



ST. CLAIR COLLEGE

**CENTRE FOR ACADEMIC EXCELLENCE
AND QUALITY ASSURANCE**

Addressing Academic Misconduct

Faculty Guide

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Addressing Academic Misconduct: Introduction

Faculty: Central to Building a Culture of Academic Integrity

Although academic integrity in higher education is a shared responsibility among all stakeholders, faculty are on the front lines of upholding the importance of learning as the fundamental basis in which academic credentials are earned.

Disciplinary measures should not be the prevailing strategy upon which our academic integrity standards are upheld. Rather, academic integrity is best approached by first understanding why students violate principles of academic integrity and then developing methods to minimize incidents of misconduct. Curriculum development, assessment design, communication of academic integrity values and standards, connecting these standards to learning outcomes and clearly setting out our expectations are critical approaches to building a culture of academic integrity on our campuses and in our programs.

The Centre for Academic Excellence will continue to provide faculty with [resources and professional development seminars](#) to ensure we remain focused on pedagogical strategies in building a culture of academic integrity.

This manual provides guidance starting at the point where those other measures have been unsuccessful: addressing academic misconduct when it occurs.

Instructors who do not do their part in addressing academic misconduct create an unfair playing field for other students and do a disservice to all stakeholders, including other faculty. Not addressing academic misconduct sends mixed signals to students and rewards bad behaviour. Addressing academic misconduct helps ensure that cheating is never a winning proposition. How we, as educators, handle academic misconduct can be one of the most important learning experiences a student has before going forth on their professional and vocational journeys.

The [Code of Student Rights and Responsibilities](#) mandates faculty to address instances of academic misconduct. Reporting academic misconduct using the student conduct database is a necessary step in this process.

This manual is designed to assist faculty with a comprehensive guide in navigating this important responsibility.

Academic Integrity: Through the Learning Lens

Faculty have responsibility to address academic misconduct not because it is a violation of policy but, rather, because it violates the teaching-learning process. Academic integrity should be approached not by asking “is my student cheating” but by asking “is my student learning”.

Students are required to demonstrate their learning through the assessment process. Faculty’s responsibility to address academic misconduct is founded upon faculty’s role in assessing a student’s learning. Academic misconduct is the attempt to gain unfair academic advantage in this process.

Offences classified as academic misconduct are detrimental to the College's learning environment. These offences diminish the trust that is essential in the teaching-learning process. If a student falsifies their side of this process, learning is compromised and the foundation upon which knowledge is built is put at risk.

While students may be more concerned about the penalties that may come from an incident of academic misconduct, the more serious consequence is that they will lack needed knowledge and skills that we say they have when we award them credit. To gain understanding and advance learning, students must engage in the learning process honestly.

Academic Penalties vs. Administrative Penalties

The distinction between an academic penalty and an administrative penalty in the [Code of Student Rights and Responsibilities](#) is predicated on the different roles instructors and academic administrators have in holding students accountable.

Faculty are the issuing authority of an academic penalty because instructors hold students accountable for their conduct in relation to the learning process in their course. The purpose of an academic penalty signifies that learning is the basis upon which grades are earned.

Academic penalties provide a [range of measures](#) that can be assigned by the instructor, at their discretion. In determining how to exercise this discretion, faculty should base their decision on the conduct of the student only in relation to their course. It is for this reason that the student's prior record of academic misconduct is not relevant in determining whether an offence was committed in this instance or in determining, in most instances, the appropriate academic penalty.

Academic administrators, on the other hand, are the issuing authority of an administrative penalty because they hold students accountable for student conduct in relation to the college policy more broadly. After an academic penalty is imposed, academic administrators review the incident, the seriousness of the misconduct as well as the student's prior record of academic misconduct to determine, at their discretion, whether the incident calls for an administrative penalty.

Academic misconduct should be treated as a continuation of the learning process. Generally, missteps and poor choices by students present us with teachable moments. In most cases, approaching academic misconduct from a developmental lens provides us with the best opportunity to correct behaviour and avoid future incidents. This does not mean that the misconduct should not be reported. Reporting the academic misconduct is the only way to ensure the process works in the manner intended.

Holding students accountable for academic misconduct when it does occur, by reporting it and assigning appropriate academic and/or administrative penalties, helps get the student back on the proper track (including being required to take the Academic Integrity Workshop). And if they don't get back on the right track, we need to know about that too.

10 Reasons Why Reporting is a Requirement

1. Unless the student is reported in the student conduct database, they will not be referred to the Academic Integrity Workshop (which is an important part of our strategy to help reduce future incidents by same student).
2. You may hope “I’ll never do it again” will be enough. So, maybe, did previous instructors.
3. Students talk. Other students will know when instructors don’t enforce academic integrity. This fosters a counterproductive environment of condonation.
4. Students have a fundamental legal right to due process. No mark deduction or other academic disciplinary measure should be applied for academic misconduct without reporting.
5. Failing to address academic misconduct puts honest students at a disadvantage by failing to maintain a fair learning environment.
6. Reporting is what creates the basis for progressive discipline (administrative penalties) where warranted.
7. Reporting allows us to collect data which informs how we allocate resources and provide more support for both students and faculty.
8. Failing to report can negatively impact the reputation and standing of the College by devaluing the credentials that it issues.
9. It’s policy for a reason. It calls on all faculty to be consistent, judicious and transparent in the enforcement of the rules we set. In order to build a culture of academic integrity, students must see us follow through on the policy.
10. It’s the right thing to do in accordance with the values of academic integrity: honesty, responsibility, trust, fairness and courage.

For more information about building a culture of academic integrity, click on the graphic to view resources on the College website..



Quick Guide Infographic: Academic Misconduct Process

- Download this handy [quick guide infographic to the academic misconduct process](#)

1

Overview of Reporting Process for Faculty

Instructor has a reasonable basis to conclude that a student has committed academic misconduct.
Instructor [enters the incident](#) on the Student Conduct Database (SCD).

- Instructor is not required to discuss the issue with the student before entering it on the database.
- This entry on the SCD is not the instructor's final decision. The notification issued will provide student with the right to respond with information that can then be taken into consideration before a final decision is made. Entering the incident in the SCD is the first step.
- The student's right to drop the course is suspended at this point, pending resolution.
- The student should not be denied entry to class, removed from Blackboard or participating in assessments, pending final outcome.

2

Student receives **Notification of Academic Misconduct**.

The notification will tell the student that they have 5 days in which to respond.

- Students have the right to address and respond to an allegation of academic misconduct. This process is now accounted for when an entry is made on the Student Conduct Database
- The instructor will receive a copy of the Notice of Academic Misconduct by email.

3

Student has **5 days** to address the issue directly with you.

A. If the student contacts instructor:

- Instructor has 10 days in which to [make any changes](#) or [withdraw](#) the entry on the SCD before the academic penalty is issued.
- See also [Discussing Suspected Academic Misconduct with Student](#)

B. If the student doesn't contact instructor:

- Entry will convert to a decision and a penalty issued 10 days after the Notice of Academic Misconduct.

4

Academic Penalty is issued 10 days after original entry.
Student receives **Notification of Academic Penalty**.

- This is an automatically-issued notification of the incident/penalty by the student conduct system (including any changes that have been made to it within the 10-day notification period).
- If instructor has withdrawn the entry within 10 days, the penalty will not be issued and no record for the incident will be associated with the student.
- The instructor and student receive a copy of the Notification of Academic Penalty.
- At this point, the Chair also receives a copy of the Notification of Academic Penalty.
- The Notification of Academic Penalty provides student with information about their right to formally appeal the decision. Student has 5 days in which to file an appeal. Appeals are heard by the Academic Misconduct Appeal Panel.

Note: If an Academic Administrator issues an Administrative Penalty on the incident following review, instructor will receive a Notification of Administrative Penalty. Faculty should ensure that this is reviewed as it will likely impact a student's grade or standing in that course.

5

Student has 5 days to appeal academic penalty.

- A. **If student appeals**, instructor will be notified by the Centre for Academic Excellence.
 - For more information about appeals, [see Student Conduct Notifications on the College website](#).
- B. **If student does not appeal**, the penalty becomes final 5 (business) days after Notification of Academic Penalty.
 - In cases where the penalty is a failing grade in the course, it is only at this point that student's access to course on Blackboard may be disabled.
 - The student may not drop the course.

Role of Academic Administrators: Chairs, Deans and Vice President, Academic

The Chair of the program the student is in receives a copy of the [Notification of Academic Penalty](#) when issued. The Chair's role is to conduct a review of the incident and student's prior record for academic misconduct for the purpose of determining whether an administrative penalty is warranted:

- The Chair may determine that no administrative penalty should be issued, in which case no further action is taken.
- The Chair may issue an administrative penalty of grade deduction or failing grade in the course.
- The Chair may refer the matter to the Vice President, Academic and request the matter be reviewed for suspension, dismissal or revocation of credentials.

If an administrative penalty is issued, an entry is made using the same file number as the original entry on the Student Conduct Database. A copy of the Notification of Administrative Penalty is sent to the instructor who issued the academic penalty.

Administrative penalties are subject to the same right of appeal by the student as academic penalties. The student has 5 days in which to appeal an administrative penalty. If no appeal is filed within 5 days, the decision is final.

Because Administrative Penalties necessarily impact the student's grade (grade deduction or F in the course) or standing (suspension/dismissal), the instructor should follow up with the Academic Administrator to ensure they have a clear understanding of next steps.

Quick Guide Infographic: Student Conduct Database Notification Process

- [Download and save this quick guide infographic](#) to the Student Conduct Database notification process.
- [Click here for step-by-step guide](#) about using the Student Conduct Database.

Academic Misconduct Appeals

- For information about appeals, refer to [Student Conduct Notifications](#) on the College/Academic Integrity website.
- For the Appeal Process flowchart, refer to [Appendix C](#) of this document.

Addressing Academic Misconduct: Q&A

1. Do I need to discuss the offence/penalty with the student before recording the incident in the Student Conduct Database?

No. A student is entitled to the opportunity to respond to the allegation before a penalty is imposed. This has been built into the new process. When faculty report the incident by entering it into the Student Conduct Database, the first Notification (called Notification of Academic Misconduct) will provide the student with that opportunity.

