

Policy Name:	Academic Integrity Policy
Originating/Responsible Department:	Vice-President (Students and Enrolment)
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I INTRODUCTION

Carleton University is a community of scholars dedicated to teaching, learning and research. Academic integrity is the set of principles by which a community of scholars governs the pursuit of scholarly activity. The soundness and reliability of scholarly activity rests on a shared commitment to academic integrity based on principles of honesty, trust, respect, fairness, and responsibility.

Academic misconduct, in any form, is ultimately destructive to the values of the University. Conduct by any person that adversely affects academic integrity at Carleton University is a serious matter. The University requires, unequivocally, academic integrity from all of its members, including students. Misconduct in scholarly activity will not be tolerated.

Carleton University's Academic Integrity Policy ("the Policy") governs student academic integrity. The integrity of a student's academic work is critical to enabling student success and ensuring fairness and reliability in the awarding of grades and degrees. Students who violate the principles of academic integrity undermine the quality of their education and the value of a Carleton University degree.

Students are expected to familiarize themselves with this policy and to uphold the principles set out herein. It should further be noted that claiming ignorance of or confusion about the academic integrity standards as described in the Policy does not excuse a student from responsibility for violations of those standards

Carleton University is committed to providing appropriate supports to ensure, as far as possible, that all students, particularly those who may be less familiar with cultural norms in the Canadian university system, understand the norms and standards of academic integrity that the University expects them to uphold. Instructors, teaching assistants, and administrators have a responsibility to ensure that their application of the Academic Integrity Policy upholds our collective commitments to fairness, equity, and integrity.

II SCOPE

It is the goal of the University that, under the auspices of the Policy, everyone be treated in a fair, transparent, and consistent manner while upholding the principles of academic integrity.

The Academic Integrity Policy:

- describes those actions and behaviours which violate Carleton University's standards of academic integrity;
- defines the responsibilities of various offices and individuals in upholding the policy;
- specifies the procedures and processes to be followed when an allegation of violating these standards has been made against a student;
- specifies the sanctions that may be applied to a student who has been found to have violated these standards; and,

- describes the appeal and petition processes open to students who feel they have not been treated fairly under this policy.

This policy applies to all students (as defined by this Policy). Any student who violates the standards of academic integrity set out in this policy will be subject to appropriate sanctions.

The Carleton University Student Rights and Responsibilities Policy governs the non-academic behaviour of students, whereas this Policy governs academic misconduct. In some cases, a student's actions may involve both academic and non-academic issues. In such cases, the student may be subject to the procedures of either or both policies.

Students are reminded that sanctions imposed by the University for breach of this Policy do not prevent the imposition of civil or criminal law sanctions by the relevant authorities in appropriate circumstances.

III PRINCIPLES

Carleton University seeks to ensure that allegations of violations of this Policy are managed appropriately. The following principles serve as the foundation for this policy:

- Carleton University's expectations for students regarding academic integrity will be clearly communicated;
- allegations shall be handled in a fair and equitable manner adhering to principles of procedural fairness;
- students will be advised that they can seek assistance from Ombuds Services to guide them through the process and inform them of their options;
- investigative procedures shall be conducted in a timely and consistent manner;
- where appropriate, sanctions are to be educational and rehabilitative rather than punitive;

IV DEFINITIONS

Appeal refers to the process by which students may appeal a decision pursuant to this Policy.

Allegation refers to information sent to the Dean by an instructor or staff member relating to their concern that a student may have committed a violation of the Policy. For example, an instructor may send a student's assignment and pages taken from an article to the Dean's office for investigation because they think the student's paper has been plagiarised from that article.

Committee refers to the Senate Student Academic Integrity Appeals Committee.

Dean means the chief academic and administrative officer of a Faculty or an Associate Dean of the Faculty who has been designated by the Dean to manage the academic misconduct process.

Disciplinary Record means the record retained by the University in respect of a student who has committed a violation of the Policy. A disciplinary record is kept confidential. It is different from the academic transcript and includes only that information specific to the allegation and decision made pursuant to the Policy.

Evidentiary Records are those records that are created as a result of an allegation that a student has violated the Policy and includes records created for that purpose by instructors, Chairs, Directors and Deans.

Examination includes tests, quizzes, mid-term, final and deferred examinations.

Expulsion from the University means the permanent termination of all of a student's rights and privileges as a student at the University. Students will be withdrawn from all courses effective the date of the expulsion. Return to studies at the University following expulsion is possible only through a petition to Senate.

