

POTENTIAL ACADEMIC MISCONDUCT DETECTED

Depending on the type of suspected misconduct, the Faculty-led or Full Procedure process is initiated by the faculty member.

FACULTY-LED

If the student has engaged in a minor case of plagiarism, this process is followed.

FULL PROCEDURES

All other forms of suspected academic misconduct are addressed through the full procedures.

FACULTY-LED PROCESS

The faculty member emails the student to notify them of their concern and to schedule a meeting within five (5) business days of assessing the academic work.

The meeting consists of discussing the student's error(s), providing information on how to correct them, and determining an appropriate penalty. The penalties available in a Faculty-led process are outlined in the regulations:

- Allow the student to re-do the work with no penalty;
- Allow the student to re-do the work with penalty (no more than a 50% deduction);
- Provide a written warning regarding further Academic Misconduct; and/or
- Encourage the student to complete a workshop on Academic Integrity through the Academic Success Centre.

Students have the right to appeal only if the assigned penalty is outside of those listed above. As per section [5.2 of policy](#).

ACADEMIC MISCONDUCT PROCESS

STUDENT NOTIFIED

Faculty member emails student to notify them of suspected misconduct and allows opportunity for student to share their perspective and submit any evidence.

INVESTIGATION OCCURS

Faculty member conducts the investigation, which should be completed within five (5) days of notifying student.

RESOLUTION MEETING

Department Head/Director has Resolution Meeting with student to discuss the allegations and investigation results. Penalties are also discussed.

Administrative Decision

The Department Head or Director considers all relevant evidence, determines a finding of academic misconduct, and chooses penalty(ies), or determines there is no finding of academic misconduct and dismisses the case.

The Department Head or Director will complete the online reporting form, and a digital Notice of Disciplinary Action (NoDA) is sent to the necessary parties.

NO FINDING OF ACADEMIC MISCONDUCT

If there has been a finding of no academic misconduct, the student will be notified by email from the faculty member of the results. There will be no record of the case on the student's file.

NOTICE OF DISCIPLINARY ACTION

A finding of academic misconduct results in a Notice of Disciplinary Action (NoDA). The student is required to complete any necessary penalties, and the NoDA will remain on their academic record for the duration of their time at UFV.

ACADEMIC MISCONDUCT APPEAL

Students that meet the grounds for appeal based on policy, they have the right to appeal as outlined in policy. Students have the responsibility to determine whether their case meets grounds for appeal.

Appeal Grounds

1. The academic misconduct did not occur;
2. Bias or procedural unfairness in the initial investigation; or
3. The severity of an assigned penalty

Additional information can be found in [Policy 70 Procedures](#)