



<b>ACADEMIC MISCONDUCT &amp; MISCONDUCT IN THE LEARNING ENVIRONMENT POLICY</b>			
<b>Policy Type</b>	Academic	<b>Initially Approved:</b>	April 8, 2024
<b>Policy Sponsor</b>	Provost, VP Academic	<b>Last Revised:</b>	
<b>Administrative Responsibility</b>	Executive Director, Enrolment Management & Registrar	<b>Review Scheduled:</b>	2029
<b>Approver</b>	General Faculties Council		

**A. Purpose**

The purpose of this policy is to:

1. support a strong culture of academic integrity at the University, including recognition that Academic Misconduct is a serious form of intellectual dishonesty with significant consequences;
2. communicate the University’s expectations with respect to Student conduct of Academic activities;
3. communicate expectations for behavior standards in learning environments; and
4. identify roles, responsibilities, and processes related to managing academic misconduct.

**B. Scope**

This policy applies to:

1. Students’ conduct in academic activities including behavior in learning environments.
2. Students’ academic misconduct in submissions to the University at the time they were Applicants.

This policy does not apply to:

1. Academic achievement decisions.
2. Student conduct in non-academic activities.

**C. Definitions**

In this policy:

1. “Academic Activities” means critical inquiry, research and learning in the pursuit of official recognition at the University. Examples include:
  - a. course or program requirements;
  - b. examinations, tests, or quizzes; and
  - c. interactive online tutorials, or other computer-assisted instruction.

2. “Academic Achievement Decisions” means the determinations of academic standing in the absence of Academic Misconduct. This may include the assignment of grades, credit or fail designations, assessments of professional behavior in accordance with a course syllabus or outline, requirements to withdraw, and any other matter where the measurement of achievement, or academic progress, is not directly connected to an instance of Academic Misconduct.
3. “Academic Misconduct” refers to all instances of academic dishonesty. It includes any behavior that undermines the University's ability to evaluate fairly students' academic achievements, or any behavior that a student knew, or reasonably ought to have known, could gain them or others unearned academic advantage or benefit. Whether or not a student intended to commit academic misconduct is not relevant for a finding of academic misconduct. (Examples: plagiarism, cheating, accessing unauthorized assistance, buying or otherwise obtaining term papers or assignments, contributing to academic misconduct, falsifying, fabricating, misrepresenting, or forging an academic record or document, damaging, tampering or interfering with the scholarly environment, misrepresentation of personal identity or performance, unauthorized use of intellectual property, violations of specific course requirements, failure to comply with exam regulations applied by the Registrar.)
4. “Academic Probation” is assigned to students who have completed eighteen credits but have not met academic requirements within a certain semester.
5. “Academic Suspension” means a period of time during which a Student is prohibited from conducting Academic Activities at the University.
6. “Academic Warning” refers to students when their cumulative GPA is below 2.0 and a minimum of nine credits have been completed at Ambrose.
7. “Applicant” means an individual who has formally applied to study at the University. Individuals are Applicants from the time their application is received by the University until they become a Student.
8. “Cheating” is a serious form of academic misconduct. It means trying to give or gain an improper advantage in Academic Activities. Some examples of Cheating include:
  - a. copying from another Student’s work
  - b. conversing with another Student (or other Students) during an examination;
  - c. having, using, or attempting to use unauthorized materials or devices for assistance in completing Academic Activities;
  - d. attempting to read another Student’s examination papers or allowing another student to read an examination paper;
  - e. obtaining assistance from another person in completing coursework, such that there is a real question whose work is being assessed;
  - f. sitting for an examination by surrogate or acting as a surrogate; and