2. Why can't I see whether a student has a prior record for academic misconduct?

Faculty are the issuing authority on an academic penalty. An academic penalty includes warning, resubmission of assignment (with or without mark deduction), partial or full mark deduction, grade deduction or failing grade in the course.

A student's prior record (whether they have one or don't have one) is not relevant to whether misconduct has occurred in the current instance. The faculty member should base this decision on its own merits.

The academic penalty should be determined by the faculty member on suspected academic misconduct before them. The faculty member is not responsible to assign progressive discipline based on prior conduct. Whether progressive disciplinary penalty is warranted will be determined by the Academic Administrator (Chair, Dean or Vice President, Academic) in the form of Administrative Penalty (over and above the academic penalty).

An exception to this may be if the instructor has determined to report the student for an incident of academic misconduct (for offences such as plagiarism or unauthorized collaboration) in which the instructor is prepared to allow for resubmission of the work. If the instructor wishes to allow for a resubmission in the case of a first offence, the instructor can reach out to the Chair or Academic Integrity Facilitator to determine whether the student has already completed the Academic Integrity Workshop.

3. Why can't I just handle a "warning" informally without entering it in the database?

Informal warnings undermine the process that is in place to ensure that students are held accountable in a transparent manner, that there will be consistency in the application of the policy, and that the student is referred for participation in the Academic Integrity Workshop.

4. How much time do I have to report a suspected incident of academic misconduct?

Instructors are not required to first discuss the issue with the student before entering it into the Student Conduct Database (as this opportunity is provided in the first notification that the student receives). Thus, notification via the Student Conduct Database should be issued as soon as possible so that the matter can be addressed expeditiously. General good practice is to enter the incident in the within 3 days of suspecting that academic misconduct has occurred.

5. How do I determine which penalty to apply?

Generally, there is a range of penalties that may apply to an academic offence. Refer to the [guidelines](#) to review general best practices.

Although each incident will be reviewed by the instructor on its own circumstances, faculty will want to ensure they are applying principles of fairness as they exercise their discretion. In other words, students with similar offences in similar circumstances should be treated similarly.

Instructors will have the opportunity to adjust the penalty within 10 days of entering the incident on the Student Conduct Database. There may be factors that an instructor did not know about at the time of original entry that may lead them to adjust the penalty (within the appropriate penalty range).

Recall, also, that an instructor is basing the penalty only on the circumstances before them and not basing it on whether a student has a prior record for academic misconduct. Despite this, there may still be mitigating or aggravating factors in the case that may be taken into consideration in assigning the academic penalty. Some of these may be known to instructor at the time of initial reporting or may become known to them during the 10-day period before an academic penalty is issued/finalized.

Mitigating factors that may indicate a penalty in the lower range:

- It is a relatively minor infraction
- The student is in their first semester of studies
- Although the misconduct is clearly set out in the policy and in the onboarding academic integrity training for students, the instructions provided by instructor left room for confusion
- The student freely admits to the misconduct and demonstrates remorse

Aggravating factors that may indicate a penalty in the higher range:

- It is a relatively serious infraction
- The offence involves a breach of the integrity of the assessment itself/ability to safeguard the assessment (uploading/sharing/releasing the assessment or portions of the assessment)
- The offence involves deliberation or an elaborate plan to deceive
- This is the second academic misconduct in the same course where sufficient time has passed since the first offence such that the student should have clearly known better
- The student denies the offence in the face of clear evidence to the contrary or takes steps to avoid accountability
- The course or assignment involves outcomes pertinent to ethics or professional responsibility

If at any time during the reporting process you have questions, or would like to discuss penalty ranges, contact the Academic Integrity Facilitator.

6. What is the difference between a mark penalty and a grade deduction?

The significant aspect in distinguishing these two penalties is whether the penalty impacts just the assessment (mark penalty) or whether it further impacts the student's final grade in the course (grade penalty).

The weight of the assessment may be a relevant factor in determining which penalty to impose (see below).

A **mark penalty** impacts the mark on the assessment. It may be a partial or full mark penalty. A full mark penalty results in a zero on the assessment.

A **grade penalty** impacts the student's final grade in the course and may include a mark penalty.

If a grade penalty is assigned, this means that the student's final grade will be dropped one level at the end of the semester. The grade penalty assures that a student who has received this penalty cannot end up with an "A" in the course.

Application of the grade penalty works as follows. The student's grade is calculated based upon the total calculation of all grades (including any mark penalties) and in accordance with weights set out in the course outline. This determines the final grade. A grade deduction is then applied:

- A student who scores an "A" in the course, will end up with a final grade of "B"
- A student who scores a "B" in the course, will end up with a final grade of "C"
- A student who scores a "C" in the course, will end up with a final grade of "D"
- A student who scores a "D" in the course, will end up with a final grade of "F"

A grade deduction is a more serious penalty than a mark penalty because it is usually in addition to a mark penalty. Therefore, grade deduction may be appropriate in cases of high stakes/summative assessments where there are significant aggravating factors. It is for this reason that Academic Administrators can apply a grade deduction as an administrative penalty. A grade penalty can be an academic penalty assigned by an instructor or an administrative penalty issued by the Chair.

Using grade deduction to apply a more serious penalty is not appropriate for pass/fail or satisfactory/unsatisfactory courses and, in these cases, "Failing Grade in the Course" should be considered instead.

7. When should you consider issuing a grade deduction instead of a mark penalty?

A grade deduction may be appropriate in cases where the assessment is a low-stakes formative assessment. For example, a mark penalty on a low stakes assessment of 4% means that a student can complete the course and receive a final grade of "A" even if they received a full mark penalty (zero on the assignment) for academic misconduct. It should generally be avoided that a student cheats in the course and ends up with a final grade of A.

8. Am I required to provide opportunity to resubmit work?

No. However, resubmission of work is strongly encouraged in cases where an instructor is satisfied that the student honestly did not know that they were plagiarizing or, in the case of unauthorized collaboration, did not know they could not work with another. Presumably, this would mean it is the student's first offence. For this purpose, the instructor has the discretion to ask their Chair or the Academic Integrity Facilitator whether it would be appropriate to provide student with resubmission opportunity.

9. Am I required to get authorization from my Chair to assign a failing grade in the course as a penalty for academic misconduct?

Faculty are the issuing authority on academic penalties that range from warning to a failing grade in the course. Faculty have the discretion to assign the appropriate penalty and should be judicious in this regard. A failing grade in the course should be issued only for very serious offences. Instructors who are unsure about whether a failing grade penalty is appropriate may wish to discuss it with their Chair.

10. Why can't I assign a warning for plagiarism?

Warning is appropriate in less serious violations where there is no associated mark penalty or deduction. It would not be appropriate to award marks for plagiarized work. Some instructors consider a zero on a formative assignment of nominal weight to be a warning. However, the zero given makes it a mark penalty. If plagiarized work is submitted, the minimum "penalty" should be resubmission of assignment.

11. What should I do if I want to change the offence or penalty after I enter it into the Student Conduct Database?

You have 10 days from the original entry of Notification of Academic Misconduct to change the offence and/or penalty or add/change any information to the original entry. If you need a penalty or offence changed after the Notification of Academic Penalty has been issued, contact the Academic Integrity Facilitator. For instructions on how to change the entry within 10 days, see [How to Update Complaint Elements Within 10 Days](#).

12. What is the difference between cancelling a penalty and withdrawing a penalty?

If you suspected academic misconduct but decided to withdraw it after hearing the student's response, you should "withdraw" the incident. If the entry was entered in error, as in sent to the wrong student, you should "cancel" the incident.

13. What should I do if I want to change, cancel or withdraw the entry after the 10 day period?

Contact the Academic Integrity Facilitator.

14. If this is the second academic misconduct incident by the same student in my course, should I increase the penalty?

You may. See guidelines for appropriate range of penalty for any given infraction. If you have already reported a student for academic misconduct, and an academic penalty was issued, you may use your discretion to issue a more serious penalty for a second offence in the same course. If the incidents occurred within a short period (i.e., the second incident occurred before the first incident was finalized), you may consider issuing the same level of penalty and allowing the Chair to determine whether to apply an Administrative Penalty.

15. What happens if a student does not respond to the Notice of Academic Misconduct?

A Notification of Academic Penalty will be issued 10 days after the entry is made.

16. Are there educational opportunities for students who have been issued an academic penalty?

Apart from a very serious first-instance violation that results in an administrative penalty for dismissal, all first-offence penalties require the student to attend a mandatory Academic Integrity Workshop. This program will commence in the Fall 2023.

17. I am reporting a student for academic misconduct on a final exam. What should I do about entering a final grade for this student in SIS?

Enter a grade of “I” in the final grade report. “I” indicates incomplete. Following final decision/resolution of the incident, the grade can be changed accordingly.

18. Will I receive a notification if the Chair or VPA issues an Administrative Penalty for the incident?

Yes. A copy of the Notice of Administrative Penalty is provided to the issuer of the academic penalty.

19. I am concerned that if I report the incident, the student will appeal. What should I do?

Whether or not a student appeals should not be a factor in determining whether you report the incident. The issue is whether you have probable grounds to suspect that the student has committed academic misconduct.

An appeal is part of any good process (indeed, required by law) to ensure fairness in the application of disciplinary or punitive measures. A student has the right to appeal both academic penalties and administrative penalties. While the right to appeal is automatic, only a very small percentage of students who receive an academic penalty for academic misconduct file an appeal.

For more information about how appeals work, refer to [Student Conduct Notifications on the St. Clair College – Academic Integrity website](#).

