

ACADEMIC INTEGRITY INCIDENT

Anyone requiring further information or advice about this process should contact the OSC (Office of Student Conduct) or the Students' Association of Mount Royal College.

Step	Procedures	Responsibility	Timeline	FAQs
1.	<i>Identifying a Potential Incident</i>	Instructor	N/A	<ul style="list-style-type: none"> ○ Can anyone report an incident or does it have to be an instructor? <i>Normally, a potential incident is identified by an instructor. If the person reporting an incident is not an instructor, he/she should contact the OSC who, in turn, will notify the relevant instructor.</i> ○ How does an instructor know if the potential incident should be reported or if it is a classroom management issue? <i>There is no simple answer to this. Generally, the instructor has the responsibility of ensuring that the 'rules of classroom engagement' are clear, in writing and consistently applied. If that has occurred, then a breach of those rules likely constitutes academic dishonesty. If the rules have not been made clear, then the first incident provides the opportunity to do so.</i>
2.	<i>Establishing if there are reasonable grounds to report an Incident</i>	Instructor	immediately	<ol style="list-style-type: none"> 1. What are "reasonable grounds"? <i>Policy defines 'reasonable' as "...moderate and fair in the circumstances." Suspicion <u>must</u> be supported by evidence.</i> 2. Can / should an instructor confer with others about the incident? <i>Yes. An instructor should feel free to discuss the incident and potential sanction with his/her Chair or the OSC as they see fit.</i> 3. What if the instructor establishes that there are no reasonable grounds to report the alleged incident? <i>No further action is required. However, but see FAQ # 5 in the next section.</i>
3.	<i>Reporting the Incident</i> ○ Complete,	Instructor Student	Within 10 working days of the	<ol style="list-style-type: none"> 1. Where is the <i>Academic Integrity Incident</i> form? <i>You can get a form at the Office of the Registrar or online at</i>

	<p>sign and date Section A of the <i>Academic Integrity Incident Report</i> form.</p> <ul style="list-style-type: none"> o Meet with student to go over the form and obtain his/her signature in Section B. o Send the completed form and any documentation that supports the claim to the OSC. 		<p>occurrence of the alleged incident (whenever possible).</p>	<p>http://www.mtroyal.ca/codeofstudentconduct.</p> <ol style="list-style-type: none"> 2. Why does the student have to sign the <i>Academic Integrity Incident Report</i>? <i>This action acknowledges that (i) the instructor has spoken to the student about the alleged incident and (ii) the student has been given the opportunity to state formally whether s/he agrees or disagrees with the instructor’s version of events and possible sanction.</i> 3. Does the student’s signature signal agreement? <i>Not necessarily. The form allows for agreement or disagreement with the described incident and/or the sanction.</i> 4. What if a student refuses to sign the form? <i>The OSC will endeavour to have the student sign the form but in the event a signature cannot be obtained, the assumption is that the student disagrees with both the instructor’s version of the incident and the sanction.</i> 5. What if the instructor simply wants to deal with the alleged incident ‘in house’? <i>The primary purpose of the Code of Student Conduct is to educate students about their responsibilities to contribute to maintaining principles of academic integrity. This obligation extends to faculty members as well. The Code exists as a vehicle to ensure this responsibility is extended beyond the individual classroom and is evenly applied across the institution.</i> 6. Can the student bring someone to the instructor/student meeting? <i>Yes. The student has the option of bringing an attendant. However, the attendant is not entitled to participate in the meeting nor act as an advocate for the student.</i>
4.	Assessing	OSC		1. “If I knew that the student had a previous

	<p>Prior Incidents</p> <ul style="list-style-type: none"> o The OSC determines whether there has been a reported prior incident o Depending on that determination, the OSC will contact both student and instructor about the next steps (if applicable). 		<p>Within 5 working days of the receipt of the <i>Incident Report</i></p>	<p>incident report on file with the OSC, I wouldn't have reported this incident. I don't want the student to be penalized. How can I find out if the student has a previous report on file before I file an incident report?" (actual question from an instructor) <i>The purpose of asking for instructors to report an incident is to ensure that the implementation of the Code goes beyond the classroom and is effective at the institutional level. While it may be a student's first incident in a particular instructor's class, it may not be the first incident within the institution. In fact, very few students are repeat offenders but if a student demonstrates a pattern of academic dishonesty, it is appropriate that the sanctions escalate.</i></p>
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