Faculty may mean:

- A major teaching division of the University divided into departments, schools or other units and headed by a Dean. (e.g. Faculty of Arts and Social Sciences).
- The academic teaching staff of the University.

Instructor means any individual employed by the University to teach.

Meeting refers to a scheduled discussion, held electronically or in person.

Misconduct refers to actions by a student that constitute a violation of the academic integrity standards defined in this policy.

Ombuds Services provides advice and guidance on matters of procedure related to the Policy.

Policy means the Academic Integrity Policy of Carleton University.

Provost refers to the Provost and Vice-President (Academic) who is the chief academic officer of the University.

Senate Executive is a Standing Committee of Senate appointed by Senate. Decisions relating to the rescission or suspension of degrees, diplomas, or certificates are submitted to this standing committee.

Senate Student Academic Integrity Appeals Committee is a Standing Committee of Senate appointed by Senate. Student appeal requests are submitted to the Senate Academic Appeals Committee through the University Registrar's Office.

Student, for the purposes of the Policy, means any person who at the time of the alleged violation of the Policy satisfied at least one of the following criteria:

- was admitted to a program, including an undergraduate or graduate degree, diploma or certificate program;
- was registered in a course;
- was registered in a non-credit course offered by the University; and/or

- was applying to obtain admission, readmission or registration in a program or a course if it is alleged the person violated the Policy in order to obtain admission, readmission or registration.

Suspension is a sanction under this Policy that removes a student's right to register in any courses, or to be awarded a degree, diploma or certificate for a specified period of time. The suspension referred to in this Policy is a sanction and should not be confused with suspension, as defined in the calendar, that is the result, in certain circumstances, of an academic evaluation.

University Registrar's Office refers to the Office that provides procedural advice to instructors, students, Faculties and University administrators with respect to case investigation and documentation in the administration of the appeals process in the Policy and maintains the disciplinary records on students who have violated academic integrity. The office is responsible for maintaining the academic records of all Carleton University students, past and present, undergraduate, graduate and special.

V RIGHTS AND RESPONSIBILITIES

The University upholds and will take reasonable steps to ensure that students are aware of their rights and responsibilities as members of the University community. The importance of confidentiality and privacy of each student's academic and disciplinary University record is recognized and will be protected in accordance with legislative and policy obligations.

Students can expect other members of the Carleton University community to demonstrate honesty and integrity in their teaching, research and administrative practices. Instructors, staff, and administrators hold a responsibility to support an environment that discourages violation of the standards of academic integrity and to assist students in completing their university degree successfully.

Ombuds Services is available to advise students of their rights and responsibilities under the Policy, and to advise them on the procedures to be followed. They may be invited by either the student or the Dean to the scheduled meetings with the Dean and/or hearings with the Senate Student Academic Integrity Appeals Committee pursuant to the Policy.

Students can expect fairness and equity in the assessment of their work.

Students are responsible for being aware of and demonstrating behaviour that is honest and ethical in their academic work (see www.carleton.ca/registrar).

Instructors at both the graduate and undergraduate level have the responsibility to provide clear guidelines concerning their specific expectations of academic integrity (e.g. rules of collaboration or citation) on all course outlines, assignment and examination material.

VI ACADEMIC INTEGRITY STANDARDS

Effective adherence to academic integrity requires that students understand the meaning of academic misconduct. The following list describes conduct that violates standards of academic integrity, which may lead to the imposition of sanctions pursuant to the Policy. It is important to note that this is neither a comprehensive nor exhaustive list.

1. Plagiarism

Plagiarism is presenting, whether intentionally or not, the ideas, expression of ideas, or work of others as one's own.

Plagiarism includes reproducing or paraphrasing portions of someone else's published or unpublished material, regardless of the source, and presenting these as one's own without proper citation or reference to the original source. Examples of sources from which the ideas, expressions of ideas or works of others may be drawn from include but are not limited to: books, articles, papers, literary compositions and phrases, performance compositions, chemical compounds, art works, laboratory reports, research results, calculations and the results of calculations, diagrams, constructions, computer reports, computer code/software, material on the internet and/or conversations.

Examples of plagiarism include, but are not limited to:

- any submission prepared in whole or in part, by someone else;
- using ideas or direct, verbatim quotations, paraphrased material, algorithms, formulae, scientific or mathematical concepts, or ideas without appropriate acknowledgment in any academic assignment;
- using another's data or research findings without appropriate acknowledgement;
- submitting a computer program developed in whole or in part by someone else, with or without modifications, as one's own; and
- failing to acknowledge sources through the use of proper citations when using another's work and/or failing to use quotations marks.