Classification of Academic Misconduct Offences: Examples & Penalty Guidelines

For assistance or additional guidance, contact the Academic Integrity Facilitator.

| Offence | Examples | Penalty Guidelines | Notes |
|-------------------|--|--|---|
| Plagiarism | <ul style="list-style-type: none"> • Cutting and pasting from the Internet without appropriate references • Using direct quotations without appropriate references • Using paraphrased material without appropriate references • Copying parts of work created by someone else and submitting it as one's own • Presenting someone else's idea as one's own without appropriate reference | <p>Resubmission of Assignment</p> <ul style="list-style-type: none"> ○ With no mark deduction ○ With partial mark deduction <p>Mark Penalty on Assessment</p> <ul style="list-style-type: none"> ○ Full deduction (zero on assignment) ○ Partial mark deduction <p>Grade Deduction in Course appropriate for formative/low-stakes assessments or aggravating factors.</p> | <ul style="list-style-type: none"> • Warning is not an appropriate penalty for plagiarism • Faculty are encouraged to offer resubmission (with or without mark deduction) in first-instance cases of plagiarism: if you are considering resubmission and want to know prior record for this purpose, check with Chair or Academic Integrity Facilitator. • Cases of plagiarism that occur during a test should be categorized as "cheating". |
| Cheating | <ul style="list-style-type: none"> • Communicating with any person during an examination other than the instructor/proctor • Using or having unauthorized materials or devices in an academic evaluation • Putting one's name on the work of another and submitting it as one's own • Improperly obtaining information about an assessment in advance of the evaluation • Using paraphrasing or translation software such that the assignment submitted does not reflect the student's own learning of the material or is not a product of the student's own work | <p>Warning</p> <p>Mark Penalty on Assessment</p> <ul style="list-style-type: none"> ○ Full deduction (zero on assignment) ○ Partial mark deduction <p>Grade Deduction in Course appropriate for formative/low-stakes assessments or aggravating factors.</p> | <ul style="list-style-type: none"> • Faculty should categorize the offence as "cheating" if it involves any form of misconduct during a test (other than impersonation). For example, a student is "cheating" if they used the Internet during a test where they were not permitted to (even if it might otherwise be plagiarism). • Warning is less-commonly appropriate and, in any event, not appropriate if the student submitted work for grading that was not wholly their own. |

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| | <ul style="list-style-type: none"> • Distributing test information to students who have not yet taken it. | | |
| Unauthorized Collaboration | <ul style="list-style-type: none"> • The preparation and production of work between two or more students ultimately submitted by each in an identical or substantially similar form and/or is represented by each to be the product of one's own individual efforts • Co-operation between student and another person in the preparation and production of work, which is presented as the student's own • Working on take-home work with others • Having someone else help to write or re-write an assignment • Working out answers to homework assignments with others • "Checking" homework answers with others | <p>Resubmission of Assignment</p> <ul style="list-style-type: none"> ○ With no mark deduction ○ With partial mark deduction <p>Mark Penalty on Assessment</p> <ul style="list-style-type: none"> ○ Full deduction (zero on assignment) ○ Partial mark deduction <p>Grade Deduction in Course appropriate for formative/low-stakes assessments or aggravating factors.</p> | <ul style="list-style-type: none"> • Warning is not an appropriate penalty for unauthorized collaboration where work submitted is not wholly product of student's own work. |
| Misappropriation of Own Work | <ul style="list-style-type: none"> • Using all, or a significant amount, of an essay, done in a course last semester and submitting it for evaluation for a different course this semester • Submitting the same, or very similar, assignment in two different courses in the same semester • Re-taking a course and submitting previously submitted work | <p>Resubmission of Assignment</p> <ul style="list-style-type: none"> ○ With no mark deduction ○ With partial mark deduction <p>Mark Penalty on Assessment</p> <ul style="list-style-type: none"> ○ Full deduction (zero on assignment) ○ Partial mark deduction | <ul style="list-style-type: none"> • Warning is not an appropriate penalty for misappropriation of own work. |
| Falsifying Information | <ul style="list-style-type: none"> • Inventing or altering data from a laboratory or field project • Creating fictional citations for a paper • Falsifying, misrepresenting, or forging information relating to hours or activities in relation to an internship, externship, | <ul style="list-style-type: none"> • Failing Grade in Course • Grade Deduction in Course | <ul style="list-style-type: none"> • Falsifying information is a serious offence that will generally require more serious penalty (failing grade in the course) • Grade deduction may be appropriate in cases involving less serious instances, like signing of |

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| <p>Falsifying Information (cont'd)</p> | <p>field experience, co-op placement, clinical activity or similar activity</p> <ul style="list-style-type: none"> • Falsifying, misrepresenting, or forging an academic record • Falsifying, misrepresenting, or forging a supporting document or information in relation to academic standing, admission into the course or program, pre-requisite requirements, prior learning assessments or academic standing, a request for an extension on an assignment or a deferred test on the basis of medical, religious or compassionate grounds • Altering previously graded work for purpose of seeking re-evaluation of grade or in support of a grade appeal or academic misconduct appeal | | <p>attendance sheet where no academic advantage would have been gained in the class.</p> |
| <p>Academic Dishonesty</p> | <ul style="list-style-type: none"> • Providing false or misleading reasons in relation to a request for late submission of an assignment • Providing false or misleading reasons in relation to a request for a make-up test • Providing false or misleading information during the investigation of suspected academic misconduct • Providing false or misleading information for reconsideration of a penalty for academic misconduct | <ul style="list-style-type: none"> • Warning • Grade Deduction in Course | <ul style="list-style-type: none"> • If a student provides dishonest or misleading information as part of a response to academic misconduct, a penalty for academic dishonesty may be issued in addition to the original complaint. • If the misconduct involves tampering with documentation, it should be categorized as "Falsifying Information". |
| <p>Attempting to Influence</p> | <ul style="list-style-type: none"> • Presenting an instructor with a gift in exchange for a better grade • Threatening an instructor to grant an extension to an assignment • Offering money in exchange for any unfair academic advantage | <ul style="list-style-type: none"> • Warning • Failing Grade in Course | |

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| Impersonation | <ul style="list-style-type: none"> • Sending an impersonator to sit test (in person or virtual or any academic evaluation) | <ul style="list-style-type: none"> • Failing Grade in Course | <ul style="list-style-type: none"> • This is a serious offence. |
| Contract Cheating | <ul style="list-style-type: none"> • Using a service to write a customized paper • Paying an "assignment coach" who provides model answers that the student submits as their own • Obtaining answers to an assignment from website designed for this purpose (Chegg, Course Hero, etc.) • Obtaining answers to tests or assignments from a file-sharing service • Having a friend complete an assignment in exchange for a favour | <ul style="list-style-type: none"> • Resubmission <ul style="list-style-type: none"> ○ With partial mark deduction • Mark Penalty on Assessment <ul style="list-style-type: none"> ○ Full deduction (zero on assignment) ○ Partial mark deduction • Grade Deduction in Course • Failing Grade in Course | <ul style="list-style-type: none"> • Warning is not an appropriate penalty for contract cheating • Levels of seriousness will vary • It may be difficult to prove or ascertain source for contract cheating: instructors may need to rely on student's previous work (which is why obtaining early samples is good practice) • If resubmission is permitted, partial mark deduction is recommended |
| Facilitating academic misconduct | <ul style="list-style-type: none"> • Assisting another student to commit academic misconduct (any of the forms of academic misconduct listed above) • Lending another student an assignment knowing that it may be used in their own submission of work • Allowing another student to copy answers on a test • Writing another student's test or assignment • Texting answers to a friend who is writing an online test • Participating in a group chat and providing questions from the test to other students • Taking a picture of part of a test and giving it to another student who will be writing the test later | <ul style="list-style-type: none"> • Grade Deduction in Course • Failing Grade in the Course may also be appropriate in cases where the student has breached the integrity of an assessment (taken pictures of test to share with students in another section) | <ul style="list-style-type: none"> • Warning may be appropriate in less serious cases where instructor is satisfied that student completed their own work and shared it to "help a friend". Warning may not be suitable if the student has a prior record of academic misconduct. Academic administrator who reviews prior record after incident is reported can add administrative penalty in those cases. |

Student Conduct Database: Complaint Descriptions & Examples

Incidents of misconduct must be documented in enough detail to justify the penalty assessed.

Any person who reads the Complaint Description should have a clear idea about the circumstances leading up to the incident, the (specific) improper behaviour, any substantiating information, the details of the meeting with the student, the specific penalty assessed and the rationale behind it.

- This portion of the report transfers to the Student Conduct Notification email, and the student has the right to a clear explanation of the action that resulted in the entry.
- Academic administrators will review information contained in the Notification of Academic Penalty and it is important they have a clear understanding of the conduct to assess whether an Administrative Penalty is warranted.

Complaint Description

The screenshot displays a web-based form for entering a complaint. At the top, there are tabs for 'Complaint', 'Conduct Code Violated', 'Complainant', and 'Witnesses (Optional)'. Below the tabs, the form contains the following fields and options:

- Complaint Number: 1041
- Term: 1330 Fall 2018
- Complaint Type: Academic - Advantage
- Campus: SOUTH South Campus
- Conduct Code(S) Violated: A - PLAGIARISM
- Date of Incident: 11/16/2018
- Status: Active
- Location of Incident: SOUTH
- Facility ID: [Search]
- Room: [Search]
- Check if Incident was reported to Police: []
- Complaint Description: [Redacted]
- Complaint Resolution: []
- Private Comment: []

The 'Complaint Description' field is highlighted with a red rectangular border, indicating its importance in the form.

Please include the following details:

- the assignment/test associated with the incident
- the student's actions
- the professor's actions – what the professor observed, or how the professor prepared the student for the assessment

This description should **not** include identifying information about the individuals involved in an incident of misconduct, such as student IDs or students' names; this would be a breach of privacy / confidentiality rules.

Be concise in your complaint description. You only have **1000 characters** of space to enter the facts.

Examples: complaint descriptions for different types of academic misconduct

Student **plagiarized** a large portion of Assignment #2 – technical exposition. The similarity report on Turnitin.com indicates 58% of the assignment was plagiarized; upon investigation, it was determined that large portions of the assignment were copied from Wikipedia and an article in the Toronto Star.

Student has been assessed 0/15 on the assignment; prior to the assignment due date, one lesson on citation was provided in class and students participated in a peer revision workshop. She was referred to OWL Purdue to review the rules of proper citation. [** Note: 557 characters]

Student was observed **cheating** during Test #2. The professor saw the student looking at his coat sleeve; when the professor approached the student, he dropped a paper on the floor. The professor found it to be a list of equations needed for the test. The professor wrote the student's name on the back of the piece of paper and allowed him to finish writing the test (minimal disruption during the testing period).

