



## SENATE MEETING

Tuesday, November 7, 2017 4:00 – 6:00 pm  
Capilano University – LB 322

### AGENDA

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#### **Acknowledgments**

*We respectfully acknowledge the Lil'wat, Musqueam, Squamish, Sechelt and Tsleil-Waututh people on whose territories our campuses are located.*

- 1. Welcome**
- 2. Approval of the Agenda - Decision** Senate Members
- 3. Approval of the October 3, 2017 Minutes – Decision** Senate Members  
Schedule 3
- 4. Correspondence Received**
- 5. Business Arising** Paul McMillan  
Schedule 5.1
  - 5.1 Senate Cap Core Implementation Ad-Hoc Committee – *Decision*
  - 5.2 Task Force on Exceptions to Curriculum Requirements – *Information* Sandra Seekins
- 6. New Business**
  - 6.1 Ad Hoc Committee on Student Evaluation of Courses and/or Learning - *Decision* Sandra Seekins
  - 6.2 Senate Representative to the Capilano University Alumni Association – *Decision* Michelle Gervais  
Motion: That \_\_\_\_\_ be appointed as the Senate representative on the CUAA Board of Directors.
  - 6.3 Senate Subcommittee Vacancies - *Information* Sandra Seekins
- 7. Committee Reports**
  - 7.1 Academic Planning and Program Review Committee - *Information* Michael Thoma
  - 7.2 Budget Advisory Committee - *Information* Bacel Younan
  - 7.3 By-law, Policy and Procedure Committee Kim Bothen  
Schedule 7.3.1
    - 7.3.1 Student Academic Integrity Policy and Student Academic Integrity Procedures – *Decision*
    - 7.3.2 S2017-03 Mature Student Policy – *Decision* Schedule 7.3.2



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|--|---------------------------------|
| 7.3.3 S2017-04 Graduation Policy – <i>Decision</i>   | Schedule 7.3.3                  |
| 7.4 Curriculum Committee –<br><a href="#">Oct 20, 2017</a> Agenda Package / <a href="#">Oct 20, 2017</a> Draft Minutes | Deb Jamison                     |
| 7.4.1 Resolution Memorandum – <i>Decision</i>  | Schedule 7.4.1                  |
| 7.4.2 Course Outline and Course Syllabus Templates – <i>Decision</i>   | Schedule 7.4.2                  |
| 7.5 Instructional Technologies Advisory Committee - <i>Information</i>   | Don Bentley                     |
| <b>8. Other Reports</b>  |                                 |
| 8.1 Chair of Senate – <i>Information</i>   | Paul Dangerfield                |
| 8.2 Vice Chair of Senate – <i>Information</i>  | Sandra Seekins                  |
| 8.3 VP Academic and Provost – <i>Information</i>   |                                 |
| 8.4 Board Report – <i>Information</i>  | Christopher Doll                |
| <b>9. Discussion Items</b>   |                                 |
| <b>10. Other Business</b>  |                                 |
| <b>11. Information Items</b>   |                                 |
| 11.1 2018 Senate Meeting Schedule  | Sandra Seekins<br>Schedule 11.1 |



## SENATE MEETING

Tuesday, October 3<sup>rd</sup>, 2017 4:00 pm  
 Capilano University – Room LB 322

### MINUTES

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**Present:** Sandra Seekins (Vice-Chair), Imroz Ali, Sean Ashley, Don Bentley, Kim Bothen, Chris Bottrill, Brent Calvert, Julia Denholm, Christopher Doll, Caroline Depatie, Darin Feist, Marnie Findlater, Megan Fretz, David Fung, Michelle Gervais, Deb Jamison, Sylvia Kind, David Kirk, Joshua Larsen, Brad Martin, Karen McCredie, Paul McMillan, Jorge Ocegüera, Emma Russell, Adam Sale, Debbie Schachter, Michael Thoma, Carleen Thomas, Stephanie Wells, Bacle Younan, Recorder: Mary Jukich

**Regrets:** Paul Dangerfield, Cyndi Banks, Jennifer Moore, Erik Steel, Halia Valladares, Andrew Willis

**Guests:** Nanci Lucas

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#### ***Acknowledgement***

*We respectfully acknowledge the Lil'wat, Musqueam, Squamish, Sechelt and Tsleil-Waututh people on whose territories our campuses are located.*

The Vice-Chair called the meeting to order at 4:05 pm.

#### **1. Welcome**

#### **2. Approval of the Agenda**

Under Business Arising, item #5.1 Further action in response to concerns and discussion raised around exceptions, was added to the agenda.

*Michelle Gervais moved and Megan Fretz seconded:  
 To adopt the amended agenda.*

**CARRIED**

#### **3. Approval of the Minutes**

*Julia Denholm moved and Joshua Larsen seconded:  
 To adopt the September 12, 2017 minutes.*

**CARRIED**

#### **4. Correspondence Received – None**

#### **5. Business Arising**

**5.1** Further Action in Response to Concerns and Discussion Raised Around Exceptions



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*Presented by: Julia Denholm*

Members were reminded that at the September 12<sup>th</sup> meeting, issues were raised with regard to the decision to approve the Hotel and Resort Management Post Baccalaureate Diploma and the Tourism Marketing and Development Post Baccalaureate Diploma with English admission requirements that did not meet the University requirements.

As a result, Senate was requested to consider to undertake a further discussion on exceptions, where exceptions are permissible or to be accommodated, and whether exceptions are contradicting the approval process that Senate has for academic matters. In this regard, a suggestion was presented that a task force be struck to review University practice and to subsequently bring recommendations back to Senate.

On further discussion, it was suggested that prior to commencing work, the task force develop their terms of reference as well as determine the scope of the mandate, and that this be brought to Senate for approval.

In determining representation on the task force, it was suggested that there be representation from all the groups that have representatives at Senate. Members interested in serving on the task force were invited to contact Karen McCredie or Julia Denholm who will do a gap analysis to ensure appropriate representation and size of the task force.

*Julia Denholm moved and Imroz Ali seconded:*

**17/59** To strike a task force to review and make recommendations regarding exceptions to curriculum requirements.

**CARRIED**

#### 6. New Business

No new business was presented.