2. Co-operation or Collaboration

An important and valuable component of the learning process is the progress a student can make as a result of interacting with other students. In struggling together to master similar concepts and problems and in being exposed to each other's views and approaches, a group of students can enhance and speed up the learning process. Carleton University encourages students to benefit from these activities which will not generally be viewed as a violation of the Policy. With the exception of tests and examinations, instructors will not normally limit these interactions.

Students shall not co-operate or collaborate on academic work when the instructor has indicated that the work is to be completed on an individual basis. Failure to follow the instructor's directions in this regard is a violation of the standards of academic integrity. Unless otherwise indicated, students shall not co-operate or collaborate in the completion of a test or examination.

Group Work: There are many cases where students are expected or required to work in groups to complete a course requirement. Normally, students are not responsible for violations of this policy committed by other members of a group in which they participate.

3. Misrepresentation

Students shall not submit or present false assignments, research, credentials, or other documents or misrepresent material facts for any academic purpose. Examples of misrepresentation include but are not limited to:

- falsified research or lab results and data;
- falsified facts or references;
- falsified medical or compassionate certificates;
- falsified admission documents;
- falsified letters of support or other letters of reference;
- falsified academic records, transcripts, diplomas or other registrarial records;
- falsified dates or times of submission; and
- falsified scores or records of an examination result;

If a student repeats a course, the instructor may reserve the right to request new work from that student.

4. Impersonation

It is a violation of the standards of academic integrity to impersonate another person or enter into an arrangement with another to be impersonated by any means for the purposes of gaining academic advantage including in the taking of examinations, tests, or the carrying out of laboratory or other assignments.

5. Withholding

It is a violation of the standards of academic integrity to withhold records, transcripts or other academic documents to mislead or gain unfair academic advantage.

6. Obstruction and Interference

It is a violation of the standards of academic integrity to obstruct or otherwise interfere with the scholarly activities of another in order to gain unfair academic advantage. This includes but is not limited to interfering or tampering with data or files, with human or animal research subjects, with a written or other creation (e.g. a painting, sculpture, file), with a chemical used for research, with any other object or study or research device or with library, electronic or other materials intended for academic use.

7. Disruption of Classroom Activities, Periods of Instruction, or Examinations

Carleton University has a commitment to provide an appropriate environment for learning. It is a violation of the standards of academic integrity for a student registered in a class to disrupt the class or other period of instruction.

Normally disruption of activities outside of the classroom or outside of periods of instruction or by a student not registered in the class is dealt with under the Student Rights and Responsibilities Policy but in particular cases may be subject also to the Policy.

8. Improper Access

It is a violation of the standards of academic integrity to improperly obtain access to confidential information such as examinations or test questions or to gain undue academic advantage.

9. Improper Dissemination of Confidential Information

It is a violation of the standards of academic integrity to publish, disseminate, or otherwise make available to a third-party confidential information without prior consent. Confidential information includes but is not limited to academic information, data or documents (including draft documents) which are not otherwise publicly available and which have been gathered or held with reasonable expectation of confidentiality. This includes, for example, unpublished data or drafts of articles for publication. In particular, students are expected to follow the Carleton University Policies and Procedures for the Ethical Conduct of Research.

10. Unauthorized Dissemination

It is a violation of the standards of academic integrity to publish, disseminate, or otherwise make available to a third-party instructional material where the instructor has explicitly prohibited their dissemination.

11. Knowingly Assisting in the Violation of the Standards of Academic Integrity

To assist anyone in violating the standards of academic integrity, including by posting material online where there is a reasonable expectation that it could be used in violation of the Policy, is itself a violation of academic integrity standards and is subject to sanction under the Policy. Claiming ignorance or confusion about the academic integrity standards as described in the Policy does not excuse a student from being responsible for violations of those standards.

12. Tests and Examinations

The University is committed to ensuring fairness and consistency in the completion of examinations. As part of this commitment, students are required to follow proper examinations procedures. A student who commits a violation of this Policy on an examination, test, or take-home examination, or who obtains or produces an answer or unfair advantage are subject to sanction under the Policy.

This includes but is not limited to:

- bringing to the examination/test any unauthorized material;
- consulting any person or materials, including online materials, without permission to do so during an examination;
- intentionally leaving answer papers exposed to view;
- attempting to read other students' examination papers;
- speaking to another student where prohibited;
- disrupting or delaying a test or examination;
- failing to comply with the instruction of a University official administering an examination.