The student approached the professor after class; first, the student claimed the paper was not his, then he changed his story and said he thought he could bring the equations into the test. The student has been assessed 0/10 on the test; during the test prep lesson (one week prior), the professor provided clear instructions that students must memorize the required equations and the professor made an announcement at the beginning of the test, indicating which materials were permitted on desks during the testing period. [**Note: 936 characters]

Student submitted an **assignment that is identical, in parts, to another student in the class.**

Assignment #3 is a take-home exercise, with a series of questions to answer, using internet sources and the textbook. More than one question had answers that were the same as another student in our class – same ideas and the exact same language. [**Note: 338 characters]

As part of their on-line class, students must participate in a discussion board; they must post their own response (to a prompt) and reply to another student's response. Student's response to the Week 7 prompt was copied from an on-line Reddit discussion board and **presented as their own work.** [**Note: 262 characters]

Private Comments

Private Comments cannot be seen by the students and they do not print on the Student Notification email. It is not a required field.

Example: Private Comment

Student became belligerent when confronted about cheating on his test; advise having a second professor present in future contentious discussions.

The screenshot shows a web-based complaint form. At the top, there are tabs for 'Complaint', 'Conduct Code Violated', 'Complainant', and 'Witnesses (Optional)'. Below these, the form displays 'Complaint Number: 1041', 'Term: 1308 Fall 2016', and 'Campus: SOUTH South Campus'. A section titled 'Conduct Code(S) Violated' shows 'A - PLAGIARISM'. The 'Date of Incident' is '11/16/2016'. The 'Status' is 'Active'. The 'Location of Incident' is 'SOUTH'. The 'Private Comment' field is highlighted with a red box and contains the text: 'Student became belligerent when confronted about cheating on his test; advise having a second professor present in future contentious discussions.'

Updating Complaint Descriptions

If additional relevant evidence is provided during communications with a student following issuance of the Notification of Academic Misconduct, the instructor has up to 10 days to add to the complaint description.

To review how to do this on the Student Conduct Database, refer to [How to Make Add to the Complaint Description within 10 Days.](#)

Note: Do not edit the original complaint description. You should add to it and note the date of the additional entry.

Examples: Updated Complaint Descriptions (*additions shown in italics/bold*)

Student submitted an assignment that is identical, in parts, to another student in the class.

Assignment #3 is a take-home exercise, with a series of questions to answer, using internet sources and the textbook. More than one question had answers that were the same as another student in our class – same ideas and the exact same language.

Updated Nov 20: The professor met with the student on Nov. 19, and the student indicated she was not aware she could not complete homework with friends. Penalty changed from mark penalty to resubmission with partial mark deduction. [**Note: 571 characters]

As part of their on-line class, students must participate in a discussion board; they must post their own response (to a prompt) and reply to another student's response. Student's response to the Week 7 prompt was copied from an on-line Reddit discussion board and presented as their own work.

Updated Nov 22: Student sent email to instructor on Nov 21 denying that they copied from a source and stating that they have no idea how the words can be the same. [**Note: 458 characters]

Student plagiarized a large portion of Assignment #2 – technical exposition. The similarity report on Turnitin.com indicates 58% of the assignment was plagiarized; upon investigation, it was determined that large portions of the assignment were copied from Wikipedia and an article in the Toronto Star.

Student has been assessed 0/15 on the assignment; prior to the assignment due date, one lesson on citation was provided in class and students participated in a peer revision workshop. She was referred to OWL Purdue to review the rules of proper citation.

Updated Nov 21: Student sent instructor email stating that there shouldn't be any plagiarism because the student used Course Hero to locate "answer to this assignment". A link was provided to the site. Penalty changed from plagiarism to contract cheating. [**Note: 813 characters]

Discussing Suspected Academic Misconduct with Student

The original entry in the Student Conduct Database (SCD) issues a Notification of Academic Misconduct which sets out their right to respond to the allegation. Although the student has the right to formally appeal an academic penalty, this part of the process provides the student with the opportunity to respond so that instructor takes relevant information student may provide into consideration before a final decision is made and before a Notification of Academic Penalty is issued. It is an important, informal, step in the process and meant to provide the student with a full understanding of what is alleged (if it is not clear to them) as well as the opportunity to respond.

The student has 5 days from the Notification of Academic Misconduct to reach out to the instructor. It is their choice to do so or not. They initiate this part of the process by forwarding a copy of the notification to the instructor by email. The student may provide information in the email response which may be sufficient for the purposes of reviewing or reconsidering the initial complaint. In other instances, the instructor may choose to address the matter by requesting a meeting, in person or virtual, to ensure they have a full understanding of the information the student wishes to rely on. In other cases, the student will request a meeting.

When a student initiates a response to the Notification of Academic Misconduct by sending an email, the instructor should reply in a timely manner. Whether the student committed the academic misconduct or is wrongly accused of it, receiving a student conduct notification is likely to be a very upsetting experience. Even if the substance of the issue cannot be addressed immediately, replying in a timely manner to acknowledge contact has been initiated can help address the stress brought on by the notification – and set a more conducive environment in which to address the issue together. In replying to the student's response for review/reconsideration, the instructor should not give a student reason to think they won't be keeping an open mind about hearing what the student has to say.

Check in with your own feelings. The instructor-student relationship is built on trust. When an instructor comes across conduct causing them to suspect academic misconduct, the instructor may feel strongly about this breach in trust. Finding and dealing with academic misconduct also requires time and attention that was not anticipated. Some forms of academic misconduct (like uploading an instructor's test or assignment to a homework site) breaches the integrity of the assessment and the instructor's own work. An instructor can feel frustrated, insulted, or angry when they discover or suspect academic misconduct. While these are all valid reactions, instructors should be mindful of them when determining how and when to best approach communications with the student, whether by email or in a meeting.

Schedule meeting in timely fashion. The academic penalty is finalized and issued 10 days after it is entered in the Student Conduct Database. A meeting should be scheduled in a timely way so that any changes are made before the academic penalty is issued, preferably within 5 working days of original notification.

Anticipate common student reactions. Student reactions will vary, some students might show hostility or anger. Some might accuse or offend you. Other students might cry. Student reaction in relation to the validity of the misconduct also varies. Some students will admit to the conduct at first opportunity. Admissions may come with remorse or with attempts to negotiate. Other students may vigorously deny the allegations. Instructors must proceed to use best judgement and apply professional and ethical obligation to report academic integrity violations, in what can be upsetting or difficult conversations.

Reach out for support. If this is the first time you are meeting a student to discuss suspected academic misconduct or have any concerns about meeting with the student by yourself, ask an experienced colleague or contact the Academic Integrity Facilitator for support.

Entering final grade: If the alleged incident has occurred at the end of the semester and final grades are due, enter an “I” grade for this student until this issue is resolved. “I” grade represents “incomplete”. This can be changed later.

Purpose of meeting. Make some notes to keep you focused on your purpose at the meeting, which is to:

- Review the specific allegation of misconduct with the student so that student understands what they are accused of.
- Provide the student a fair opportunity to respond to the allegation, including any documentation in support of their response.

Instructor’s goal in meeting. The goal of the meeting is no to “catch a cheater” or coerce a student into making a confession. By keeping to the purpose of the meeting, the instructor should be able to come away, at its conclusion, with a determination (on a balance of probabilities) about whether the student attempted to gain an unfair academic advantage.

Prepare for the meeting with student. The instructor should be prepared to discuss the details of the suspected misconduct at the meeting, including documents and information being relied on. Consider the following questions in advance:

- How will I set out the sequence of events or observations that led me to the suspicion of academic misconduct?
- How will I convey why academic integrity is important to me as an educator?

Third parties at the meeting. The instructor and the student should mutually consent to any third parties at their meeting. The third party should not lead or intrusively engage in the discussion (but may take notes). As much as possible, the third party should be an observer at the meeting.

- **Student’s third party:** If the student asks to have a third party attend with them, you should meet with the student first to determine that they are freely requesting the third party’s attendance at the meeting before consenting (particularly if it is a parent or a student that may have some connection to the academic misconduct).

- **Instructor's third party:** If you ask a third party to attend the meeting, avoid asking the student's Program Coordinator or colleague who currently teaches (or is likely to teach) the student in their program.

Prepare for issues that you may encounter. Prepare on how to approach pausing the discussion if emotions run high or how to make a referral or seek support. Consider the student who:

- claims ignorance of the matter
- apologizes
- cries
- gets angry
- remains silent
- implicates others
- reveals sensitive or highly personal information

Instructor's demeanor at the meeting. The meeting with the student should be informational and non-confrontational.

- Be **clear** about the behaviour you find questionable.
- Be **candid** about your interpretations of the behaviour and your concerns about the incident.
- Be **compassionate** to the student who is experiencing distress.

Discussion Starter. After you have set out your concerns, ask questions to get the student engaging in dialogue with you. Consider:

- "Why don't we start by you telling me how you're feeling about the class/this assignment?"

Student who takes responsibility immediately. Note any factors that the student provides that led to the academic misconduct and refer to appropriate supports.

- For student support resources and referrals, see:
 - [Avoid Academic Misconduct: Get the Support You Need](#)
 - [Build Your Academic Confidence: Skills & Study Habits](#)
 - [Resources: Avoid Plagiarism](#)

Soliciting information from the student during the meeting. If, after presented with the reason for suspicion, the student denies factors that have led to your suspicion, the instructor will want to solicit some additional information to gain understanding and clarification. The instructor will want to come away from the meeting with the information they need to give the student's response their full consideration.

The nature of the questions may depend on the type of academic misconduct that is suspected. Some approaches to some of the most common forms of academic misconduct (plagiarism, unauthorized collaboration, and cheating) are as follows:

- **Student Suspected of Plagiarism or Unauthorized Collaboration**

- Show documents supporting the suspicion to the student (if this involves another student's work, redact the name of the other student):
 - Ask student to explain the similarities to the other student's work or to the other source.
 - How did they approach the assignment?
 - How did they do research and what resources did they use?
 - How did they keep track of information and the sources? Can they produce any preliminary drafts?
- Did anyone assist them? How?
- Ask questions of content to test their own understanding of the work they submitted.

- **Student Suspected of Cheating**

- Outline circumstances leading to the suspicion and ask for an explanation.
- Inquire about what and how they studied.
- Ask questions of content to test their own understanding of the work they submitted.

Allow student sufficient time to answer. Even if you think the student is lying, do not accuse. Provide as much opportunity as reasonable for the student to explain themselves. If the alleged misconduct involves the submission of an assessment, ask similar questions to the assessment, or ask student to explain to you their own submitted work.