#### 7. Committee Reports

##### 7.1 Academic Planning and Program Review Committee

No report was provided as the Committee did not meet in September.



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#### 7.2 By-law, Policy and Procedure Committee

*Presented by: Nanci Lucas*

##### 7.2.1 Student Academic Integrity Policy and Student Academic Integrity Procedures

The Student Academic Integrity Policy and Student Academic Integrity Procedures were presented to Senate for information.

Senators were requested to collect feedback on the drafts from their constituencies and forward the feedback to Nanci Lucas by October 24<sup>th</sup>.

#### 7.3 Curriculum Committee

*Presented by: Deb Jamison*

The resolutions brought forward from the September 15<sup>th</sup>, 2017 Senate Curriculum Committee meeting were presented to Senate for approval.

*Deb Jamison moved and Julia Denholm seconded*

**17/60** SCC resolutions 17/63 and 17/64 be adopted by Senate.

**CARRIED**

Senate was informed that at the September 15<sup>th</sup> SCC meeting, the proposed new course outline and syllabus templates were presented for review and discussion. Subsequent to the meeting and further revisions, SCC members were requested to indicate their approval of the templates by e-vote. The results of the e-vote indicated approval of the templates.

Although the templates were not included in the Senate package, Senate was requested to consider the new templates. Numerous concerns were raised that Senators did not have an opportunity to review the proposed templates, and there would be a lack of comfort in voting on documents that Senate did not review.



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*Deb Jamison moved and Majid Raja seconded*

To approve the course outline and course syllabus templates

**DEFEATED**  
**3 yes**  
**15 opposed**  
**1 abstention**

Further discussion arose on the possible impact and implications around the timeframe of the cap core implementation and potential repercussions if the templates were not approved. In this regard, the Chair of SCC will contact SCC members and request them to forward the templates to their constituencies for feedback. The feedback will be provided in time so that the templates can be vetted at the October 20<sup>th</sup> SCC meeting.

#### 7.4 Instructional Technologies Advisory Committee

*Presented by; Don Bentley*

SITAC had its first meeting of the academic year on Tuesday, September 26<sup>th</sup>.

The Open Education Resources working group had its first meeting of the academic year on Monday, September 25<sup>th</sup>. Future meetings are planned, and the time chosen will reflect availability of the members.

Both these committees encourage participation from members of the university community with an interest in these subject areas. Those interested can contact the OER Chair (Michel Castange) or the SITAC Chair (Don Bentley).

The CIO (Stephen O'Connor) is providing a \$20,000 pool of funds that departments can apply for to experiment with innovative instructional technologies. Application procedures are being worked out for the project funding proposals, expect a call for proposals in late October, with SITAC adjudicating the proposals at its November meeting. Proposals selected for funding will then present their results/successes/challenges encountered to the university community during the PD days in May.

#### 8. Other Reports

##### 8.1 Chair of Senate

As a result of Paul's absence, no report was presented.



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#### 8.2 Vice Chair Senate

No report was presented.

#### 8.3 VP Academic and Provost

No report was presented.

#### 8.4 Board Report

*Presented by: Chris Doll*

The Board orientation was held on September 19<sup>th</sup>, and at the September 26<sup>th</sup> meeting the Board welcomed two new elected members and approved the Post Baccalaureate Certificate in Applied Behaviour Analysis – Autism.

In addition, the Board Academic Review Committee requested a review of their terms of reference.

The Board approved the statement of financial information 2016 and 2017 on the recommendation of the Audit Committee.

The Board Chair will meet with government in late October and at that time, raise the concern of the vacant seats on the Board.

#### 9. Discussion Items

No discussion items were presented.

#### 10. Other Business

No other business was presented.


#### 11. Information Items

Members were requested to volunteer to fill the remaining vacancies on the various Senate subcommittees.

There being no further business, and on motion duly made and seconded, the meeting was adjourned at 5:30 pm.

**Next Meeting: Tuesday, November 7<sup>th</sup>, 2017**

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	Policy No.	Replaces	Policy
			<b>Senate</b>
	Policy Name		
<b>Senate Cap Core Implementation Ad-Hoc Committee Mandate and Structure</b>			
Approved by	Responsibility		Category
<b>Senate</b>	<b>Senate</b>		<b>B</b>
Date Issued	Date Revised	Revision	Related Policies, Reference
<b>October 2017</b>			

## REPORTING

The Senate Cap Core Implementation Ad-Hoc Committee (SCCAC) is an ad-hoc committee of Senate and makes recommendations to Senate.

## MANDATE

- To facilitate and make recommendations on full implementation of the Cap Core program by fall 2018.
- To recommend a timeline for implementation of the Cap Core curriculum to Senate.
- To consider possible exceptions to the Cap Core curriculum and recommend them to Senate.

## MEMBERSHIP

### The Chair

The Chair will be elected by the committee. The duties of the Chair are as follows:

- To chair the meetings of SCCAC, to prepare agendas, and to ensure that the recommendations of the SCCAC are taken to Senate.
- The chair will be a non-voting member of the committee. The chair may vote to make or break a tie vote.

### Voting Members

- Five (5) faculty representatives, one from each Faculty
- One administrator

### Non-Voting Resource Members:

- Manager, Academic Initiatives and Planning
- Others as needed and required by the committee

### Term of Office


The committee members will be appointed by Senate. If vacancies occur, appointments are made by Senate to complete the work of this committee.

## CONDUCT OF MEETINGS

### Schedule

As needed.

### Quorum

	Policy No.	Replaces	Policy
			<b>Senate</b>
	Policy Name		
	<b>Senate Cap Core Implementation Ad-Hoc Committee Mandate and Structure</b>		
Approved by	Responsibility		Category
<b>Senate</b>	<b>Senate</b>		<b>B</b>
Date Issued	Date Revised	Revision	Related Policies, Reference
<b>October 2017</b>			


Four voting members.

#### **Visitors to Meetings**

Guests will be invited at the discretion of the committee when deemed necessary or desirable.

#### **Time Line**

This committee shall attempt to report its final recommendations to Senate no later than May, 2018.

