

Faculty of Arts Academic Misconduct Procedure

<p>Authorizing Unit Faculty of Arts</p>	<p>Table of Contents</p> <p>1 Purpose 1</p> <p>2 Scope 1</p> <p>3 Definitions 1</p> <p>4 Procedure 1</p> <p>5 Parent Policy & Procedure 2</p> <p>6 Related Instructions 2</p> <p>7 Related Operating Standards 2</p> <p>8 History 2</p>
<p>Approval Authority Dean, Faculty of Arts</p>	
<p>Implementation Authority Associate Dean, Undergraduate Programs and Student Affairs, Faculty of Arts</p>	
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<p>Last Revision</p>	

- 1 Purpose** The purpose of this procedure is to describe the process followed in the Faculty of Arts (the “**Faculty**”) to respond to allegations of Student Academic Misconduct in accordance with the Student Academic Misconduct Policy and Procedure (<https://www.ucalgary.ca/policies/files/policies/student-academic-misconduct-policy.pdf> and <https://www.ucalgary.ca/policies/files/policies/student-academic-misconduct-procedure.pdf>).
- 2 Scope** This procedure applies to all instances of alleged Academic Misconduct investigated within the Faculty.
- 3 Definitions** Unless otherwise noted, capitalized terms are as defined in the Student Academic Misconduct Policy and Procedure.
- 4 Procedure**
- 4.1** The Associate Dean, Undergraduate Programs and Student Affairs, is responsible for receiving reports and investigating all allegations of Student Academic Misconduct within the Faculty in undergraduate courses.
- The Associate Dean, Research and Graduate Programs, is responsible for receiving reports and investigating all allegations of Student Academic Misconduct within the Faculty in graduate courses.
- 4.2** Instructors will follow the Faculty of Arts Student Academic Misconduct Reporting Instructions and submit written reports of all incidents of suspected Academic Misconduct in their courses as soon as possible after becoming aware of the Academic Misconduct. Reports should be sent to artsam@ucalgary.ca.

During and After the Investigation

- 4.3** All investigations will be managed in confidence and in accordance with the University Student Academic Misconduct Policy and Procedure.
- 4.4** The Student cannot name an Academic Staff Member as an Advisor at the meeting with the Dean described in 4.13-4.16 of University [Student Academic Misconduct Procedure](#).
- 4.5** Students will be provided with information on accessing appropriate supports in accordance with the University Student Academic Misconduct Policy and Procedure. Anyone with concerns about how a student is coping should consider a referral to the Student Wellness Centre.
- 4.6** Instructors, teaching assistants, department heads, associate deans, and anyone else involved in reporting or responding to an allegation of Academic Misconduct must protect the confidentiality of all individuals involved. Cases must not be discussed with third parties, including parents or with Academic Staff Members other than the department head or designate and the associate deans responsible for Academic Misconduct cases, without written consent from the Student.
- 4.7** The associate dean or delegate will coordinate with the registrar to ensure appropriate notation of any disciplinary sanctions on the Student’s record.

5 Parent Policy & Procedure

[University Student Academic Misconduct Policy](#)
[University Student Academic Misconduct Procedure](#)

6 Related Instructions

Faculty of Arts Student Academic Misconduct Reporting Instructions

7 Related Operating Standards

University Exam Regulations

8 History

Approved:

Effective:

University policy and procedures relating to Academic Misconduct:

<https://www.ucalgary.ca/policies/files/policies/student-academic-misconduct-policy.pdf>

<https://www.ucalgary.ca/policies/files/policies/student-academic-misconduct-procedure.pdf>

Instructions for reporting: If you find evidence of plagiarism or collusion in an assignment or have evidence of cheating during an exam, you should report the problem as soon as possible to the Associate Dean, Undergraduate Programs and Student Affairs for undergraduate courses and the Associate Dean, Research and Graduate Programs for graduate courses. Please send all materials to artsam@ucalgary.ca. Your report will be forwarded to the appropriate Associate Dean.

Reporting letter: In a reporting letter, summarize the nature and extent of the misconduct. In cases of plagiarism include reference to any instructions about avoiding plagiarism that you gave in class or on the course outline. (The latter is helpful when the Associate Dean discusses the charge with the student.) Please note that if your teaching assistant detects plagiarism, it is your responsibility to review the evidence and submit the case.

Attachments to letter: Send the letter to artsam@ucalgary.ca along with the student's assignment or exam, supporting evidence (see next paragraph), assignment instructions (if applicable), and a copy of the course outline.

Evidence: N.B. Clear evidence of academic misconduct rather than mere suspicion is required to pursue a charge.

- In cases of **plagiarism**, plagiarized passages in the assignment should be clearly highlighted and cross-referenced to highlighted passages in copies of the sources.
- In cases of **unauthorized collaboration (aka collusion)** between students, highlight the text that appears in both papers.
- In cases of **cheating** on exams, give a detailed report of your observations, include reports from other witnesses (such as TAs,) describe the action that was taken during the exam, and include any other evidence of the cheating that took place.

If clarification of any details is required, the Associate Dean will consult with you either before or after meeting with the student.

Informing the student: You should inform the student that you have forwarded evidence of academic misconduct to the Associate Dean of Arts in compliance with university policy. Let the student know that the Associate Dean will invite them to an interview and rule on the case after that interview.

If the student approaches you, you can talk to them about the concerns that led you to report the case but do NOT discuss the possible penalties. Rather, make it clear that the disposition of the case and the penalty, if academic misconduct is determined to have taken place, are decided by the Associate Dean.

You can refer students to K.3 in the University Calendar, where they will find links to two University documents: the *Student Academic Misconduct Policy* and the *Student Academic Misconduct Procedure*. If a student asks about the penalty, you can tell them that possible penalties are specified under 4.7 in the Policy document and 4.21 of the Procedures document.

The student will receive an invitation to meet with the Associate Dean, likely within a few days and no longer than ten business days after receipt of your report.

Rulings: After meeting with the student, the Associate Dean will issue a ruling letter, which will be sent via email to the student and copied to you as the instructor of the course, so that you are aware of the disposition of the case and can adjust the student's grade, if necessary. The letter will also be copied to your Department Head and, if the student is not an Arts student, the Associate Dean of the student's home faculty.

Submitting Course Grades: If you need to submit final grades before you receive a ruling, record the grade as an Incomplete. The final grade can be calculated and submitted later once the ruling on academic misconduct has been made.