Keep student focused on purpose of meeting. Some students may neither admit nor deny the allegation but instead focus on the personal impact that the decision to report has had or the negative impact the penalty will have. Listen to the student (and this may be relevant to referral for student supports) but bring the conversation back to the meeting's purpose.

You do not need to make a decision at the meeting. You do not need to make a decision while talking with the student. It is good practice to reflect on the information you have received by way of student response first. This is particularly applicable if there is any information you need to verify.

Explaining Next Steps. End the meeting by providing student with understanding of next steps:

- Where appropriate, the student should be told to take time to reflect on the discussion as a next step and that the instructor will do the same.
- The instructor's final decision will be received by the student 10 days from the original notification in an email with the subject line "Student Conduct Notification" (unless the incident is to be withdrawn by the instructor).
- The information about the process is available to the student (including their right to appeal the academic penalty) on the [College website](#) (search "Academic Integrity").
- Unless the incident involves a serious form of academic misconduct such that the student's continuation in the course is in question, encourage the student to treat this as a learning opportunity and to focus on their studies moving forward.

Adapted from the following sources:

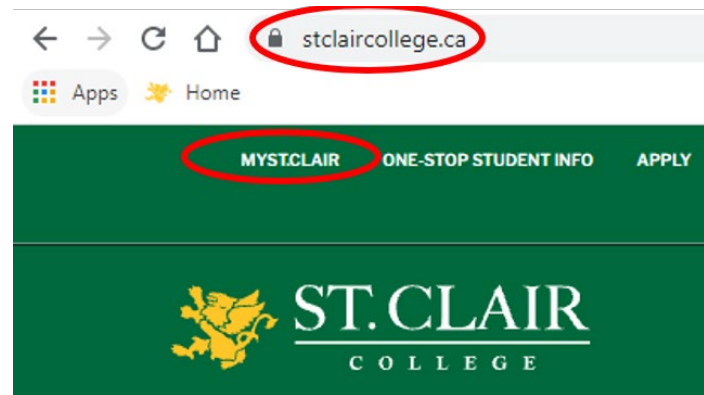
<https://academicintegrity.ucsd.edu/take-action/report-cheating/talk-student.html#Prepare-for-the-conversation>

<https://words.usask.ca/gmcte/2021/01/07/ready-to-talk-to-students-about-suspected-academic-misconduct/>

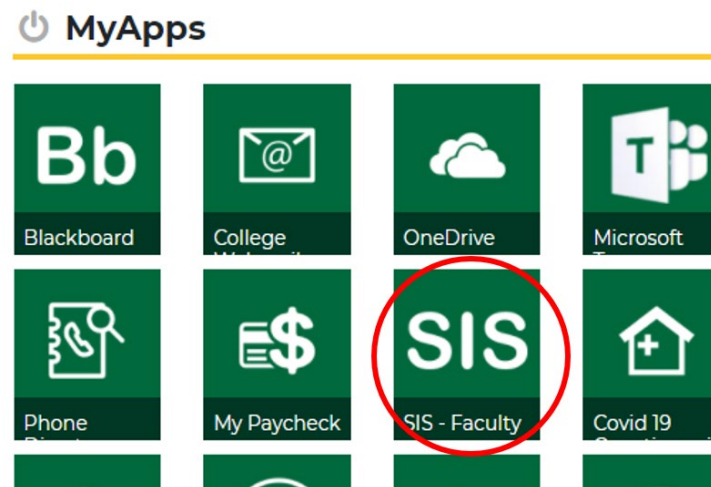
<https://www.ryerson.ca/content/dam/academicintegrity/documents/Dealing.pdf>

How to Access the Student Conduct Database

Step 1: From the [St. Clair College website homepage](#), select **MyStClair** at top left of your screen. This will take you to “My Apps”.

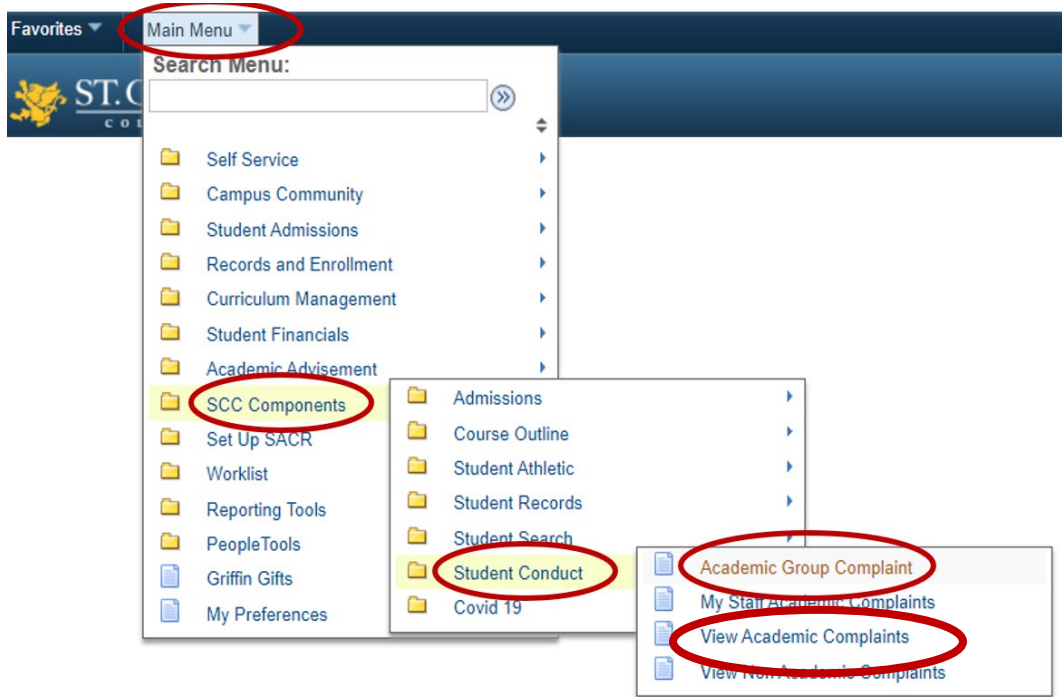


Step 2: Select **SIS**.



Step 3 Select the following:

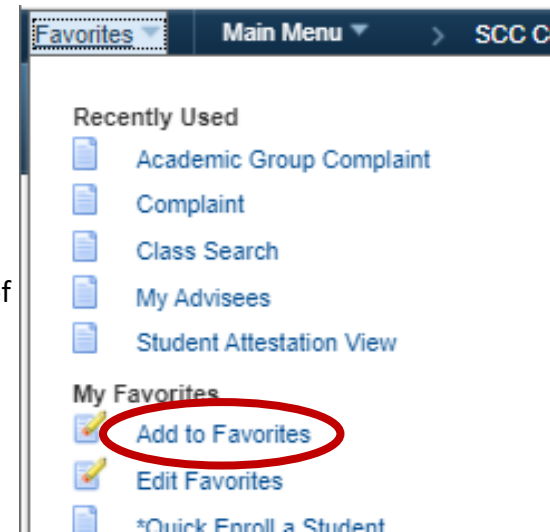
- **To report incident:** Main Menu > SCC Components > Student Conduct > **Academic Group Complaint**
- **To modify, withdraw or cancel incident:** Main Menu > SCC Components > Student Conduct > **View Academic Complaints**



Tip: Add to Favorites

When you get to the Academic Group Complaint screen, click on Favorites at top left of that screen. Then, select **Add to Favorites**.

When you next need to access Academic Group Complaints, you need only go to Favorites to locate.



Student Conduct Database: How to Report an Incident



Note: Wherever you see the magnifying glass, you can select it to locate the information you need.

1. Term

Enter the semester associated with the course.

2. Campus

Enter the campus associated with the course.



[Favorites](#) > [Main Menu](#) > [SCC Components](#) > [Student Conduct](#) > [Academic Group Complaint](#)

Academic Group Complaint

New Record (999): 999 **1** Complaint Type: Academic - Advantage Entered by: 000
 *Term: **2** Person Type: 5 - Student Entered Date: 10/23/2021
 *Campus: **2** Complaint Status: Initiated

Enter Conduct Violation Information and Default Penalty

*Conduct Code: **3** Related Id:

Conduct Code Status: Notification **Specific Location of Incident (Optional)**
 *Date of Incident: **4** Time of Incident:
 Location of Incident: Location: Building:
 Facility ID: Room:

*Complaint Description: **5** Complaint Resolution:

*Default Penalty Code: **6** Test/Asgmt. Weight: **7** Mark Reduction (%): **8**

Default Date Assigned: Penalty to be enforced after:

Select class number that the students are registered in

Term: **9** **10** Course ID: Subject: Catalog Nbr: Section: Course Name:

| Class Roster | Click to penalize student | Empl ID | First Name | Last Name | Enrolled Status | *Penalty Code | Description | Test/Asgmt. Weight | Mark Reduction (%) | Date Assigned |
|--------------------------|---------------------------|---------|------------|-----------|-----------------|---------------|-------------|--------------------|--------------------|---------------|
| <input type="checkbox"/> | | | | | | | | | | |

3. Look Up Conduct Code

This is where you will select which offence is being reported based on the policy. Click on the magnifying glass.



Look Up Conduct Code

Complaint Type Academic - Advantage

Conduct Code

Description

Search Results

View 100 First ◀ 1-10 of 10 ▶ Last

| Conduct Code | Description |
|--------------|--------------------------------------|
| ACHEA | A - Cheating |
| ACOLL | A - Unauthorized Collaboration |
| ACON | A - Contract Cheating |
| ADIS | A - Academic Dishonesty |
| AFAC | A - Facilitating Academic Misconduct |
| AFALS | A - Falsifying Information |
| AIMPR | A - Impersonation |
| AINFL | A - Attempting to Influence |
| AOWN | A - Misappropriation of Own Work |
| APLAG | A - Plagiarism |

Academic Group Complaint

New Record (999): 999 Complaint Type: Academic - Advantage
 *Term: Entered by: 000
 *Campus: Person Type: 5 - Student
Entered Date: 10/23/2021
 Complaint Status: Initiated

Enter Conduct Violation Information and Default Penalty

*Conduct Code: Related Id:

Conduct Code Status: Notification

*Date of Incident: Time of Incident:
 Location of Incident:

*Complaint Description:

*Default Penalty Code: Test/Asgmt. Weight: Mark Reduction (%):

Default Date Assigned: Penalty to be enforced after:

Select class number that the students are registered in

Term: *Class Nbr: Course ID: Subject: Catalog Nbr: Section: Course Name:

| Click to penalize student | Empl ID | First Name | Last Name | Enrolled Status | *Penalty Code | Description | Test/Asgmt. Weight | Mark Reduction (%) | Date Assigned |
|---------------------------|---------|------------|-----------|-----------------|---------------|-------------|--------------------|--------------------|---------------|
| <input type="checkbox"/> | | | | | | | | | |

To review classification of offences, [click here](#).