- g. tampering or attempting to tamper with examinations, grades or class records.
9. "Classroom" occasionally used interchangeably with Learning Environment. It means any learning environment associated with the course (e.g. labs, dance studio, art performances, experiential learning settings, field trips, faculty advising).
  10. "Disciplinary Probation" means a period of time during which a Student's Transcript retains a note about Disciplinary Probation for Academic Misconduct. Students may continue in their program or course of studies while on Disciplinary Probation.
  11. "Expulsion" means the permanent removal of a student from Ambrose for academic or non-academic causes. Expulsion is permanently noted on a student's official transcript.
  12. "Fabrication" means creating or using false records, including a transcript or other document, or citing work which does not actually exist.
  13. "Falsification" means altering or attempting to alter work or records for academic gain. Some examples of Falsification include:
    - a. altering transcripts or other third party documents;
    - b. changing, or attempting to change, recorded grades;
    - c. a Student impersonating another Student, or a Student allowing another individual to impersonate the Student; and
    - d. manipulating, changing, or omitting source material, data, methods, or findings.
  14. "Instructor" means the Academic Staff Member, Appointee, or other individual teaching a course or section of a course.
  15. "Learning Environment" means any learning environment associated with the course (e.g. labs, dance studio, art performances, experiential learning settings, field trips, faculty advising).
  16. "Misconduct in the Learning Environment" includes behaviors that:
    - a. violate established civil rights, human rights, and criminal statutes;
    - b. harm (or could be reasonably expected to harm) the mental or physical health or safety of self or others;
    - c. bully and/or harass Members of the University Community;
    - d. neglect or recklessly endanger the well-being of individuals, whether Members of the University Community or not, that are a part of, or affected by, the classroom setting;
    - e. damage or otherwise interfere with the physical learning environment; or
    - f. violate the ethical standards of one's intended profession (e.g., clinical settings, practice, directed field studies, internship, etc.).

17. “Plagiarism” occurs when a Student presents the ideas, expression of ideas or work of another individual as the Student’s own. Plagiarism is a serious academic offence and is considered fraud or theft. Some examples of Plagiarism include:
- a. using all or a portion of someone else’s work in an assignment or for other Academic Activities, without appropriate acknowledgement, which includes using someone else’s words without quotations marks around those words, inappropriate paraphrasing, or referencing someone else’s idea without appropriate attribution;
  - b. purchasing, or otherwise acquiring work and submitting it as the Student’s own original work;
  - c. submitting the Student’s prior work for evaluation in another course, or in a
  - d. subsequent attempt of the same course, without the express approval of the Instructor teaching the second course, or subsequent attempt;
  - e. using text written by a generation system as one’s own (e.g., entering a prompt into an artificial intelligence tool and using the output in your work); and
  - f. conducting any act that defrauds the academic process.
18. “Procedural Fairness” means the opportunity to be heard by an unbiased decision maker and to be made aware of the evidence considered by the decision maker. Procedural Fairness is about the procedures used to make a decision, not the actual outcome of the decision.
19. “Required Withdrawal” refers to a student in the School of Education that is not permitted to participate in academic activities due to academic achievement decision or academic misconduct.
20. “Rescission of credit or credential” results from fraudulent documentation or academic misconduct. The Dean (or designate) of the appropriate Faculty may make the recommendation for rescission to the Vice President Academic. The original conferring of a degree, diploma or certificate may be permanently deleted from the student’s academic record. A notation of “<Degree/Diploma/Certificate> Rescinded” and the date of rescission will appear permanently on the student transcript.
21. “Student” means an individual registered in a University course or program of study, or an individual who is no longer registered at the University and is alleged to have committed Academic Misconduct while they were registered in a course or program of study at the University. A Student who has been suspended, expelled or banned is referred to as a “Respondent”.
22. “Student Record” means information about a Student’s University activities maintained by the Registrar.

23. “Teaching Faculty” means the faculty responsible for the delivery of a course (this applies to credit and non-credit courses or programs).
24. “Transcript” means the official summary of a Student’s permanent academic record at the University.
25. “Unauthorized Assistance” means cooperating, collaborating, or otherwise giving or receiving assistance in completing Academic Activities without the Instructor’s permission.
26. “University” means Ambrose University.