A violation of this Policy may also occur by breaching one of the Rules and Procedures of Examinations or course-specific instructions (please refer to doc...).

Suspected violations of the Policy are to be considered by the Faculty Dean overseeing the course in which the alleged violation occurred. The objective of the process is to investigate, and is both rehabilitative and educational in nature. It is also meant to:

- provide students with an opportunity to respond to the allegation made against them;
- seek clarification of the evidence;
- help students understand academic integrity standards and responsibilities, and
- enable the Dean to decide whether or not the Policy has been violated and take appropriate action.

The following list describes the requisite procedures to be followed by all relevant parties throughout this process.

1. Alleged Violation

Instructors, advisors and/or supervisors shall report suspected violations of the Policy, along with all relevant evidence to the Office of the Faculty Dean.

All evidence relevant to the allegation should be sent to the Office of the Dean responsible in a timely manner after the discovery of the evidence. In academic units where consultation with the Chair (or delegate) is required, instructors will forward all appropriate documentation to the Chair who will, upon his/her judgment, forward it to the relevant Dean's office in a timely manner after receiving it from the instructor.

The instructor shall ensure that, where reasonable, all assessments are graded and returned without penalty or prejudice. If the allegation remains unresolved past the submission deadline for final grade reports, the instructor shall record a grade of GNA on the e-grades system. The grade of GNA will be replaced by the appropriate grade once the allegation has been resolved. Students should note that the presence of a GNA grade on their transcript will not affect their ability to register or remain registered in subsequent dependent courses. However, if the final resolve results in a grade that does not satisfy prerequisites, the student may be removed from the subsequent dependent courses. In cases where a student would receive an F regardless of the outcome, an F will be entered on the transcript.

2. Review of Allegation by Faculty Dean

Upon review of the documentation, the responsible Dean may determine that:

- there is insufficient evidence to proceed and return the documentation to the instructor.
- there is sufficient evidence to proceed and will contact the student in accordance with Section VII.3 of the Policy.

If the student is a graduate student, the Dean of the Faculty of Graduate Studies and Postdoctoral Affairs will notify the Faculty Dean(s) responsible for the administration of the course or program and the Deans will decide whether all relevant Faculties will be involved in the meeting.

3. Contacting the Student

The Faculty Dean shall provide the student with a Letter of Allegation that will include the nature of the allegation, the details of the associated evidence, and an opportunity for the student to provide a statement in response to the allegation. The student will be advised that they are not permitted to withdraw from the course while the allegation is being investigated. The student will be informed they can seek the advice of Ombuds Services. Ombuds Services will be copied on the Letter of Allegation.

The student has the right to see all of the available evidence that may be used to support the allegation of misconduct. However, the Dean, in their discretion, may make exceptions or redactions to the disclosure of evidence where there is compelling reason or legal obligation to do so.

The Dean may provide the student with the option to assume responsibility and forego a formal statement. If such an option is provided, it will clearly outline the sanction to be applied.

The student or Dean may request a meeting to discuss the allegation. If a meeting is required, it will be scheduled to occur normally within fifteen (15) working days or as soon thereafter as practicable following the receipt of the allegation by the Dean's office. At the request of either the Dean or the

student, a representative from Ombuds Services may be invited to the meeting as an impartial observer.

If the student does not respond to the Dean's Letter of Allegation within 5 working days, or if the student does not attend a scheduled meeting, the Dean may then make a decision based on the available evidence.

4. Decision by the Faculty Dean

Based on a review of all of the provided relevant evidence including the student's and the instructor's statements, the Faculty Dean shall determine whether a violation of the Policy has been committed, and if so, an appropriate sanction.

Prior violations of the Policy (whether sanctioned or not), should not be considered as evidence for the purposes of determining whether a violation of the policy has occurred in the present allegation.

Consideration of prior violations for the purpose of determining a present sanction shall only occur if those prior violations were sanctioned prior to the present allegation. Otherwise, such violations shall be treated as concurrent to the present investigation.

5. Notification of Decision

Student The Dean will inform the student of the decision in a timely manner. If the Dean concludes that it is necessary to conduct further investigation, the student will be informed of any new information and be given the opportunity to respond before a final decision is made as to whether the Policy has been violated.

If the Dean determines a violation of the Policy has been committed, then the written decision to the student will include a description of the conduct, the sanction imposed and the relevant details on which the finding and the sanction were based.

In cases where the student has admitted to a violation of the Policy, either during a meeting or through a written response from the student assuming responsibility, reference to this fact will be made in the letter. The student will also be informed of the appeal process and his or her right to take such action.