4. Date of Incident

Enter the **date of discovery** of the incident. For example, the day you marked the assessment.

5. Complaint Description

Note: Do not refer to student by name or any other personal identifiers in this section.

For sample complaint descriptions, [click here](#).

The screenshot shows the 'Academic Group Complaint' form in the St. Clair College system. The form is titled 'Enter Conduct Violation Information and Default Penalty'. It includes fields for 'New Record (999): 999', 'Complaint Type: Academic - Advantage', 'Person Type: 5 - Student', and 'Complaint Status: Initiated'. The 'Date of Incident' field is circled in red with a '4'. The 'Complaint Description' field is circled in red with a '5'. The 'Default Penalty Code' field is circled in red with a '6'. The 'Test/Asgmt. Weight' field is circled in red with a '7'. The 'Mark Reduction (%)' field is circled in red with an '8'. The 'Term' field is circled in red with a '9'. The 'Class Nbr' field is circled in red with a '10'. A blue arrow points from a callout box to the 'Complaint Resolution' field.

Anything entered in "Complaint Resolution" is not included in notification email (private).

This close-up shows the 'Date of Incident' field circled in red with a '4' and the 'Complaint Description' field circled in red with a '5'. A blue arrow points from the callout box below to the 'Date of Incident' field.

You do not need to enter Time of Incident or Location of Incident

6. Look Up Default Penalty Code



*Default Penalty Code: **6**

To review penalties, [click here](#).

Look Up Default Penalty Code

Complaint Type: Academic - Advantage

Penalty Code: begins with

Description: begins with

Search Results

View 100 First

| Penalty Code | Description | Academic Penalty | Admi |
|--------------|----------------------------|------------------|------|
| FAIL | FAILING GRADE IN COURSE | Y | N |
| GRAD | GRADE DEDUCTION IN COURSE | Y | N |
| MARK | MARK PENALTY ON ASSESSMENT | Y | N |
| RESU | RESUBMISSION OF ASSIGNMENT | Y | N |
| WARN | WARNING | Y | N |

St. Clair College Academic Group Complaint

New Record (999): 999 **1** Complaint Type: Academic - Advantage Entered by: 00C
 *Term: **2** Person Type: 5 - Student Entered Date: 10/23/2021
 *Campus: **3** Complaint Status: Initiated

Enter Conduct Violation Information and Default Penalty

*Conduct Code: **4** Related Id:

Conduct Code Status: Notification

*Date of Incident: **5** Time of Incident:
 Location of Incident:

*Complaint Description: **6** Complaint Resolution:

*Default Penalty Code: **7** Test/Asgmt. Weight: **8** Mark Reduction (%):

Default Date Assigned: Penalty to be enforced after:

Select class number that the students are registered in

Term: **9** **10** Course ID: Subject: Catalog Nbr: Section: Course Name:

| Click to penalize student | Empl ID | First Name | Last Name | Enrolled Status | *Penalty Code | Description | Test/Asgmt. Weight | Mark Reduction (%) | Date Assigned |
|---------------------------|---------|------------|-----------|-----------------|---------------|-------------|--------------------|--------------------|---------------|
| <input type="checkbox"/> | | | | | | | | | |

For difference between mark penalty and grade deduction, [refer to FAQ](#).

7. Assessment Weight

If you are assigning a mark penalty or resubmission, enter the weight of the assessment as percentage in the course.

- Example: test weighted at 25% will be "25".

8. Mark Reduction

Enter the degree of mark reduction.

Example 1:

- Zero grade on an assignment is full mark penalty
- 100% mark reduction: Enter "100"

Example 2:

- 10 point mark deduction on a test scored out of 50 is a partial mark penalty
- 20% mark deduction: Enter "20"

The screenshot shows the 'Academic Group Complaint' form in the St. Clair College system. The form is titled 'Academic Group Complaint' and includes the following fields and sections:

- Navigation:** Favorites, Main Menu, SCC Components, Student Conduct, Academic Group Complaint.
- Header:** ST. CLAIR COLLEGE logo.
- Form Fields:**
 - New Record (999): 999
 - *Term: [input field] (1)
 - *Campus: [input field] (2)
 - Complaint Type: Academic - Advantage
 - Person Type: 5 - Student
 - Entered by: 000
 - Entered Date: 10/23/2021
 - Complaint Status: Initiated
- Section: Enter Conduct Violation Information and Default Penalty**
 - *Conduct Code: [input field] (3)
 - Conduct Code Status: Notification
 - *Date of Incident: [input field] (4)
 - Time of Incident: [input field]
 - Location of Incident: [input field]
 - *Complaint Description: [text area] (5)
 - *Default Penalty Code: [input field] (6)
 - Test/Asgmt. Weight: [input field] (7)
 - Mark Reduction (%): [input field] (8)
 - Default Date Assigned: [input field]
 - Penalty to be enforced after: [input field]
 - Specific Location of Incident (Optional)**
 - Location: [input field]
 - Building: [input field]
 - Facility ID: [input field]
 - Room: [input field]
 - Complaint Resolution: [text area]
- Section: Select class number that the students are registered in**
 - Term: [input field] (9)
 - *Class Nbr: [input field] (10)
 - Fetch Students button
 - Course ID, Subject, Catalog Nbr, Section, Course Name
- Class Roster Table:**

| Click to penalize student | Empl ID | First Name | Last Name | Enrolled Status | *Penalty Code | Description | Test/Asgmt. Weight | Mark Reduction (%) | Date Assigned |
|---------------------------|---------|------------|-----------|-----------------|---------------|-------------|--------------------|--------------------|---------------|
| <input type="checkbox"/> | | | | | | | | | |
- Buttons:** Update Complaint and Notify, Quit Page

Test/Asgmt. Weight: Mark Reduction (%):

If the penalty is resubmission with no mark deduction, enter the weight of the assessment (i.e. 10% assignment) and enter "0" for mark deduction.

9. Look up course



- Enter course code
- Click “Look Up”
- Select course & enter to return to main screen

Look Up Class Nbr

Term:

Class Nbr: =

Subject Area: begins with BUS

Catalog Nbr: begins with 300

Class Section: begins with

Course Name: begins with

10. Click “Fetch Students”

This will return a complete list of registered students.

Select applicable students.

You can modify weight of assessment and mark deduction to correspond to particular student.

Favorites ▾ Main Menu ▾ > SCC Components ▾ > Student Conduct ▾ > Academic Group Complaint

ST. CLAIR COLLEGE

Academic Group Complaint

New Record (999): 999 Complaint Type: Academic - Advantage
 *Term: Person Type: 5 - Student
 *Campus: Complaint Status: Initiated
Entered by: 000
Entered Date: 10/23/2021

Enter Conduct Violation Information and Default Penalty

*Conduct Code: Related Id:

Conduct Code Status: Notification

*Date of Incident: Time of Incident:
 Location of Incident:

Specific Location of Incident (Optional)

Location: Building:
 Facility ID: Room:

*Complaint Description: Complaint Resolution:

Default Penalty Code: Test/Asgmt. Weight:
Mark Reduction (%):

Default Date Assigned: Penalty to be enforced after:

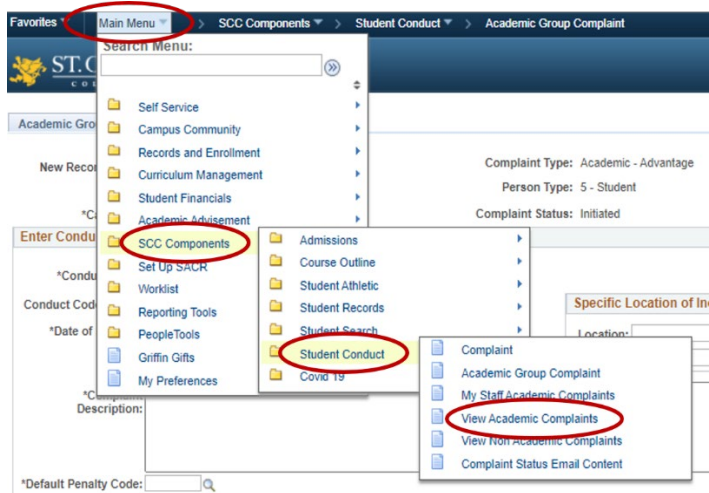
Select class number that the students are registered in

Term: Fetch Students
 *Class Nbr: Course ID:
Subject:
Catalog Nbr:
Section:
Course Name:

| Click to penalize student | Empl ID | First Name | Last Name | Enrolled Status | *Penalty Code | Description | Test/Asgmt. Weight | Mark Reduction (%) | Date Assigned |
|---------------------------|---------|------------|-----------|-----------------|---------------|-------------|--------------------|--------------------|---------------|
| <input type="checkbox"/> | | | | | | | | | |

Student Conduct Database: How to Withdraw or Cancel a Complaint within 10 Days

Step 1: SIS > Main Menu > SCC Components > Student Conduct > **View Academic Complaints**



Step 2: Enter the Student Number. Alternatively, you can search by Complaint# but Student Number is best practice.

A screenshot of the Search Criteria form. The form has several search criteria fields, each with a dropdown menu and a search icon. The 'Complaint Number' field is circled in red. The 'Student ID' field is also circled in red. The other fields are: Term, Campus, First Name, Last Name, and Other Name, all with 'begins with' dropdown menus.

Step 3: To withdraw or cancel the complaint, remain the first tab “Complaint”. Select the drop down status for **Complaint Status**.

The default of the Complaint Status is “Initiated”. If you are not able to select from the drop-down menu, it means that you are past the 10-day period and the academic penalty has been issued. Contact the Academic Integrity Facilitator instead.

