

Royal Roads University Procedure

Effective Date:

July 18, 2000

Revision Date:

February 8, 2017

If the university has reason to believe that a student may be in violation of the Policy on Academic Integrity and Misconduct, the university may initiate the processes set out below in the following order:

1. Where appropriate, a faculty member or associate faculty member, upon suspecting or determining that a student has contravened the Policy on Academic Integrity and Misconduct, will explore the matter. Faculty members or associate faculty must discuss the matter with the student within five business days of the matter being brought to their attention. If a resolution to the matter is found to the satisfaction of the faculty or associate faculty member including sanctions that is consistent with the interests of the university the matter will be closed. Written confirmation of the matter will be provided to the Dean by the faculty member or associate faculty member.
2. Should an informal resolution not be found, or not be appropriate, the matter will be referred to the head of the academic program (if applicable) and the director of the School who shall make such inquiries as necessary to determine whether a violation of this Policy has occurred and endeavour to find an informal resolution to the matter. The director must discuss the matter with the student and faculty member involved within five business days of the matter being brought to his/her attention.
3. Should an informal resolution not be found, or not be appropriate, the matter will be referred to the Dean who will immediately notify the Registrar. At this point, any changes to the student's academic records will be suspended pending resolution. The head of the academic unit must provide the student's name, student number, course in which the student is registered, the Instructor's name, a brief description of the offence, and what steps were taken to verify that the offence occurred. This report is maintained in a confidential file in the Registrar's Office pending final determination of the case.
4. The Dean shall provide the student with an opportunity to be heard in conjunction with the allegations against them. In some cases, the Dean may request an independent review by a third party, in which case the student is to be advised and provided with an estimate of the length of time this process will require, which will normally not exceed one month. Should the Dean determine that a violation of this policy has occurred, actions that may be taken include, but are not limited to:
 - a letter of reprimand;
 - a reduction of grade;

- a probationary period;
- requiring the student to re-submit an assignment or exam;
- assigning a grade of F (Fail) for the course;
- requiring the student to withdraw from a course or program of study; or,
- recommending the student be suspended or expelled from the university.

A copy of the Dean's letter advising the student of the penalty is provided to the Registrar and placed in the student's file.

If the misconduct involved research funded in whole or in part by one of the national granting Councils or another funding agency and misconduct was found to have occurred, a copy of the Final Report will be transmitted to that Council or other funding agency by the VPA within 30 days of the conclusion of the inquiry/investigation. If an allegation is dismissed, as described under paragraph 4 above or otherwise determined to have been unfounded, and the Council or other funding agency is known to be aware or is likely to be aware of the allegation, the VPA will so inform the Council or other funding agency. In cases where it is the Council which initiates a request for inquiry/investigation, the VPA will provide the Council, whose funds are involved, with a comprehensive report of the process and findings.

5. The student shall have the right to appeal the decision of the Dean to the VPA. A request for an appeal must be made by the student, in writing, to the VPA within five business days of receiving the Dean's written decision.

6. The VPA shall request a meeting with the student, in a timely fashion. Notice of this meeting shall inform the student of the allegation of misconduct, include a summary of the allegation and state that the purpose of the meeting is to determine whether a formal investigation is warranted. The notice shall also inform the student of his or her right to be accompanied by any person of his/her choice at this or other future sessions related to a formal investigation.

The VPA may, at his/her sole discretion:

a) dismiss the allegation(s), in which case the decision of the VPA is final and not subject to further appeal by any party;

b) make a determination that a violation of this Policy has occurred. The decision of the VPA is final and not subject to further appeal. Actions that may be taken include, but are not limited to:

- a letter of reprimand;
- a reduction of grade;
- a probationary period;
- requiring the student to re-submit an assignment or exam;
- assigning a grade of F (Fail) for the course;
- requiring the student to withdraw from a course or program of study; or,
- recommending the student be suspended or expelled from the university.

A copy of the VPA's letter advising the student of the penalty is provided to the Registrar and placed in the student's file.

c) strike an Investigative Committee.

7. Should the VPA refer the matter to an Investigative Committee, the committee will then consider the matter and may meet with the student.

8. The Investigative Committee will be comprised of one student at the same academic level (i.e., undergraduate or graduate) from programs other than that in which the student is enrolled, a core faculty member from the Faculty in which the student is not enrolled, and a staff member who is not a member of the Faculty. Members will be appointed by the VPA. The members will select a chair by majority vote.

9. The Investigative Committee shall determine its own procedure, having regard to its duty to act fairly toward the student. Students have the right to an opportunity to be heard in connection with the allegations against them. The Investigative Committee will determine whether it will hear from the student in person, in writing, or by some other means. If the Investigative Committee decides to meet with the student, the Investigative Committee will make a reasonable effort to notify the student in writing of the meeting no less than five business days before the meeting; a reasonable attempt will be made to arrange the meeting at the convenience of the student. The Investigative Committee shall have the power to deny the appeal, to allow the appeal and to set aside the decision of the Dean, or to vary the decision of the Dean, including by substituting any penalty for that imposed by the Dean. The Investigative Committee may impose a penalty greater or lesser than that imposed by the Dean, and has the authority to recommend the suspension or expulsion of the student.

10. Decisions of the Investigative Committee shall be final and not subject to further appeal except in cases where the decision of the Investigative Committee is to recommend the student be suspended or expelled from the university. Decisions of the Investigative Committee shall be given in timely fashion.

11. Should the Dean, VPA, or the Investigative Committee recommend to the President that the student be suspended or expelled, the President shall, prior to making a decision, provide the student an opportunity to be heard in a timely fashion. The President shall determine whether to hear from the student in person, in writing, or by some other means.

12. The student may appeal the decision of the President. If the student wishes to appeal that decision, he or she must submit a notice of appeal to the Secretary of the Board of Governors within five working days of receipt of the decision of the President. The appeal shall be considered by the Board of Governors' Appeals Committee, the decision of which is final and binding. Appeal procedures are outlined in the document entitled "Appeal Procedures for Decisions of the President to Suspend or Expel a Student."

Investigations and appeals are to be conducted in a timely manner without undue delay. The communication of decisions required above shall be initiated within two working days of the final

decision being reached.

Notice required under these guidelines may be given by email to the student's RRU account, by email to an RRU staff or faculty account, or by mail/courier to the address on record with the Registrar's Office.

The Registrar's Office is the Office of Primary Responsibility for all files in such matters and will retain the official record of any investigations and actions taken.

The Registrar will oversee the implementation of disciplinary action that results from this process.

[Grade Appeals Process](#) [1] under Academic Regulation contains all the steps!

Previous revisions:

9 October 2013 [and 12 November 2014]

15 September 2010

21 November 2007

19 July 2000

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<https://policies.royalroads.ca/procedures/academic-integrity-and-misconduct-procedures-students>

Links

[1] <http://policies.royalroads.ca/academic-regulations/section-5-grade-appeal-process>