#### **D. Principles**

1. The University expects Students to conduct Academic Activities with integrity and intellectual honesty and to recognize the importance of pursuing and transmitting knowledge ethically.
2. Students who participate in, or encourage the commission of, Academic Misconduct will be subject to disciplinary action in accordance with this policy.
3. Students are expected to cooperate in investigations of allegations of Academic Misconduct. Obstructing an investigation may result in penalties under the Student Non-Academic Misconduct Policy.
4. The Registrar maintains exam regulations for all examinations administered by the Registrar’s Office. Exam invigilators or proctors are proxies for the course instructor. A Student’s failure to comply with these regulations will be investigated as an appeal of a Final Grade.
5. Instructors will clearly communicate their expectations regarding conduct required of Students completing academic assessments in their courses. A Student’s failure to comply with those expectations will be investigated as potential Academic Misconduct.
6. In the Learning Environment (e.g., classroom setting), Students are responsible to conduct themselves in a manner that enhances, respects, and does not disrupt or bring harm or disrepute to Ambrose or Members of the University Community.
7. Standards of behavior in the learning environment are understood to apply to all environments where learning activities occur (e.g., laboratories, classrooms, field trips, practicum settings). Learning is an active and interactive process, a joint venture between Student and instructor and between Student and Student. Some topics covered within a class may lead to strong reactions and opinions. It is important that Students understand that they are entitled to hold contradictory beliefs and that they

should be encouraged to engage with these topics in a critical manner. Committing to this type of "active learning" significantly increases the learning experience for both teacher and Student, and reflects the Christian imperative to pursue truth, which lies at the heart of the Ambrose educational experience. However, active discussion of controversial topics will be undertaken with respect and empathy, which are the foundations of civil discourse in the learning environment.

## **E. Responding to Allegations of Academic Misconduct**

### **1. Detecting and Reporting Academic Misconduct**

- a. Instructors initiate the process of determining Academic Misconduct.
  - i. They will report to the Dean or Associate Dean (hereafter referred to as the Dean) of the Student's Program and the Registrar's Office all matters of academic misconduct. The Registrar's Office will determine if the misconduct is a first offence. If so, the instructor will provide a written report to the Dean identifying the underlying circumstances, relevant evidence, and sanction. Instructors will notify the Student in writing within ten (10) business days of determining academic misconduct indicating the underlying circumstances, relevant evidence, and sanction.
  - ii. If the misconduct is not a first offence or the instructor determines the misconduct means the student is unable to progress in the program, the incident will be directed to the Dean of the Student's Program for further investigation.
- b. Management of behavior in the Learning Environment primarily rests with the instructor. The instructor may direct a Student to leave the class if the Student engages in any behavior that disrupts the learning environment. If necessary, Ambrose security will be contacted to escort the Student from class.
  - i. Instructors report misconduct in the Learning Environment to the Dean.
  - ii. Instructors will notify students immediately when the instance of Misconduct in the Learning Environment has been reported to the Dean.
- c. If an instructor becomes aware of academic misconduct during a final examination it will be considered as an Appeal of a Final Grade.
- d. Alleged misconduct related to Admissions will be reported to the Registrar.
- e. Students, or other individuals, with evidence of Academic Misconduct will report in writing to the appropriate Dean.

### **2. Investigating Academic Misconduct**

- a. Investigations into allegations of Academic Misconduct will respect the Student's right to Procedural Fairness.
- b. The investigating Dean will be the dean of the Student's program.
- c. Deans investigating academic misconduct, misconduct in the learning environment, and allegations from students or other individuals will notify the

- student within ten (10) business days of receiving an allegation whether the Dean has determined that the allegation:
- i. has sufficient merit to be investigated;
  - ii. should be addressed in another manner; or
  - iii. should not be investigated or addressed in another manner.
- d. Where required by relevant professional codes, or principles of conduct, a Dean may restrict a Student's participation in specific Academic Activities in light of alleged Academic Misconduct or Misconduct in the Learning Environment by the Student. Unless the Dean determines it is appropriate to lift the restrictions sooner, these restrictions will remain in place until:
- i. The Dean determines that there was no academic Misconduct.
  - ii. The deadline to submit an appeal of a decision following investigation has passed; or
  - iii. The conclusion of the appeal process.
- e. If the Dean determines that there is sufficient merit to the allegation to investigate, the Dean will invite the Student to meet. The invitation will be in writing and will include:
- i. notice of the alleged Academic Misconduct;
  - ii. information on how to schedule a prompt meeting with the Dean in order to provide the Student's response to the allegation, and the consequences of failing to do so;
  - iii. a report of the pertinent evidence, information and particulars of which the Dean is aware;
  - iv. notice of the right to be accompanied by a support person;
  - v. a link to a copy of this Academic Misconduct Policy; and
  - vi. notice that a decision may be made in the Student's absence if the Student fails to appear at a scheduled meeting.
- f. If the Student decides to bring a support person, the Student will provide written notice of the person's attendance to the Dean at least two (2) business days before the meeting. The support person will not normally be allowed to speak during the meeting.
- g. No Instructor who is teaching a course in which the Student is enrolled at the time of the meeting may be present when the Student meets with the Dean.
- h. During the meeting with the Dean, the Student:
- i. Will have the opportunity to respond to any information contained in the invitation to meet;
  - ii. May present any relevant additional information; and
  - iii. May be accompanied by a support person of their choice as long as they provide notice in accordance with 4 above.
- i. The Dean may request additional information from the Instructor or the Student before deciding whether the Student committed Academic Misconduct.