Other Offices The instructor, Ombuds Services, the University Registrar's Office and where appropriate, the Department/Unit Chair, and other Faculty Deans, will be informed of the Dean's decision. In cases which require action by the University or where penalties affect a student's academic record, the Dean will notify the University Registrar's Office. The University Registrar's Office will record these changes promptly after receiving notification of the penalty decision.

Where the Dean determines that there has been a violation of the Policy and imposes a sanction, a copy of the decision letter will be retained by the University. These records are Disciplinary Records and are maintained and destroyed in accordance with Part XI of the Policy. In cases where the Dean determines there has been no violation of the Policy, the record of the decision will only be kept in the Dean's office.

6. Procedures for Recommending a Sanction to the Provost or Senate Executive

Provost In a case where the Dean recommends an additional sanction to be imposed by the Provost, the Dean will advise the Provost (see Section VIII) of his or her recommendation and forward all evidence involved in the case.

The Provost will arrange a meeting with the student. Notification to the student will occur within ten (10) working days after the Provost has received the Dean's recommendation. The student will be encouraged to seek the advice of Ombuds Services, who may be invited by either the Provost or the student to attend the meeting as an impartial observer. The Provost shall determine, based on the discussion at the meeting a review of all relevant evidence, and consultation with the Dean, whether or not to apply the recommended additional sanction pursuant to Part IX.

If the additional sanction recommended by the Dean is applied, the student will be informed in writing of the sanction. The student will also be informed of the appeal process and their right to take such action.

If the additional sanction recommended by the Dean is not applied by the Provost, or if after consultation with the Dean, the Provost determines an alternate or additional sanction is deemed necessary, all other sanctions applied by the Dean will remain in effect.

Senate Executive In a case where the Provost recommends rescission or suspension of one or more degrees, diplomas or certificates, the Provost will advise Senate Executive of this recommendation and forward all evidence involved in the case to Senate Executive.

Senate Executive will, upon review of the specific evidence provided by the Provost, determine whether or not to accept the recommendation of rescission or suspension of the degree. If the sanction is upheld, the student will be informed of this decision in writing. The student will also be informed of the appeal process specific to the rescission or suspension and their right to take such action.

If the rescission or suspension of one or more degrees, diplomas or certificates recommended by the Provost is not supported by Senate Executive, all other sanctions applied by the Provost will remain in effect.

7. Procedural Exceptions

Upon request of any party, or upon their own initiative, the University may make reasonable exceptions or modifications to the procedure set out in this Policy where, in the University's discretion, it is in the interests of fairness or practical necessity to do so.

VIII SANCTIONS

If, upon reviewing all related statements and evidence, the Faculty Dean is satisfied that a violation of the Policy has occurred, the Faculty Dean will determine a sanction that is consistent with the offence.

Factors that may impact the sanction include but are not limited to:

- any record of previous violations,
- the seriousness of the violation
- the relative weight of the work,
- the student's year standing,
- the rehabilitative benefit of the sanction
- the impact of the violation on others or on the University;
- consultation with the student's supervisory committee; and
- any mitigating circumstances.

1. Sanctions may be imposed by the Faculty Dean, or in severe cases, the Faculty Dean may recommend additional sanctions to the Provost, who may further recommend sanctions to the Senate Executive. Any single violation of the Policy may be sanctioned by any one or any combination of the following:

Sanctions that may be imposed by the Faculty Dean

- A written reprimand.
- Requirement to remain registered in the course in which the violation occurred. If a student has dropped the course in which the violation occurred, they may be re-registered.
- Completion of a remediation process. Completion of a remediation process may be either a sanction of its own accord or may be used to reduce a more severe sanction. Examples of remediation are attendance at a Writing Tutorial or study skills workshop, completion of an academic integrity computer tutorial or the submission of a new assignment for grading.
- Resubmission of the piece of academic work in which the violation was committed, for

evaluation with or without a grade penalty.

- Assignment of a reduced grade (including a grade of zero or a failing grade) for the piece of academic work in respect of which the violation was committed.
- Assignment of a reduction of the final grade in the course in respect of which the violation was committed.
- Assignment of a grade of unsatisfactory or failure for the course in respect of which the violation was committed.
- Requirement that the final grade for the course not be converted to any other grade (e.g., SAT/UNS).
- Restitution of costs incurred by the University as a result of the violation of this policy.
- Withdrawal from the course in respect of which the violation was committed. In certain cases, the Dean may decide that the student will not be allowed to enroll in the course again for up to three (3) terms.
- An additional requirement of a maximum of 1.0 credit added to the student's program of studies.
- Registration limited to a specified number of credits per term for up to three (3) terms.
- Suspension for up to three (3) terms, normally beginning with the next academic term after the final decision has been made. Students are allowed to complete courses that are ongoing at the time of the decision but will be withdrawn from any courses in which they have registered and which would begin during the suspension.