 <b>CAPILANO UNIVERSITY</b>		<b>POLICY</b>	
Policy No.	Officer Responsible		
<b>S1999-01</b>	<b>Vice-President Academic and Provost</b>		
Policy Name			
<b>Academic Integrity</b>			
Approved by	Replaces	Category	Next Review
<b>Senate</b>	<b>Cheating and Plagiarism</b>	<b>B</b>	<b>2021</b>
Date Issued	Date Revised	Related Policies, Reference	
<b>January 2018</b>		<b>S1999-01-01 Academic Integrity Procedures</b> <b>S2015-03 Senate Student Appeal Policy</b> <b>S2015-03-01 Senate Student Appeal Procedures</b>	

## 1. PURPOSE

1.1 Capilano University has a culture of integrity, ethical conduct, and intellectual and academic honesty and expects its students to uphold these values. Academic integrity is fundamental to the creation, transmission and acquisition of knowledge; the upholding of academic integrity is a condition of continued enrolment at Capilano University.

1.2 Any instance of academic dishonesty or breach of the standards of academic integrity is serious and students will be held accountable for their actions, whether acting alone or in a group. This policy defines relevant terms, outlines the roles of each of the parties to a policy violation, and identifies the consequences of such violations.

## 2. SCOPE

2.1 This policy and related procedures apply to any student at Capilano University who is registered in a credit course. The University may choose to investigate allegations under this policy concurrently with investigations under another University policy and procedures, by law enforcement, courts, or another external entity.

## 3. DEFINITIONS

**Appellant** – a respondent who has filed or intends to file a formal appeal of the decision(s) of an administrator of this Policy.

**Complainant** – a person who has made a report of an alleged violation of this Policy.

**Course Outline/Syllabus** – for the purpose of this policy, these terms can be used interchangeably to describe the document that sets out the parameters, expectations, and content of a course.

**Instructor** - a person who is responsible for delivering course curriculum and evaluating students' work.

**Investigator** – a person who collects, reviews, and reports on all evidence related to alleged violations of this policy.

**Respondent** – a student who is investigated for an alleged violation of this policy.

**Senate Student Appeals Committee** – the body that creates impartial tribunals to hear and determine the outcome of appeals on grades and other academic matters and appeals regarding penalties imposed during academic integrity proceedings.

**Student** – an individual who is registered in a credit course or a course of study at the University or who was registered at the time the violation is alleged to have occurred.

**Witness** – a person who is identified as having additional information regarding an alleged violation.

#### 4. INSTRUCTOR RESPONSIBILITIES:

4.1 Instructors are responsible for taking actions to prevent academic dishonesty. It is the instructor's responsibility to take appropriate action if academic dishonesty has occurred. At a minimum, the instructor is required to do the following:

- i. Include in all course syllabi/outlines a statement pertaining to the importance of academic integrity, and a reference to the Academic Integrity Policy and Procedures for violations to this policy;
- ii. Review these course syllabi/outlines statements with students at the beginning of each term and outline expectations for demonstrating academic integrity in the course and within the specific academic discipline;
- iii. Provide students with information about the correct use of acceptable references/citation format(s) within the academic discipline; and,
- iv. Provide students with information about any rules relating to acceptable levels of collaboration on assignments or in any required laboratory, research, or clinical work.

#### 5. STUDENT RESPONSIBILITIES:

5.1 Students are responsible for knowing the academic expectations and standards of their instructors, including but not limited to understanding the course syllabus, seeking assistance if required, and knowing the standards of documentation required in assessments.

5.2. Students are expected to make themselves aware of the information contained in this policy. Lack of awareness does not excuse students from responsibility for their actions.

## 6. STANDARDS OF ACADEMIC INTEGRITY

6.1 Students are expected to meet the standards of academic integrity defined in this policy, as well as any additional course-specific academic integrity standards stated in the course syllabus.

Standards of academic integrity include, but are not limited to:

- i. Independently producing work submitted under their own name;
- ii. Properly and appropriately documenting all work;
- iii. Identifying all collaborators in work;
- iv. Completing examinations without giving or receiving assistance unless assistance is required due to documented accommodation;
- v. Respecting the integrity of examination materials and/or the examination process.

## 7. ACADEMIC DISHONESTY

7.1 Violations of academic integrity, including dishonesty in assignments, examinations, or other academic performances, are prohibited and will be handled in accordance with the Academic Integrity Procedures.

7.2 Academic dishonesty is any act that breaches one or more of the principles of academic integrity. Acts of academic dishonesty may include but are not limited to the following types:

7.2.1 Cheating: Using or providing unauthorized aids, assistance or materials while preparing or completing assessments, or when completing practical work (in clinical, practicum, or lab settings), including but not limited to the following:

- i. Copying or attempting to copy the work of another during an assessment;
- ii. Communicating work to another student during an examination;
- iii. Using unauthorized aids, notes, or electronic devices or means during an examination;
- iv. Unauthorized possession of an assessment or answer key; and/or,
- v. Submitting of a substantially similar assessment by two or more students, except in the case where such submission is specifically authorized by the instructor.

7.2.2 Fraud: Creation or use of falsified documents.

7.2.3 Misuse or misrepresentation of sources: Presenting source material in such a way as to distort its original purpose or implication(s); misattributing words, ideas, etc. to someone other than the original source; misrepresenting or manipulating research findings or data; and/or suppressing aspects of findings or data in order to present conclusions in a light other than the research, taken as a whole, would support.

7.2.4 Plagiarism: Presenting or submitting, as one's own work, the research, words, ideas, artistic imagery, arguments, calculations, illustrations, or diagrams of another person or persons without explicit or accurate citation or credit.

7.2.5 Self-Plagiarism: Submitting one's own work for credit in more than one course without the permission of the instructors, or re-submitting work, in whole or in part, for which credit has already been granted **without permission of the instructors**.