- j. The Dean will review all information gathered and determine whether any additional investigation is necessary. The Dean may also choose to consult with the Vice President Student Life regarding instances of non-academic misconduct. If the Dean decides that further investigation is necessary, the Dean will advise the Student within five (5) business days of making that decision and will include an estimate of the additional time required to complete the investigation and communicate a decision.
- k. The Dean will decide whether or not the Student has committed Academic Misconduct. The Dean will:
  - i. apply a balance of probabilities standard to deciding whether or not a Student has committed Academic Misconduct;
  - ii. decide within five (5) business days of completing the investigation whether or not the Student has committed Academic Misconduct; and
  - iii. If the Dean decides that the Student has not committed Academic Misconduct the Dean will promptly advise the Student.
  - iv. If the Dean decides that the Student has committed Academic Misconduct, the Dean will apply an indicator on the Student's Record recording the instance of Academic Misconduct. All instances of Academic Misconduct will be tracked for administrative purposes. For Students in credit programs, an indicator will be noted on the Student Record. This indicator is not a disciplinary sanction. It does not appear on the Student's Transcript, and has no impact on the Student's ability to continue in their course or program of study. It will be viewable by the Registrar's Office and the Deans.

### **3. Discipline for Academic Misconduct**

- a. Sanctions for Academic Misconduct may be applied independently or in combination for any Misconduct and include one or more of the following:
  - i. discretionary sanctions such as required attendance at academic integrity seminars, submission of reflective essays, or similar educational requirements;
  - ii. letter of behavioral expectations – an undertaking not to engage in certain behavior and setting out the consequences if the requirements set out in the letter are not followed;
  - iii. a written warning;
  - iv. grade reductions;
  - v. failure of the relevant assignment or course;
  - vi. institutional withdrawal from one or more courses;
  - vii. loss of credit in a course;
  - viii. denial of access to non-credit courses or programs of study at the University;
  - ix. loss of privileges – denial of specified privileges for a designated period of time;



- x. disciplinary probation;
  - xi. monetary compensation for loss, damage or injury, or replacement of damaged or destroyed property;
  - xii. required withdrawal (School of Education), whereby a permanent or temporary transcript notation may be placed on the official University transcript;
  - xiii. suspension - suspension of the Student from the University for a specified period of time, after which the Student is eligible to return. A permanent or temporary transcript notation may be placed on the official University transcript. Conditions for readmission may be specified;
  - xiv. expulsion— permanent separation of the Student from the University. A permanent transcript notation may be placed on the official University transcript;
  - xv. rescission of credit or a credential obtained as a result of Academic Misconduct; and
  - xvi. other restorative measures, service to the university, or appropriate sanction.
- b. Determinations of the appropriate sanction for Academic Misconduct will consider the Student’s intention, any other instance of Academic Misconduct committed by the Student, the seniority of the Student, any relevant personal circumstances, and the gravity of the offence in the context of the course and the Student’s program of study.
  - c. Students are not permitted to withdraw from a course to avoid the sanction of a course failure for academic misconduct.
  - d. Academic Probation, Suspension and Disciplinary Probation will appear on a Student’s Transcript for the duration of the sanction.
  - e. During the term of a Suspension, Students continue to be enrolled in a program, and may register for courses scheduled to begin after the period of Suspension. A Dean may impose requirements to be completed before a Student resumes Academic Activities in the program following a Suspension.
  - f. If there is a recommendation for Required Withdrawal, Suspension or Expulsion or that a credential be rescinded, the Dean must consult with the Provost, who will make the recommendation to the President.
  - g. Expulsion, Required Withdrawal, and Rescission appear permanently on the Student’s Transcript.
  - h. The University may rescind any credential if, following an investigation, it determines that the recipient committed Academic Misconduct which would have prevented the credential being granted. A permanent notation will appear on the Student’s Transcript reflecting the rescission of the credential as a result of Academic Misconduct.
  - i. Normally within ten (10) business days of the Student’s meeting with the Dean, the Dean will provide the Student with a written decision letter

outlining the basis for a finding of Academic Misconduct and the consequences for the Student. The decision letter will:

- i. outline procedural steps in reaching the decision;
  - ii. provide the rationale for the finding of Academic Misconduct or Misconduct in the Learning Environment;
  - iii. include detail on when and how any of the sanctions will be implemented, and how long any restrictions will be in effect;
  - iv. provide information on when and how a Student may appeal the decision;
  - v. identify health and wellness supports available to the Student; and
  - vi. advise the Student if anyone else at the University will be notified of the Academic Misconduct at this stage, and if so, the reason for that notification.
- i. If the Sanctions includes suspension or a ban from the University, the Respondent (i.e., the student) will be notified of the terms and conditions associated with their return to campus at the time they are notified of the Decision. At the end of such specified period of suspension from the University, the Respondent will be eligible to return to the University provided that:
    - i. All terms and conditions of the suspension or ban have been met; and
    - ii. All other Sanctions or corrective measures required to be completed before the end of the suspension or ban period have been completed.
  - j. If a Student does not comply with discipline imposed in accordance with this procedure, the Student may be subject to discipline under the Student Non-Academic Misconduct Policy in the Community Standards.

## **F. Appeals**

1. Students who have been found responsible for committing Academic Misconduct or Misconduct in the Learning Environment may appeal the decision, and in some cases the sanctions, in accordance with the Academic Appeals Policy. However, sanctions requiring attendance at educational seminars and sanctions that are simply written warnings may only be appealed if the Student is also appealing the decision that they committed Academic Misconduct or Misconduct in the Learning Environment.
2. If an appeal is unsuccessful the original date of Suspension or Expulsion may take effect. If the Academic Appeals Committee decides that the original date is the appropriate one for a Suspension or Expulsion to take effect, the Student will not receive credit for Academic Activities completed pending the appeal decision.

## **G. Responsibilities**

1. Students will:
  - a. conduct themselves with integrity in all Academic Activities;
  - b. take responsibility for their conduct in Academic Activities;
  - c. familiarize themselves with this policy; and
  - d. present their response to allegations of Academic Misconduct when asked.

2. The Vice President Academic will:
  - a. promote Students' understanding of and adherence to the principles of academic integrity;
  - b. encourage a healthy academic culture at the University; and
  - c. provide an annual update to GFC on the nature and number of cases of Academic Misconduct investigated under this policy.
3. Academic Appeals Committee's decisions are final.

**H. Related Policies:**

1. Fraudulent Documentation Policy
2. Academic Standing Policy
3. Academic Appeals Policy

Academic Misconduct

Misconduct at time of Application

Misconduct in Learning Environment

Detecting & Reporting

Instructor determines misconduct is first offence, sends written report to Dean & RO, levies sanction

Instructor determines misconduct is not first offence or misconduct means student is unable to progress in program, forwards to Dean

Admissions or other reports admission fraud to Registrar

Instructor notifies student and reports to Dean

Investigating

Dean investigates, determines if there was misconduct and applies sanction; consults with VP Student Life

Registrar

Dean investigates, determines if there was misconduct and applies sanctions; consults with VP Student Life

Discipline for Misconduct

Limited set of sanctions applied by Instructor

Full list of sanctions available to Dean, if suspension or Expulsion must consult with Provost who will recommend to President

Admission denied

Full list of sanctions available

Appeals

Level 1 - Dean

Level 1 - Provost

Level 1 - Provost

Level 2 - Academic Appeals Committee

Level 2 - Academic Appeals Committee

Level 2 - Academic Appeals Committee

Appeal of Final Grade Assigned by Instructor or Misconduct at Final Exam

Appeal of Academic Progression determined by Academic Affairs Committees

Appeals

Level 1- Dean will adjudicate

Level 1- Academic Appeals Committee

Level 2 - Academic Appeals Committee