1. Additional Sanctions that may be imposed by the Provost on referral from the Faculty Dean

Where the Faculty Dean has found a violation of the Academic Integrity Policy and has imposed a sanction, they may refer the case to the Provost for further sanctions. In referring a case to the Provost, the Faculty Dean may recommend that specific sanctions be imposed.

Upon referral of a case from the Faculty Dean, the Provost may additionally impose one or more of the following penalties:

- Suspension for more than three (3) terms normally beginning with the next academic term after the penalty is assigned. As part of a suspension imposed by the Provost, the student may be required to withdraw, without academic penalty, from courses unrelated to the violation, that were ongoing at the time of the imposition of the suspension. Students will be withdrawn from any courses in which they have registered and which would begin during the suspension. The Dean should clearly indicate if the recommendation includes a transcript notation. The recommendation of a notation may be permanent or for a limited time period.
- In the case of suspension for more than three (3) terms, the Provost may determine that a notation be placed on the student's transcript in the form pursuant to Part IX of the Policy. The notation may be permanent or for a limited period. In the case of a limited period, the notation shall be removed at the expiry of the set time limit.
- Expulsion from the University with a notation on the student's transcript.
- Addition of a notation to the student's transcript pursuant to Part IX of the Policy.

2. Sanctions that may be imposed by Senate Executive on recommendation of the Provost

Where the Faculty Dean has found a violation of the Academic Integrity Policy and has referred the case to the Provost for further sanctions, the Provost may, along with possibly adding additional sanctions, refer the case to Senate Executive for the rescission or suspension of one or more degrees, diplomas or certificates obtained by any graduate who, while enrolled at the University, committed any violation of the Policy.

On recommendation of the Provost, Senate Executive may impose the rescission or suspension of one or more degrees, diplomas or certificates. In such cases, a notation will be made on the student's transcript pursuant to Part IX of the Policy.

IX TRANSCRIPT NOTATIONS

All transcript notations shall include:

- the reason for the notation (for example, "Suspended for academic misconduct")
- the date the notation was applied (for example, "beginning Sept. 1, 2015")
- the date the notation is to be removed (for example, "until Aug 31, 2018")

Unless otherwise specified, the notation regarding a suspension shall be removed at the end of the period of suspension. Other notations (for example, for expulsion or for the rescission of a degree) are normally permanent. If Senate at some later date reinstates this student, this will be followed by the notation: Reinstated from Term 20xx

Petition to Remove Notation

A petition may be made to have a notation removed after the penalty has expired. Such a petition shall not be considered before five years from the date the notation was added to the transcript. A petitioner has no right to have a notation removed. The decision to remove a notation is at the discretion of Senate, acting through Senate Executive.

1. A student may initiate such a petition by a written request to the Clerk of Senate.
2. The Clerk of Senate shall refer the petition to the Senate Student Academic Integrity Appeals Committee for consideration.
3. The Senate Academic Integrity Appeals Committee will follow procedures analogous to those it uses for appeals.
4. The Senate Student Academic Integrity Appeals Committee will make, in timely fashion, a written recommendation to Senate Executive. The recommendation may include any conditions that the Committee feels that Senate Executive should impose.
5. Acting on behalf of Senate, upon receipt of the recommendation from the Senate Student Academic Integrity Appeals Committee, Senate Executive will make the decision whether or not to grant the petition.
6. In making a decision to remove a notation, Senate Executive may impose such conditions as it considers reasonable.
7. The Clerk of Senate, on behalf of Senate Executive, will inform the student in writing of the decision of Senate Executive.
8. Senate Executive will inform Senate, in a closed session, of the petition and its decision.
9. The decision of Senate Executive is final and not subject to appeal.

X APPEAL OF SANCTION

All students have the right to appeal a sanction imposed pursuant to the Policy to the Senate Student Academic Integrity Appeals Committee.

An appeal shall be based on:

- new information and facts not considered by the original decision maker
- a claim that this policy and related procedures were not properly followed
- a claim that the sanction imposed was not consistent with the offence

The Committee may

- consult with the Dean;
- determine that there is no basis for the appeal;
- deny the appeal;
- allow the appeal and refer the case back to the Dean;
- allow the appeal and refer the case to another Dean;
- allow the appeal and refer the case to a committee consisting of three Deans not involved

- in the original decision to re-hear the case; and
- consult with a subject matter expert as deemed necessary.