7.2.6 Prohibited Conducts: The following are examples of other conduct specifically prohibited:

- i. Taking unauthorized possession of the work of another student (for example, intercepting and removing such work from a photocopier or printer, or collecting the graded work of another student from a stack of papers);
- ii. Falsifying one's own and/or other student's attendance in a course;
- iii. Impersonating or allowing the impersonation of an individual;
- iv. Modifying a graded assessment then submitting it for re-grading; or,
- v. Assisting or attempting to assist another person to commit any breach of academic integrity.

## 8. INVESTIGATION OF **ALLEGED** VIOLATIONS OF THE STUDENT ACADEMIC INTEGRITY POLICY

8.1 All alleged violations of the Student Academic Integrity Policy must be reported to the appropriate dean by the instructor and/or the program coordinator, **convenor** or chair. Students should report all alleged violations of this policy to the instructor, program coordinator, **convenor** or chair, or the appropriate dean.

8.2 The dean (or designate) will conduct an investigation into the alleged violation prior to imposing any sanctions on the student.

8.3 The dean must provide the investigator with clear standards of investigation, and provide annual training for all potential investigators.

8.4 All investigations must follow the procedures outlined in the Academic Integrity Procedures.

## 9. PENALTIES FOR VIOLATIONS OF THE STUDENT ACADEMIC INTEGRITY POLICY


9.1 It is recognized that acts of academic dishonesty will vary in degree of seriousness. This policy allows for a range of penalties and encourages the dean (or designate) to consider the context and severity of each confirmed policy breach, as well as any recommendations made by the instructor(s) bringing the instance forward.

9.2 A withdrawal from the course, or the University, under these circumstances shall not stop Capilano University from investigating or from imposing sanctions.

9.3 Please refer to the Academic Integrity Procedures for more information on possible penalties.

## **10. APPEAL OF PENALTIES FOR VIOLATIONS OF STUDENT ACADEMIC INTEGRITY POLICY**

10.1 A student has the right to appeal the determination of academic misconduct and/or the severity of the sanction to the Senate Student Appeals Committee.

 <b>CAPILANO UNIVERSITY</b>		<b>PROCEDURE</b>	
Procedure No.		Officer Responsible	
<b>S1999-01-01</b>		<b>Vice-President Academic and Provost</b>	
Procedure Name			
<b>Academic Integrity</b>			
Policy This Procedure is Under			Date of Next Policy Review
<b>S1999-01 Academic Integrity</b>			<b>2020</b>
Date Issued	Date Revised	Related Policies, Reference	
<b>January 2018</b>		<b>S1999-01 Academic Integrity Policy</b> <b>S2015-03 Senate Student Appeal Policy</b> <b>S2015-03-01 Senate Student Appeal Procedure</b>	

## 1. PURPOSE

1.1 The procedures outlined in this document are designed to support Capilano University’s Academic Integrity Policy. These procedures form the framework by which instructors, staff, and the administrative team respond to allegations made under Policy S1999-01. In addition, these procedures are meant to inform all employees and students who are involved in the student academic integrity process about the steps to be followed in the implementation of the policy.

1.2 Any employee of Capilano University who observes a suspected violation of academic integrity should make a report to the relevant instructor, chair, coordinator, **convenor** or dean. If the instructor is not the employee who observes a suspected violation, the instructor will be notified as soon as possible.

1.3 Any student of Capilano University who observes a violation of academic integrity should make a report to the relevant instructor, chair, coordinator, **convenor** or dean.

## 2. INSTRUCTOR REMEDY

2.1 When an infraction is suspected, the instructor will meet with the student(s) to discuss the matter and to consider an appropriate remedy.

2.2 Remedies available to an instructor, at this stage, are limited to the following:

- i. Documented completion of a plagiarism/cheating workshop within a stated time frame;
- ii. Completion of an assessment in place of the one under investigation; or,
- iii. A reduced grade on the relevant assignment, to a minimum grade of zero.

2.3 Within five (5) business days of the scheduled meeting with the student, the instructor must inform the student via the student's official Capilano University email of the nature of the remedy to be imposed. Within five (5) business days of assigning the remedy, the instructor must inform the Office of Student Affairs of the infraction and the remedy imposed.

### 3. INITIATION OF AN INVESTIGATION

3.1 If it appears that the violation is serious, or if the student disputes the violation or the remedy proposed under Section 2, then the instructor must inform the appropriate dean within five (5) business days.

3.2 The first step is for the dean (or designate) to contact the Office of Student Affairs to determine whether the incident is a first or a subsequent offense. The dean (or designate) will determine if an investigation is required based upon confirmation of a previous offense or the seriousness of the alleged infraction. If an investigation is required, it must be initiated no more than five (5) business days after the dean has been informed. If an investigation is not required, the dean will inform the instructor **and the Office of Student Affairs** that a full investigation is not warranted and the instructor may choose to impose a remedy stated in Section 2.

### 4. PROCEDURE FOR INVESTIGATIONS

4.1 The student must be notified via the student's official Capilano University email that they are suspected of violating academic integrity and an investigation is pending by the investigator.

4.2 The investigator will conduct the investigation, which may include but is not limited to:

- discussing the case details with the dean who received the complaint;
- interviewing the instructor or other employees who might have information;
- performing online searches;
- circulating the assessment(s) in question to other instructors in related courses;
- interviewing witnesses;
- interviewing the student; and,
- asking the student to submit rough notes or other proof of composition.

4.3 After the investigation is complete, the investigator will write a report that includes a summary of the evidence. The dean will receive the report and summary from the investigator.

4.4 If, as a result of the report, the complaint is deemed to be without merit or is frivolous, trivial, or vexatious, it will be summarily dismissed by the investigator and the instructor will be notified, in writing, of the reason(s) for the dismissal. The student will also be notified of the dismissal through their official Capilano University email. If the dean deems the complaint as vexatious, they will forward this information to the appropriate administrator responsible for either the B.701 Student Code of Conduct Policy or B.506 Standards of Conduct Policy.

4.5 If, as a result of the report, the complaint is not summarily dismissed, the student shall meet with the investigator to discuss the complaint. This meeting will normally take place within ten (10) business days from the completion of the investigation. At this meeting, the report, its findings, and the sanction(s) in Section 7 will be discussed. The investigator will add a summary of the meeting to the report. The report is the property of the University and the student will receive a copy of the summary of the meeting.

