

Quick Guide Infographic: Academic Misconduct Process

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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.

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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.

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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.

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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- If instructor has withdrawn the entry within 10 days, the penalty will not be issued and no record for the incident will be associated with the student.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.

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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.