

Procedure Title: Academic Integrity Operating Procedure

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Approved by: Vice President, Academic

Executive(s) Responsible: Vice President Academic

Administrator(s) Responsible: Academic Director(s); Program Manager(s)

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Background and Scope

Treas Institute is dedicated to fostering a culture of academic integrity within its learning community. Upholding academic integrity is essential for ensuring the validity and credibility of our educational programs and the qualifications earned by our students. This procedure has been established to provide clear guidelines and a structured process for addressing violations of academic integrity, thereby supporting the Institute's educational mission. Please refer to the Academic Integrity Policy for more general policy statements and definitions of key terms.

This procedure applies to all members of the Trebas Institute community, including students, faculty, and staff. It encompasses all forms of academic work and activities, including but not limited to assignments, examinations, projects, and research. The procedure outlines the responsibilities of all community members in maintaining academic integrity and provides a framework for identifying, reporting, investigating, and resolving instances of academic misconduct.

Purpose of the Procedure

The purpose of this Procedure is to ensure the maintenance of high academic standards at Trebas Institute. It aims to:

1. Establish a fair and transparent process for addressing allegations of academic misconduct.
2. Outline the responsibilities of students, faculty, and staff in upholding academic integrity.
3. Guide the imposition of appropriate sanctions for academic misconduct.
4. Promote a culture of honesty, trust, fairness, respect, and responsibility within the College's academic community.

Roles and Responsibilities

Students: Should be aware of the Academic Integrity Policy and Procedure, Types of Academic Misconduct, and Sanctions associated with them. They are responsible for responding to emails promptly and cooperating with the College staff.

Faculty: Are responsible for identifying and reporting incidents of academic misconduct to the program manager. Faculty are encouraged to resolve minor instances of academic misconduct with informal warnings.

Program Manager: Receives and reviews academic misconduct cases and communicates the process and consequences to the student, faculty and other academic designates. Determines the level (severity) of the misconduct informed by records of past misconduct and as outlined in the Academic Integrity Policy. Facilitates the administration of mandatory sanctions.

Academic Designate: An academic staff member who assigns an academic integrity learning module.

Student Success Manager: Oversees the activities of the student success team, approving any actions putting students on probation and sanctions for misconduct levels 3 and above. Handles escalated cases or regular operations in an advisor's absence.

Student Success Advisor: Actions the appropriate sanctions when necessary and prompted by the program manager, with oversight by the student success manager. Communicate with the students to inform them of actions taken and the reasoning behind those actions. Emphasize the consequences of academic misconduct during student orientation.

Registrar's Office: Records academic misconduct cases, associated sanctions, and student status changes.

Procedure

1. Identification of Academic Misconduct

- 1.1. Faculty identifies an instance of academic misconduct by a student. The faculty discusses the incident with the student to assess whether to proceed to the next step of reporting or issue a verbal warning.

2. Verbal Warning

- 2.1. If the faculty decides to issue a verbal warning, they ask the student to complete the academic integrity module created by the departmental designate. The faculty may permit the student to resubmit the assignment without penalty. The process ends here; no form is filled, and no record or administrative tracker is updated.

3. Reporting and Recording Academic Misconduct

- 3.1. If the faculty decides to proceed with reporting, they do so by filling in the academic misconduct form and submitting it to their program manager along with any supporting documentation.
- 3.2. The Program Manager reviews the incident in collaboration with the reporting faculty if needed, determines the type of academic misconduct, and imposes the required sanctions. The Program Manager also considers the student's previous infractions and the severity of the case.

- 3.2.1. Should the program manager determine that no misconduct took place or that there is a lack of sufficient evidence, they are expected to discuss and document the matter with the faculty before dismissing the case
- 3.3. The Program Manager may invite the student to an in-person or virtual meeting to discuss the details of the academic misconduct and clarify items on the form.
- 3.4. The Program Manager emails the student, copying the Registrar's Office and Student Success, within 10 business days of filing the form. The Program Manager ensures the student is informed of the penalty and their right to appeal.
- 3.5. Regardless of the Type of Academic Misconduct, an academic staff designate will assign the student an academic integrity learning module to be completed and record this assignment. The student must submit evidence of the module's successful completion to the program manager or designate.
- 3.6. In the case of Type 3 or 4 Academic Misconduct, the Program Manager must involve an academic director or dean in reviewing the evidence and applying the appropriate sanctions. The Program Manager will also inform the Student Success Manager or designate to place the student on academic probation or to proceed with an expulsion/withdrawal request as appropriate.
- 3.7. A Student Success Advisor will contact the student and inform them regarding any implications to their academic standing.
- 3.8. The Registrar's Office records the case and applies the appropriate sanction on the student's file if relevant.

4. Consequences of Academic Misconduct

- 4.1. Mandatory Sanctions for Minor (type 1) Misconduct
 - 4.1.1. A written warning issued to the student by the faculty, copying the program manager to be recorded.
 - 4.1.2. The student must complete an academic integrity learning module and assessment.

4.1.3. The student may be allowed to resubmit the assessment without penalty, subject to faculty discretion.

4.2. Mandatory Sanctions for Moderate (type 2) Misconduct

4.2.1. A grade of “0” on the assessment.

4.2.2. A written academic misconduct report submitted to the program manager to be recorded on the student’s file.

4.2.3. The student must complete an academic integrity learning module.

4.3. Mandatory Sanctions for Major (type 3) Misconduct

4.3.1. Removal of the student from the course and a failure recorded on the student’s file.

4.3.2. The student is placed on academic probation, which must be recorded on the student’s record.

4.3.3. A written academic misconduct report submitted to the program manager will be recorded on the student’s file.

4.3.4. The student must complete an academic integrity learning module.

4.4. Mandatory Sanctions for Severe (type 4) Misconduct

4.4.1. Removal of the student from the course and a failure recorded on the student’s file.

4.4.2. Typically, suspension or expulsion from the college.

4.4.3. A written academic misconduct report submitted to the program manager will be recorded on the student’s file.

5. Mitigating Academic Misconduct

5.1. Academic Integrity and consequences of misconduct are to receive significant emphasis during student orientation and at the beginning of their respective programs

5.2. The faculty handbook will include Academic Integrity principles and procedures related to misconduct reporting, which will be explicitly covered during onboarding sessions.

5.3. All academic staff are expected to review and understand all policies and procedures relevant to their station, including academic integrity.

5.4. All course syllabi/outlines must include links to the academic integrity policy and procedure and a summary of key information.

Related Legislation

- Private Information Protection and Electronic Documents Act (PIPEDA)
- Ontario Career Colleges Act, 2005

Document History

Date	Approval/Review/Key Change(s)
March 2024	Reviewed by Katy Edge
May 2024	Reviewed and changed by Arnab Banerjee
July 2024	Revision led by Academic Excellence