4.6 The student is entitled to be accompanied by a support person for the purposes of advice and/or comfort during the meeting. The support person will not be permitted to speak on behalf of the student.

## 5. COLLABORATIVE SANCTIONING

5.1 The collaborative sanctioning process serves as an opportunity for the student, the investigator, and dean to work together to develop a mutual agreement that effectively and appropriately responds to the impact of the student's actions.

5.2 In cases where a student has accepted responsibility for their actions, the student may be provided the opportunity to participate in a collaborative sanctioning process.

5.3 The University recognizes that collaborative sanctioning may not be appropriate in all circumstances. The opportunity to participate in the process may be revoked at any time by the investigator or dean, or may not be extended at all if the circumstances are deemed inappropriate.

5.4 If the opportunity to participate in the collaborative sanctioning process is extended, and the student chooses to participate, the investigator will schedule a meeting with the student. The investigator and the student may agree to any of the sanctions already listed in Section 7 as well as any additional terms that are both appropriate and agreed upon during the process.

5.5 The collaborative sanctioning process is available only in certain circumstances and will not be available as an option if any of the following conditions is met:

- i. The student is not or is no longer willing to participate in the collaborative sanctioning process;
- ii. The student is not or is no longer willing to take responsibility for their actions;
- iii. The student and the dean are unable to reach a mutually agreed-upon resolution;
- iv. The nature of the incident(s) may require severe sanctioning (i.e. suspension, expulsion);
- v. The nature of the evidence, violation, or related details requires a higher-than-typical degree of adjudication or confidentiality; or,
- vi. The student has previously participated in the collaborative sanctioning process for a similar incident.

5.6 In the event that one or more of the above conditions is met during the collaborative sanctioning process, the report and other relevant information, including reasons why collaborative sanctioning is not possible, it will become the responsibility of the dean for adjudication and determination of sanctions.

5.7 At the conclusion of the collaborative sanctioning process the student and the investigator will draft a letter of agreement, which includes the sanction(s). The dean will receive the draft letter of agreement and if the dean agrees with the sanction(s), **they the dean** will sign the letter and send it back to the investigator. The investigator will arrange for the student to sign the letter of agreement within seven (7) calendar days. Failure to adhere to the terms of this agreement is considered to be a violation of B.701 Student Code of Conduct Policy and may result in action by the Office of Student Affairs and/or the forwarding of the matter to Vice-President Academic and Provost and/or Student Conduct Board.

## 6. DEAN'S DETERMINATION

6.1 Where a violation(s) of academic integrity cannot be resolved through collaborative sanctioning, or collaborative sanctioning is not possible, the dean will make a determination.

6.2 The dean decides on the balance of probabilities whether the student is more likely than not responsible for violating academic integrity.

6.3 If the dean finds that the student did not breach policy based on the balance of probabilities, the student will be informed through their official Capilano University email of this determination within five (5) business days of the dean making the decision.

6.4 The dean will determine specific sanctions or a range of sanctions as found in Section 7, except for the suspension or expulsion of the student. If the dean finds that the sanction(s) should include suspension or expulsion, the report and all other relevant information will be forwarded to the President for review and final determination.

6.5 The dean and/or President may also choose to meet with or solicit a written statement from the student for the purposes of evaluating the weight of the sanction. The student is entitled to be accompanied by a support person for the purposes of advice and/or comfort during the meeting. The support person will not be permitted to speak on behalf of the student. If the support person is a lawyer, the student must inform the dean or the President in a timely manner to enable the University to retain legal counsel if necessary. In such cases, the meeting may be delayed until such time as a University legal counsel can be present.

6.6 The dean or the President will inform the student of the sanction(s) in writing to the student's official Capilano University email within five (5) business days of their determination.

6.7 The dean or President will inform the Office of Student Affairs, the Vice-President Academic and Provost, the Registrar, and any other person necessary, of the nature and the means for the imposition of the sanction(s).

## 7. SANCTIONS

7.1 When a student is determined to have violated Policy S.1999-01 sanction(s) will be imposed. Sanction(s) may include, but are not limited to, the following:

- Letter of Reprimand – A formal letter indicating the student's breach of Policy S.1999-01 and expected conduct moving forward. Normally, this is only used in the case of first-time or in addition to other sanctions.
- Educational Activity – An engagement in reflection and growth through participation in tasks such as assignments, projects, and/or workshops.
- Involuntary Withdrawal from a Course or Program – An involuntary withdrawal from a course or program at the University.

- Suspension – A temporary suspension from the University for a specified period of time, potentially including a ban from campus unless otherwise stated. Suspensions may only be imposed by the president.
- Expulsion – Permanent de-registration and removal from the University, normally including a ban from campus for a specified period of time. Expulsions may only be imposed by the president.
- Other Sanctions as required – The University reserves the right to impose sanctions other than those listed in this document provided that they are commensurate with the violation.

7.2 In situations where a student is suspected of breaching the principles of academic integrity, but there is insufficient evidence to proceed, a written warning may be issued. A written warning is used only to restate the applicable sections of policy and/or expectations for future conduct, and is not considered to be a finding of guilt.

## **8. BREACH OF SANCTIONS**

8.1 Failure to complete or abide by imposed or agreed-upon sanctions is considered to be a violation of Policy B.701 Student Code of Conduct.

8.2 Alleged breaches of any sanction may be entered as a new complaint to the Office of Student Affairs. A full record of the initial complaint, investigation and determination of the dean and/or the president, and/or collaborative sanctioning process will be made available to the adjudicator or adjudicating body in addition to any new evidence.

8.3 Breach of sanctions may lead to the imposition of new or escalated sanctions up to and including suspension and expulsion as found in the B.701.1 Student Code of Conduct Procedures.

## **9. APPEALS**

9.1 Appeals of the Academic Integrity Policy are made to the Senate Student Appeals Committee and must be filed within twenty-one (21) calendar days of the decision being communicated in writing to the student's official Capilano University email. Further information including applicable grounds for appeal can be found in B. XXX Senate Student Appeals Policy and the related procedures.