In a case where the Committee finds that the student has presented evidence that they were not treated equitably under the Policy, the case may be referred to an alternate Dean for reconsideration. In this case, this Dean is expected to consult with the original decision maker regarding matters of fact and the level of sanctions typical in the student's faculty for similar violations of the Policy.

In the case where a student is appealing a decision made by the Provost on a recommendation made by a Dean, the Senate Student Academic Integrity Appeal Committee is empowered to make a new decision, where it feels grounds exist, regarding the recommendation.

Carleton University recognizes that there are circumstances that make following the time constraints imposed in this policy difficult or impossible. In cases where the time constraints specified in this policy are not followed by either the student or the university, an appeal based on delay shall only be granted in cases where the delay is unreasonable, unjustified or places an undue burden on the student.

The Appeal Process

An appeal should be started by a student at the University Registrar's Office within ten (10) working days from the time that the student receives the letter notifying them of the sanction imposed under the Policy.

The original sanction will remain in effect until the appeal process is completed. In cases of extreme hardship, and following a request from the student, the Committee may grant a student a stay of sanction pending appeal. In this case, a grade of GNA may be given to the student until the appeal is decided.

Appeals are submitted on-line using the University Registrar's Office On-line Appeal Application form made available on the University Registrar's Office website. The appeal must contain a concise statement that identifies precisely the grounds for the appeal. Students are advised to consult with Ombuds Services for assistance in completing their appeal documentation.

Within five (5) working days of the submission of the on-line appeal application form the Associate Registrar, Enrolment and Records (or designate) shall:

- provide the student with a written acknowledgement of receipt of their appeal,
- notify the student of information missing from the on-line appeal application form and;
- inform the original decision-maker of the appeal.

Normally within seven (7) working days of the Associate Registrar, Enrolment and Records (or designate) sending acknowledgement of the notice of appeal, the student may make an appointment with the University Registrar's Office and review their file. In this case, the student will normally have an additional five (5) working days to provide additional evidence responding to material in the file, or further documenting the case made in the notice of appeal. When the student's documentation is complete, they will be notified of the date when the Committee will first consider their appeal. The student will also be informed of any further meetings where their appeal is considered.

Decision Making Process:

The Committee shall decide upon appeals after considering documentation provided by the student, the file provided by the Dean's office, and other relevant information. The procedural rules for the hearing of an appeal are attached to the Policy as Terms of Reference.

The Committee shall communicate its appeal decision to the student, the original decisionmaker(s), Ombuds Services, and individuals who received a copy of the Dean's decision letter in writing within ten (10) working days from the time that the Committee's decision is made.

XI RECORDS

The University Registrar's Office shall maintain Disciplinary Record under the Policy. The purpose of a Disciplinary Record, which shall be kept separate from any other of the student's records, is to determine whether there has been a previous violation, before a sanction is imposed. Such a record of violations shall not be used for any other purpose without the student's consent.

The Dean's Office shall maintain the evidentiary record under the Policy. The purpose of this record is to preserve the evidence used by the Faculty Dean in making a determination so that it can be used in the event the student makes a petition or appeal regarding the case. This record is considered confidential and shall be kept separate from all other records.

Destruction of Records related to Violations of this Policy

The University Registrar's Office and each Faculty will annually undertake a process to destroy all disciplinary records and evidentiary records of academic integrity decisions relating to students who have graduated in the past year and, where appropriate, for students who have ceased studying for at least five (5) years. Individual student records must be maintained for at least 30 days after the student graduates in order to allow all students proper access to the appeals process. Students who wish to have returned to them, work that was kept as evidence and would normally have been returned must make their wishes known in a written request to the appropriate Dean's office within 30 days of their graduation.

Records, both disciplinary and evidentiary, for students who have transcript notations will be held indefinitely in the University Registrar's Office and are to be used only in the event of a subsequent appeal by the student for which the violation of the Policy is relevant or for a petition regarding the transcript notation.

When the penalty includes a transcript notation as described in Part IX, and the student's petition to delete the transcript notation has been granted by the Senate, Senate may direct the University Registrar's Office to destroy the disciplinary and evidentiary record when the transcript notation is deleted.

Destruction of Records in cases where there is no Violation of this Policy

In the event that a student has been found not to have violated the Policy (by a Faculty Dean, the Provost, Senate Executive or on appeal) then all disciplinary records of the relevant allegation of a violation of this Policy held in the University Registrar's Office shall be destroyed.