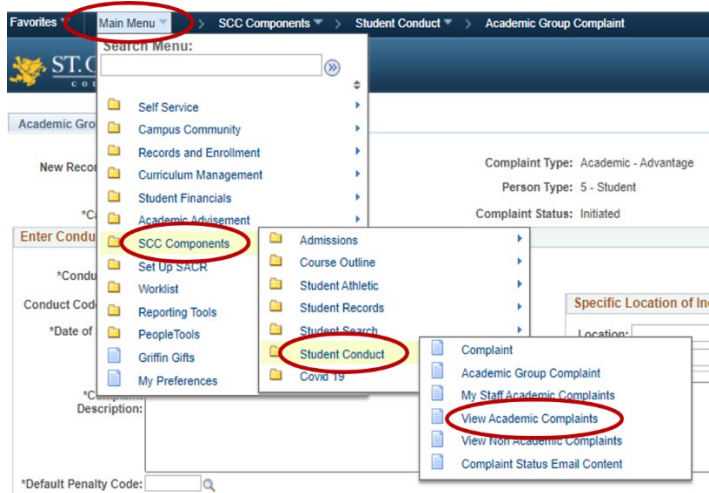
- Select “Withdrawn” if, after meeting with the student, you wish to remove the incident from the database.
- Select “Cancelled” ONLY if the entry was made in error (i.e. wrong student).

Step 4. Click **SAVE**.

The screenshot shows a web interface for managing complaints. At the top, there are four tabs: "Complaint", "Conduct Code Violated", "Complainant", and "Witnesses (Opti)". The "Complaint" tab is selected and circled in red. Below the tabs, the "Complaint Number" is 5292 and the "Complaint Type" is "Academic - Advantage". A section titled "Complaint" contains a "Complaint Status" dropdown menu currently set to "Initiated". The dropdown menu is open, showing three options: "Cancelled" (circled in red), "Initiated" (highlighted in blue), and "Withdrawn" (circled in pink). To the right of the dropdown is a button labeled "Click Find Employee - If". Below the dropdown is a field for "*Date Received:" and another for "Employee Id:" with the value "*****". Below these is a field for "Received by:" with a blue input box. A section titled "Alleged Offender" contains a field for "*Person Type:" set to "5-Student" and a button "Find Employee Group". Below this is a field for "Student ID:" with a blue input box and a search icon.

How to Update Complaint Elements Within 10 Days

Step 1: SIS > Main Menu > SCC Components > Student Conduct > **View Academic Complaints**



Step 2: Enter the Student Number. Alternatively, you can search by Complaint# but Student Number is best practice.

A screenshot of the Search Criteria form. The form has several search criteria fields, each with a dropdown menu for the search type and an input field for the search value. The search types are: Complaint Number, Term, Campus, Student ID, First Name, Last Name, and Other Name. The search types 'Complaint Number' and 'Student ID' are circled in red. The 'Student ID' search type is set to 'begins with'.

Step 3: Click on the second tab at the top: **Conduct Code Violated**

Note that the status in this tab must be in NOT=Notification in order to make changes. If the penalty has already been issued, you will not be able to make changes. Contact the Academic Integrity Facilitator instead.

Make any updates you need, including the Offence, the Penalty and also update to Complaint Description. Click **SAVE**.

If you want the student to receive an email notification, click on Student Email Notifications on the top right corner of the page.

The screenshot shows a web application interface for managing a complaint. The top navigation bar includes tabs for 'Complaint', 'Conduct Code Violated', 'Complainant', 'Witnesses (Optional)', and 'Appeal Record'. The 'Conduct Code Violated' tab is selected. Below the navigation bar, the complaint details are displayed: Complaint Number: 5499, Term: 1390 Fall 2021, Complaint Type: Academic - Advantage, Campus: SOUTH South Campus. A 'Student Email Notifications' button is visible in the top right corner. The main section is titled 'Conduct Code(S) Violated' and contains a form for entering complaint details. The 'Conduct Description' section includes a dropdown for 'Conduct Code' (set to 'A - Plagiarism'), a 'Status' dropdown (set to 'NOT Notification'), and a '*Date of Incident' field (set to '11/15/2021'). There are also fields for 'Time of Incident', 'Location of Incident', and 'Specific Location of Incident (Optional)'. The 'Complaint Description' field contains the text: 'Students needed to complete a Written Assignment where they watched two shows, summarized the episodes, and compared them. The only research required was watching the shows; all other research was prohibited.' Below this is a 'Private Comment' field. The 'Student's Course Description' section shows: Class Nbr: 4987, Course ID: 028413, Transitioning to Canadian Cult, Subject: SSC, Catalog Nbr: 206G, Section: 003, Enrollment Status: Enrolled. The 'Penalty Assessed' section shows: Penalty Code: MARK PENALTY, Test/Asgmt. Weight: 20.00, Mark Reduction (%): 100.00, and a 'Conditions' field. The 'Date Assigned' is 11/15/2021, 'Penalty Enforced Date' is 11/25/2021, and 'Eligible to Return Date' is empty. The 'Assessed By' is 'Faculty Member'. A button 'Click Find Issuer - If name below needs to be changed.' is visible at the bottom.

Example: Student Conduct Notification of Academic Misconduct

Notice - First Notification



STUDENTCONDUCT@stclaircollege.ca

To: [Redacted] Student

Cc: STUDENT CONDUCT

** DO NOT REPLY TO THIS EMAIL**

You are receiving this email as notification that your instructor is reporting an issue of academic misconduct.

Course/Section: [Redacted]

Recorded by: [Redacted] Instructor

Violation: A - Plagiarism

Notification of Academic Misconduct

Complaint Description (as entered by faculty)

Penalty Assess: MARK PENALTY ON ASSESSMENT (Academic Penalty)

Before this penalty becomes final, you have FIVE (5) DAYS of this notification to contact your instructor.

To request review, you may forward this email to your instructor with relevant information or documentation regarding this matter.

You may not drop the course at this time.

Subject to any review, the penalty assessed will become final in 10 days.

For more information about student conduct notifications:

[https://can01.safelinks.protection.outlook.com/?](https://can01.safelinks.protection.outlook.com/)

Notification of Academic Misconduct

Complaint Id: 1234

Date of Incident: Thu, Dec 22, 2022

Recorded by: [Redacted] Instructor

Student Name/Id: [Redacted] Student Name Student Number

Program: [Redacted]

Term: Fall 2022

Course/Section: [Redacted]

Violation: A - Plagiarism

Notification of Academic Misconduct

- **Instructor** is Bcc'd on this notification

This is the first email that is issued when entry is first made on Student Conduct Database. Status on Database is "NOT" (notification): 10-day period for student to contact/respond to instructor. Chair does not receive this email.

Example: Student Conduct Notification of Academic Penalty

Notice - Penalty



STUDENTCONDUCT@stclaircoll

To: [Redacted] Student

Cc: STUDENT CONDUCT

Notification of Academic Penalty

- **Chair and Instructor** are Bcc'd on this notification

This email is auto-generated 10 days after the notification period (10 days after the Notification of Academic Misconduct). This process occurs when status on the Student Conduct Database entry changes from NOT (notification) to PEA (Penalty Imposed – Auto).

** DO NOT REPLY TO THIS EMAIL. **

This is official notification that an academic penalty has been imposed.

At this time a copy has been sent to the Chair of your program for review.

Course/Section: [Redacted]

Recorded by: [Redacted] Instructor

Violation: A - Plagiarism

Complaint Description (as entered by faculty)

Penalty Assess: MARK PENALTY ON ASSESSMENT (Academic Penalty)

Final Appeal Date: Mon, Jan 9, 2023

You have the right to appeal any decision resulting in academic and/or administrative penalty. Appeals are heard by a panel of three adjudicators comprised of the Academic Integrity Administrator, a faculty representative, and a student representative. You will have the opportunity to submit documentation relevant to the appeal and attend the hearing to provide oral evidence.

If you wish to appeal this decision, you must file an appeal within FIVE (5) BUSINESS DAYS of this Notification. Appeals are initiated by completing the Appeal Form and submitting it to the Centre for Academic Excellence (CAE). You are encouraged to contract the SRC or TSI for advice prior to filing an appeal.

<https://can01.safelinks.protection.outlook.com/?>

Complaint Id: 1234

Date of Incident: Tue, Oct 18, 2022

Recorded by: [Redacted] Instructor

Student Name/Id: [Redacted] Student Number [Redacted] Student Name

Program: [Redacted]

Term: Fall 2022

Course/Section: [Redacted]


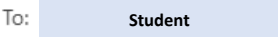
Violation: A - Plagiarism

** DO NOT REPLY TO THIS EMAIL. **

Notification of Academic Penalty

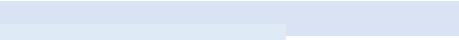
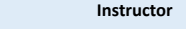
Example: Notification of Student Conduct Notification of Administrative Penalty

NOTICE - ADMINISTRATIVE PENALTY

 STUDENTCONDUCT@stclaircollege.ca
To:  Student
Cc: STUDENT CONDUCT

** DO NOT REPLY TO THIS EMAIL. **

This is an official notice that this incident has been reviewed by an Academic Administrator and that an Administrative Penalty has been imposed. This is in addition to any Academic Penalty that may have been applied.

Course/Section: 
Recorded by:  Instructor
Violation: A - Contract Cheating

Complaint Description: as entered by faculty with any notes added by Chair


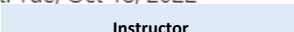
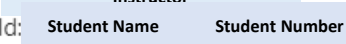
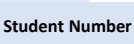
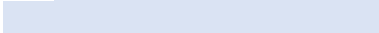

Penalty Assess: MARK PENALTY ON ASSESSMENT (Academic Penalty)
Final Appeal Date: Mon, Jan 9, 2023

Penalty Assess: WARNING - Issued by Academic Administrator (Administrative Penalty)
Final Appeal Date: Tue, Jan 10, 2023
Issued by:  CHAIR/DEAN/VPA

You have the right to appeal any decision resulting in academic and/or administrative penalty. Appeals are heard by a panel of three adjudicators comprised of the Academic Integrity Administrator, a faculty representative, and a student representative. You will have the opportunity to submit documentation relevant to the appeal and attend the hearing to provide oral evidence.

If you wish to appeal this decision, you must file an appeal within FIVE (5) BUSINESS DAYS of this Notification. Appeals are initiated by completing the Appeal Form and submitting it to the Centre for Academic Excellence (CAE). You are encouraged to contact the SRC or TSI for advice prior to filing an appeal.