9.2 Appeals related to instructor or invigilator remedies, or collaborative resolutions will not be accepted.

## **10. RECORD KEEPING**

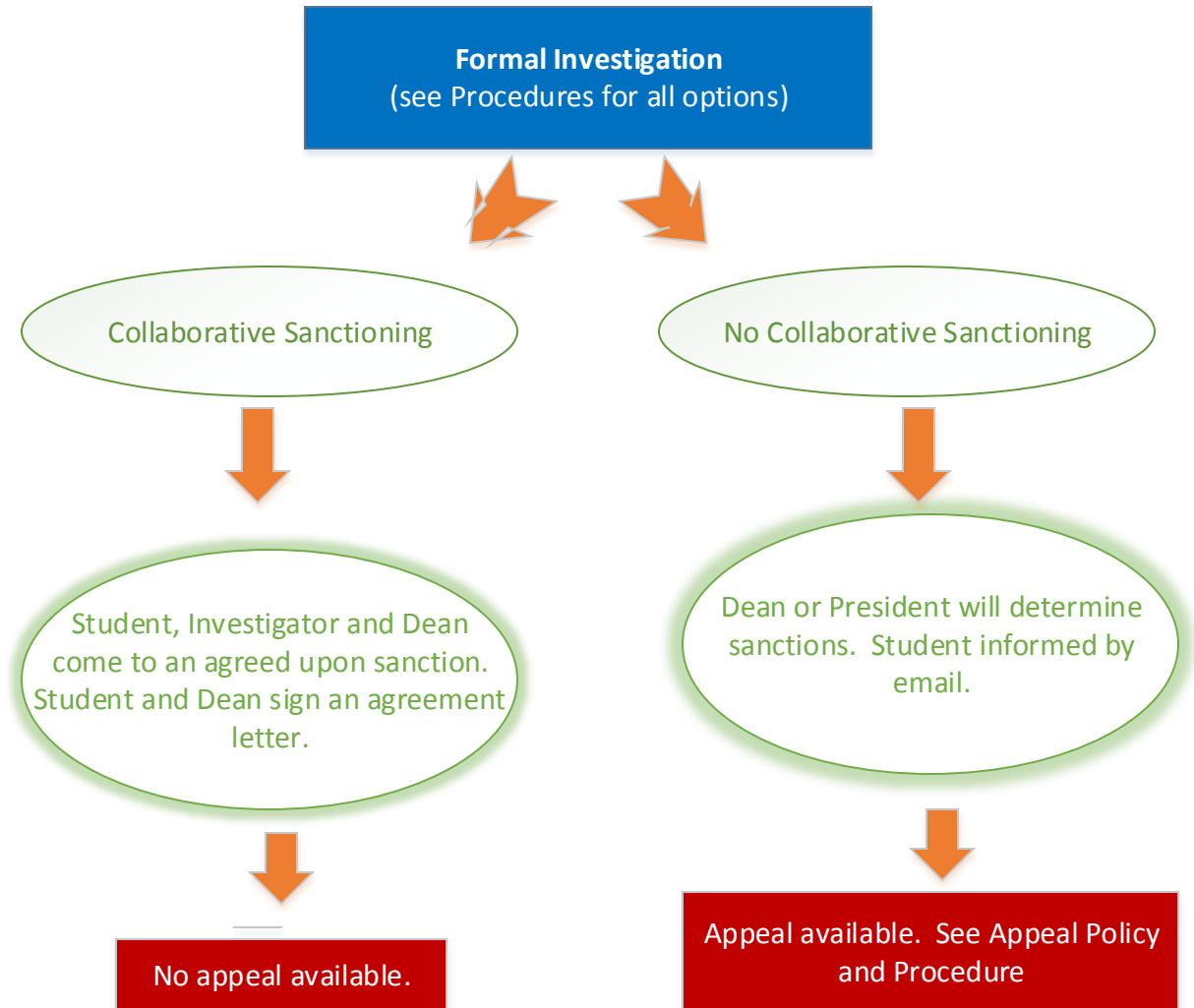
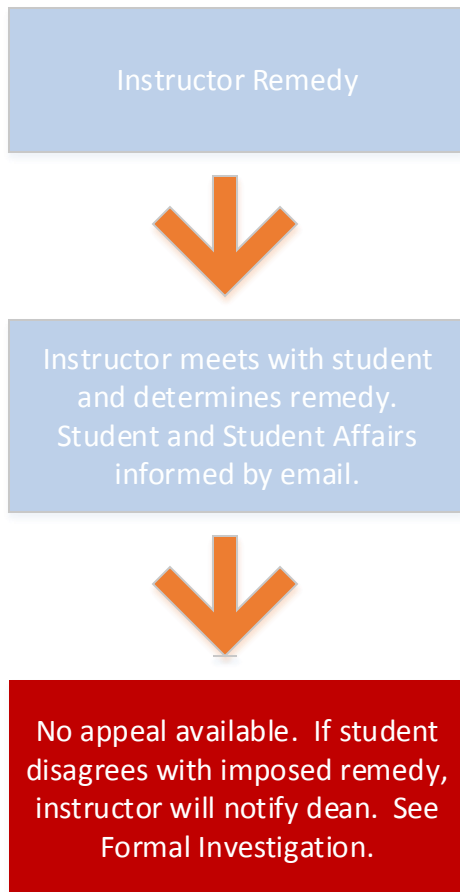
10.1 Investigative reports are confidentially maintained by the Office of Student Affairs. Records relating to academic integrity proceedings will be kept for a period of no less than seven (7) years following the completion of all actions pertaining to a particular incident. After this time, records may

continue to be kept on file if deemed necessary by the Office of Student Affairs but will otherwise be confidentially destroyed.

10.2 Records are not available to be copied or viewed by members of the University community unless required by the procedures listed in this document or for the purposes of external legal proceedings.

