** that there is evidence of such a breach, the **Responsible Administrator** may proceed to assigning a penalty without meeting with the **student**. (See Penalties for Violations of the Academic Integrity Policy). And Note: the **Responsible Administrator** should proceed directly to step 8, below.)
5. In the absence of an admission by the **student** and where the **Responsible Administrator** believes that further investigation is warranted, they will contact the **student** in writing within ten (10) working days to arrange to meet to review the evidence with and hear from the **student**. The **Responsible Administrator** will advise the **student** that they are entitled to invite a **Support Person** to attend. Choice of **Support Person** is restricted to one of the following persons in the Douglas College community, owing to their knowledge of College policy and procedures and to their familiarity with students' interests: a **Counsellor**, an **Accessibility Specialist** from **Accessibility Services**, the **DSU Ombudsperson**, or the **Indigenous Student Coordinator**.
6. Following the meeting with the **student**, the **Responsible Administrator** may seek **advice** from **Article 17.6 (s)6a.91174 c0.002 To**