<https://can01.safelinks.protection.outlook.com/?>

Complaint Id:  1234
Date of Incident: Tue, Oct 18, 2022
Recorded by:  Instructor
Student Name/Id:  Student Name  Student Number
Program: 
Term: Fall 2022
Course/Section: 
Violation: A - Contract Cheating

** DO NOT REPLY TO THIS EMAIL. **

Notification of Administrative Penalty

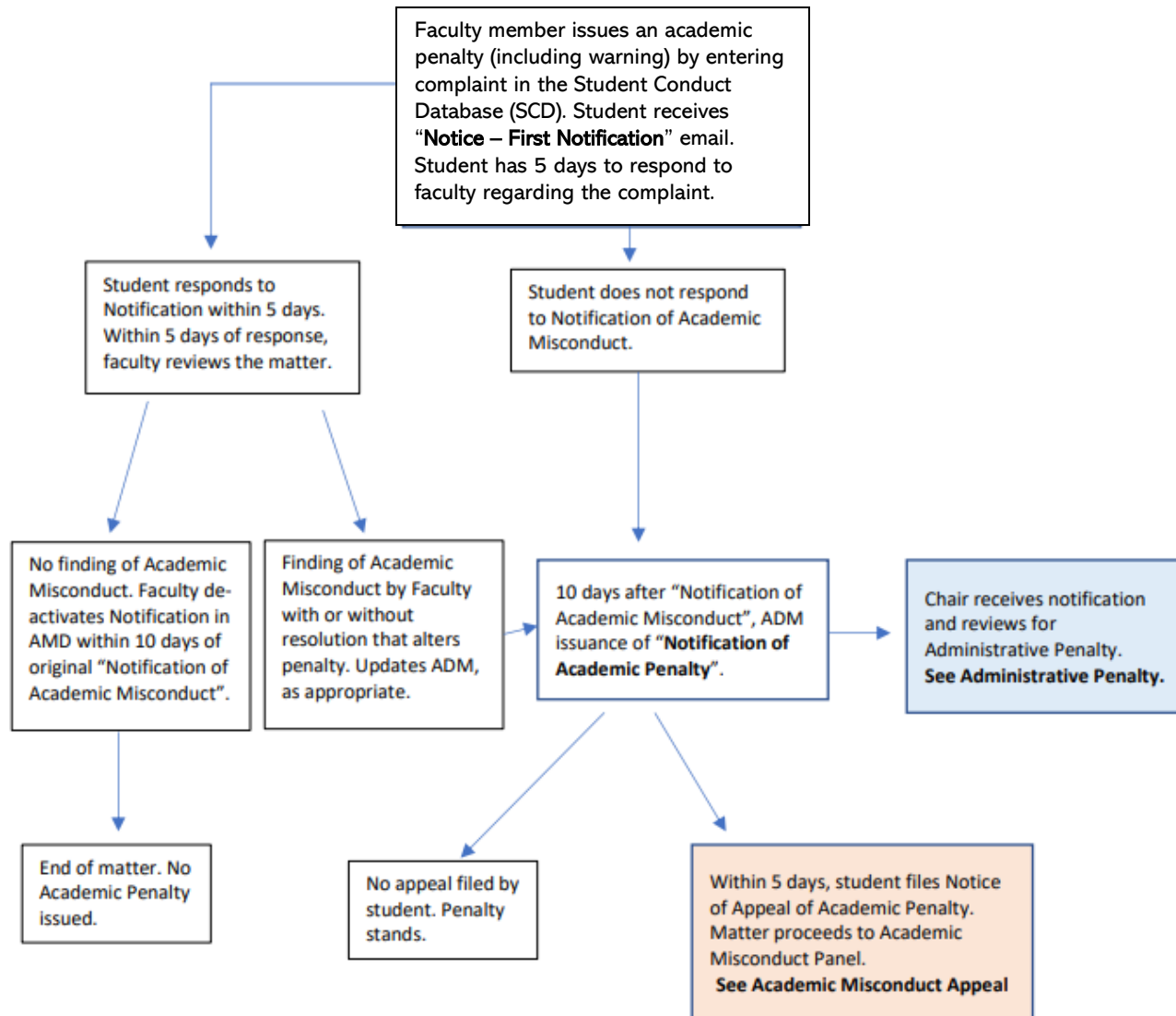
- **Instructor** and **Chair** are Bcc'd on this notification

Academic Administrator must manually change status on entry to **ADM and manually select **Send Email** to generate this (required).

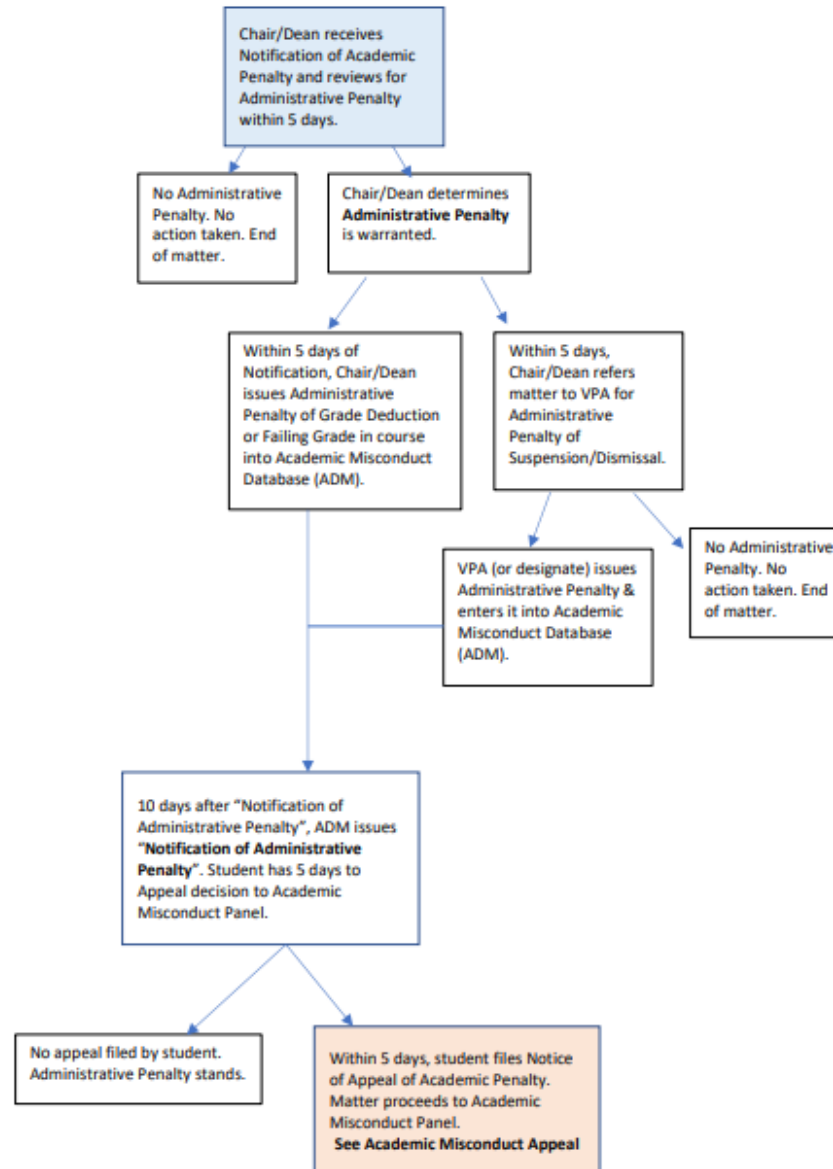
Note the appeal timelines are indicated in the email.

Notification of Administrative Penalty

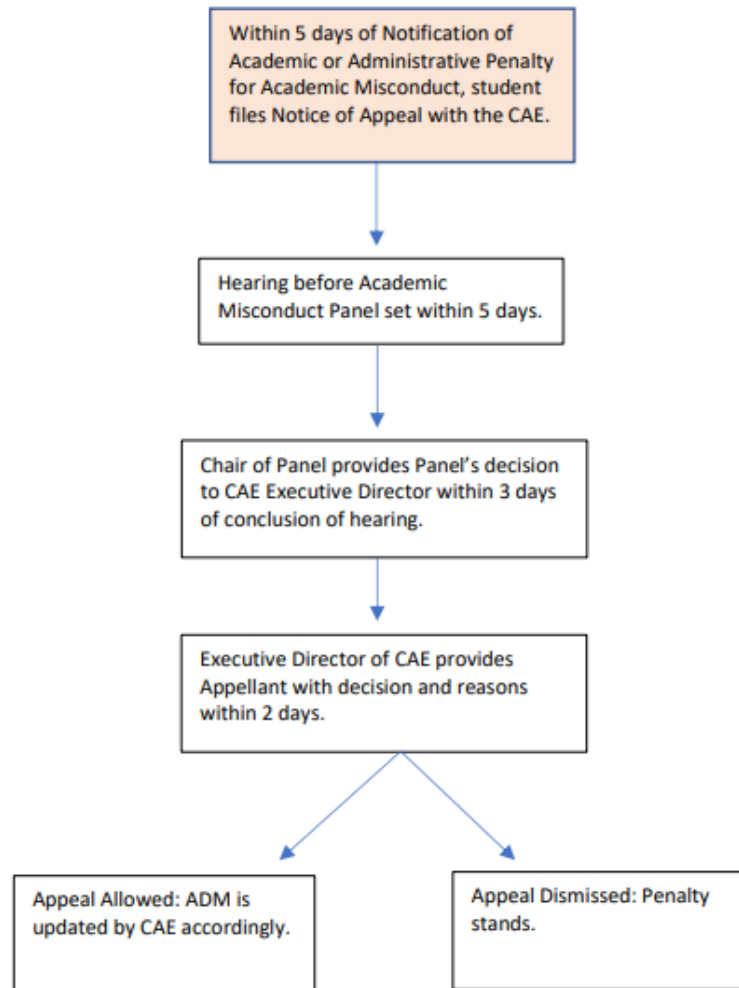
Appendix A - Academic Penalty: Flowchart



Appendix B - Administrative Penalty: Flowchart



Appendix C – Academic Misconduct Appeal Flowchart



Appeal decisions are final. No further appeals.

Notes