DRAFT

# Suspected Violation of the Academic Integrity Policy



Policy No.	Officer Responsible		
<b>S1999-01</b>	<b>Senate</b>		
Policy Name			
<b>Cheating and Plagiarism</b>			
Approved by	Replaces	Category	Next Review
<b>Senate</b>	<b>EC1999-01 / 9030</b>		
Date Issued	Date Revised	Related Policies, Reference	
<b>January 2005</b>	<b>August 2010</b>		

## 1. DEFINITIONS

- 1.1. Cheating is an act of deceit, fraud, distortion of the truth, or improper use of another person's effort to obtain an academic advantage.
- 1.2. Plagiarism is the presentation of another person's or source's words and/or ideas as if they were one's own. It ranges from an entire assignment which is not the student's own work to specific passages within an assignment taken from a source without appropriate acknowledgement.

## 2. RESPONSIBILITY FOR KNOWLEDGE OF PROPER ACADEMIC PRACTICE

Students are responsible for ensuring that they understand and follow the principles of proper documentation and scholarship. If in doubt about these matters, students should consult their instructor, the Writing Centre or the Library. Students are responsible for ensuring that they understand what constitutes cheating and plagiarism and that these violations of proper academic practice have serious consequences.

## 3. RESPONSIBILITY FOR DEVELOPMENT AND ADMINISTRATION OF POLICY

- 3.1 Departments or divisions may develop their own sanction for first cases of cheating and plagiarism or may refer students to University policy (**See this Policy 5.1, 5.2**).  
Departments or divisions must inform students of the applicable sanctions.
  - 3.1.1 Departmental or division policies on cheating and plagiarism will be reviewed by Senate.
- 3.2 Second incidents of cheating or plagiarism, or first incidents deemed by a department/instructor to be particularly serious, will be dealt with according to the University policy.

#### **4. INFORMING STUDENTS**

- 4.1 Copies of this policy are published each term as part of the Registration Guide, and it is always available on the University website.
- 4.2 All Course Outlines must provide students with a clear definition of cheating and plagiarism and a statement of the sanctions for cheating and plagiarism which the department/instructor may apply.

#### **5. PROCEDURE**

- 5.1 Before assigning a grade to an assignment which is suspected of resulting from cheating or plagiarism, an instructor may require a student to take an oral examination on the content of the assignment.
- 5.2 If an instructor or department determines that a student has cheated or plagiarized, the instructor may impose a sanction ranging from a failing grade for the assignment to a failing grade for the course.
- 5.3 If it is determined that cheating or plagiarism has taken place, the instructor will inform the student in writing of the reasons for applying sanctions and will indicate that the Administrator responsible for Student Services is being informed of the instructor's decision.
  - 5.3.1 If an instructor has determined that a student will receive a final grade of "Failure" or "No Credit" as a result of cheating or plagiarizing, the instructor will notify the student in writing via the student's Capilano University e-mail address followed by a letter to the student's address as it appears on the student record. A copy of the email must be sent to the Registrar's Office ([registration@capilanou.ca](mailto:registration@capilanou.ca)), the Registrar, and the Administrator responsible for Student Services. A copy of the letter sent to the student must also be sent to the Registrar's Office and the Administrator responsible for Student Services. Both the email and the letter must include a notice that this is a final grade and must refer the student to the Final Grade Appeal policy and procedures.
  - 5.3.2 The instructor will submit a Change of Grade Notification form showing the date when the grade is to be entered in the student record system. The Registrar's Office will enter the final grade in the student record system.
  - 5.3.3 If the student has been notified of the cheating or plagiarizing incident prior to the last day to drop or withdraw from a course, the student may not drop or withdraw from the course. If the student drops or withdraws after notification has been given, and prior to the final grade being entered into the record system, the drop or withdrawal will be considered invalid and will be changed to "F" or "NC."

- 5.3.4 A request for an extenuating withdrawal (WE) will not be considered if a grade of "F" or "NC" has been entered as a result of cheating or plagiarizing.
- 5.3.5 The final grade will not be changed except through the Final Grade Appeal process.
- 5.4 A record of all cheating and plagiarism cases, with appropriate documentation, will be kept in the office of the Administrator responsible for Student Services for five years.
- 5.5 The Administrator responsible for Student Services will review the case of all students who are reported to have cheated or plagiarized on a second or subsequent occasion or in first incidents deemed by a department/instructor to be particularly serious.
- 5.6 The Administrator responsible for Student Services may impose or recommend imposition of the following sanctions, singly or in combination, for a first incident deemed to be particularly serious or for a second or subsequent incident:
  - 5.6.1 Notice of the incident(s) placed in the student's file. The length of time such a record is to be maintained in the file will be specified
  - 5.6.2 Probation - Conditional permission for a student to enrol or re-enrol in a course or courses. The terms of this measure will be provided to the student in a written communication
  - 5.6.3 Expulsion - Immediate exclusion of a student from one or more courses. The terms of this measure will be provided to the student in a written communication.
  - 5.6.4 Refusal to enrol or re-enrol - Refusal of the University to enrol or re-enrol a student in a course, courses or a program. The terms of this measure will be provided to the student in a written communication.
  - 5.6.5 Suspension from the University - Immediate exclusion of a student from all classes and University services. In future, the student will not be permitted to re-enrol in any course or program or take advantage of any University-sponsored activity or service. The terms of this measure will be provided to the student in a written communication.
- 5.7 When the Administrator responsible for Student Services proposes to invoke a sanction for a first incident deemed to be particularly serious or for a second or subsequent incident, the student involved will be interviewed by the Administrator responsible for Student Services before a decision is made.
- 5.8 For a first incident deemed to be particularly serious or for a second or subsequent incident, the Administrator responsible for Student Services may invoke sanctions 5.6.1 through 5.6.4 or may recommend that the President invoke sanction 5.6.5.
- 5.9 Appeals of the Administrator responsible for Student Services' decision to impose sanctions 5.6.1 through 5.6.4 for cheating or plagiarism must be made in writing to the University Academic Vice-President within ten working days after the imposition of the sanction.

- 5.10 Appeals of the President's sanction 5.6.5 must be made by written appeal to the University's Board within ten working days after the imposition of the sanction.
- 5.11 Appeals made under 5.9 or 5.10 may address the imposition of a sanction and/or the degree of the sanction.

