



ST. CLAIR COLLEGE

CENTRE FOR ACADEMIC EXCELLENCE
AND QUALITY ASSURANCE

Quick Guide

Academic Misconduct Process

ACADEMIC MISCONDUCT SUSPECTED

Faculty who have a reasonable basis to conclude that a student has committed academic misconduct enters the incident on the Student Conduct Database.

ACADEMIC MISCONDUCT NOTIFICATION

Entering the incident on the Student Conduct Database will result in the student receiving **Notification of Academic Misconduct**. The instructor also receives a copy.

STUDENT RESPONSE

Student has 5 days in which to respond to the Notification of Academic Misconduct.

Within 10 days of original notification, instructor may withdraw or amend the entry in the database.

ACADEMIC PENALTY

On day 10 from original entry, an automatic **Notification of Academic Penalty** is sent to the student, with copy to the instructor and the Chair.

ADMINISTRATIVE PENALTY

The Chair reviews the incident and, using the same incident file entry on the Database, may add Administrative Penalty or refer to VPA. If penalty determined by Chair/VPA, **Notification of Administrative Penalty** is issued with copies sent to all parties, including student and instructor.

RIGHT TO APPEAL

Student has right to appeal Academic and/or Administrative Penalty by filing Notice of Appeal within 5 days of notification of penalty.

Copy of Form: [here](#)

APPEAL PROCESS

Appeals are heard by the Academic Misconduct Hearing Panel comprised of Academic Administrator (Chair of Panel), Faculty Representative & Student Representative. This process is coordinated by the CAE and hearings are held within 10 days of the filing of an appeal.

CONCLUSION

Where no appeal is filed, an academic misconduct penalty is finalized 5 days from the notification of penalty.

Where an appeal is filed, the matter is concluded upon the issuance of the decision of the Hearing Panel.

Reference Link: [Code of Student Rights & Responsibilities](#)

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For further assistance, contact CAE@stclaircollege.ca