XII REPORT TO SENATE

The University will keep the statistics on academic misconduct cases. These statistics shall be presented to Senate in an annual report by the Senate Student Academic Integrity Appeal Committee, together with any other comments on the characteristics

of violations, on compliance with the Policy, and any other relevant information.

Terms of Reference

A. SENATE STUDENT ACADEMIC INTEGRITY APPEALS COMMITTEE: MEMBERSHIP

The Senate Student Academic Integrity Appeals Committee (“the Committee”) is a Standing Committee of Senate appointed by Senate consisting of:

five faculty members, including at least one member from the Faculty of Arts and Social Sciences or the Faculty of Public Affairs, and at least one member from the Faculty of Engineering or the Faculty of Science;

- two undergraduate students; and
- two graduate students.
- University Registrar’s Office representative

Members will be asked to commit to membership of the Committee for a minimum of twelve (12) months. Student members of the Committee must be in good academic standing. The non-voting secretary of the Committee will be the Associate Registrar, Enrolment and Records or delegate. The Committee shall select its own Chair from members of the Committee. The Committee shall meet as needed in response to appeals made by students. The quorum for the Committee shall consist of two faculty members and one student. A case may be decided by a panel consisting of a selection of members of the committee preassigned to the case by the Chair. Panels will follow the rules and procedures set down for the committee including the quorum requirements.

Where a member of the Committee has a conflict of interest, that member will remove themselves from the case. In the event that there are recusals or other reasons for not having full representation, the Chair will strike a subcommittee to hear the specific case(s) ensuring that quorum is met and that there are more faculty members than students. In the case of an appeal by a graduate student, all reasonable efforts will be made by the Committee to ensure the attendance by a graduate student representative on the Committee at all meetings concerning the appeal.

B. Senate Student Academic Integrity Appeals Committee: Rules and Procedures for Appeals

1. The Senate Student Academic Integrity Appeals Committee (“the Committee”) will meet in accordance with the membership, quorum and conflict of interest requirements described in the Academic Integrity Policy (“the Policy”).
2. Students have a right to appeal decisions and/or penalties made under the Policy to the Committee only on the grounds set out in the Policy.
3. The appeal process should follow the timelines set out in the Policy. Timeframes are subject to extension only in exceptional circumstances, such as medically documented illness or religious obligations. A request for an extension should be directed to the University Registrar’s Office. The Office of Equity Services will provide students with advice on how to document religious obligations.
4. The Committee requires that students submit the appeal by completing the on-line form available on the University Registrar’s Office website. Requests for appeals not made on the standard form will be accepted, however students will be requested to fill in the standard form before the Committee hears the appeal.
5. The decision to permit the student or others to attend and observe all or some of the hearing

proceedings shall be made by the Committee as required, based on any adverse impact this may have on the parties involved.

6. The Hearing shall be chaired by the chair of the Committee or, in the case of conflict of interest or the chair's absence by a member of the Committee elected by the Committee.
7. If an oral hearing is held, the student is encouraged to bring representation in the form of a friend, peer, or student advocate. The student or the Committee may invite a delegate of Ombuds Services to attend the hearing as an impartial observer.
8. In the event of an oral hearing, the Committee shall advise the student ahead of time of any time limits on the student's statement or witnesses' statements.
9. An oral hearing is not analogous to a legal trial and should avoid overly technical or litigious language, motions and procedures. The student and Committee members should play an active role in the proceeding, and have an opportunity to ask and respond to relevant questions. Oral hearings generally begin with an in camera meeting of the Committee. The remainder of the oral hearing will normally take the following form:
 - I. A brief welcome and summary of procedures from a member of the Committee.
 - II. The student's statement (or, when appropriate, a statement from the student's representative or advocate).
 - III. Questions and requests for clarification by Committee members.
 - IV. Witness statement(s), when relevant.
 - V. Questions and responses to witness statement(s) by the Committee and then the student.
 - VI. Any witness will normally only be permitted at the hearing for the duration of the witness's presentation.
 - VII. Any further questions for the student by the Committee, followed by questions for the Committee by the student.
10. The Committee shall grant a student's appeal when they have provided a clear and convincing case.
11. The Committee shall take decisions by majority vote. The chair of the Committee will vote.
12. The Committee shall communicate the Committee's decision to the student in writing, within ten working days from the time that the Committee's decision is made.
13. The Committee shall report to Senate as described in the Senate Student Academic Integrity Policy.