**Mary Jukich**

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**Subject:** FW: academic integrity policy

----- Forwarded message -----

From: Paul A McMillan <[pmcmilla@capilano.ca](mailto:pmcmilla@capilano.ca)>

Date: Oct 20, 2017 3:02 PM

Subject: academic integrity policy

To: Nanci P Lucas <[nlucas@capilano.ca](mailto:nlucas@capilano.ca)>

Cc:

Hi Nanci,

Here is some feedback for the bylaw and policy committee.

We discussed the new policy and procedures at our STEM meeting yesterday and passed the following motion:

**Whereas Section 2 of the new Academic Integrity Procedure limits the remedies available to instructors;**  
**and**

**Whereas the faculty in the School of STEM believe more stringent remedies may be appropriate;**

**Resolved, that Section 2 of the new Academic Integrity Procedure be revised to include**

**iv. An F grade in the course.**

Cheers,

Paul

**Paul McMillan, Ph.D.**

Chair, School of Science, Technology, Engineering and Mathematics

Biology Department

604.986.1911.2445 | [pmcmilla@capilano.ca](mailto:pmcmilla@capilano.ca)



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## Mary Jukich

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**Subject:** FW: academic integrity policy

**From:** Sandra L Seekins

**Sent:** Monday, October 23, 2017 1:08 PM

**To:** Julia E Denholm <juliadenholm@capilanou.ca>; Mary Jukich <mjukich@capilanou.ca>; Akashdeep Brar <akashdeepbrar@my.capilanou.ca>; Bacel Younan <byounan@capilanou.ca>; Joan S Gauthier <jgauthie@capilanou.ca>; Judith Watson <jwatson@capilanou.ca>; Karen J McCredie <kmccredie@capilanou.ca>; Kim Bothen <kbothen@capilanou.ca>; Nanci P Lucas <nlucas@capilanou.ca>

**Subject:** Re: academic integrity policy

The input from my area (Arts & Sciences) can be summed up this way:

1. Reporting plagiarism is very time-consuming and has the potential to be extremely onerous on some faculty (the English Department is an example); if it is too onerous a process, faculty might not report it.
2. Complaints of past practice wherein the student is given the benefit of the doubt - even in clear-cut cases with ample evidence (for example faculty members have been told that administrators do not "judge" students)
3. With a focus on the rights of the student, faculty members want to know who has *their* back if they are reporting plagiarism

Sandra L. Seekins

Coordinator, Art History and History

Faculty, Art History and

Faculty, Women's and Gender Studies

Vice Chair of Senate

Capilano University, North Vancouver

[sseekins@capilanou.ca](mailto:sseekins@capilanou.ca)

Office: FIR406A

Local: 2288

"The period beginning now will test our practices and commitments."

-Gene Ray, *Terror and the Sublime in Art and Critical Theory*

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## Mary Jukich

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**From:** Caroline Depatie  
**Sent:** Friday, October 20, 2017 3:33 PM  
**To:** Mary Jukich; Bacel Younan  
**Cc:** Nanci P Lucas  
**Subject:** Re: Student Academic Integrity Policy and Student Academic Integrity Procedures Documents

Just a quick note that I have forwarded this policy twice to Tourism and Outdoor Recreation Faculty with a deadline for feedback today (Friday, October 20<sup>th</sup>) and no feedback was received.

Have a good weekend,

Caroline



### Caroline Depatie

*Co-Chair & Instructor, Tourism & Outdoor Recreation  
Faculty of Global & Community Studies*  
604.986.1911 local 5926 | [cdepatie@capilanou.ca](mailto:cdepatie@capilanou.ca)  
North Vancouver Campus | 2055 Purcell Way, North Vancouver  
British Columbia, Canada V7J 3H5 | [capilanou.ca](http://capilanou.ca)

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Acknowledging that Capilano University is on the traditional territories of the Coast Salish peoples, including Tsleil-Watuth, Squamish, *shíshálh*, Lil'Wat, and Musqueam Nations.

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**From:** Mary Jukich <[mjukich@capilanou.ca](mailto:mjukich@capilanou.ca)>  
**Date:** Wednesday, October 4, 2017 at 10:20 AM  
**To:** Adam Sale <[asale@capilanou.ca](mailto:asale@capilanou.ca)>, Bacel Younan <[byounan@capilanou.ca](mailto:byounan@capilanou.ca)>, Brad Martin <[bradmartin@capilanou.ca](mailto:bradmartin@capilanou.ca)>, Brent Calvert <[bcalvert@capilanou.ca](mailto:bcalvert@capilanou.ca)>, Carleen Thomas <[cathomas@twnation.ca](mailto:cathomas@twnation.ca)>, Caroline Depatie <[Cdepatie@capilanou.ca](mailto:Cdepatie@capilanou.ca)>, Chris Bottrill <[cbottrill@capilanou.ca](mailto:cbottrill@capilanou.ca)>, Christopher Doll <[cdoll@northshorelaw.com](mailto:cdoll@northshorelaw.com)>, CSU <[president@csu.bc.ca](mailto:president@csu.bc.ca)>, Cyndi L Banks <[cyndibanks@capilanou.ca](mailto:cyndibanks@capilanou.ca)>, Darin Feist <[dfeist@capilanou.ca](mailto:dfeist@capilanou.ca)>, David Fung <[dtfung@uniserve.com](mailto:dtfung@uniserve.com)>, David Kirk <[dkirk@capilanou.ca](mailto:dkirk@capilanou.ca)>, Debbie S Jamison <[djamison@capilanou.ca](mailto:djamison@capilanou.ca)>, Debbie Schachter <[debbieschachter@capilanou.ca](mailto:debbieschachter@capilanou.ca)>, Don Bentley <[dbentley@capilanou.ca](mailto:dbentley@capilanou.ca)>, Emma M Russell <[erussell@capilanou.ca](mailto:erussell@capilanou.ca)>, Erik A Steel <[eriksteel@my.capilanou.ca](mailto:eriksteel@my.capilanou.ca)>, Halia Valladares <[haliavalladares@capilanou.ca](mailto:haliavalladares@capilanou.ca)>, Imroz S Ali <[imrozali@my.capilanou.ca](mailto:imrozali@my.capilanou.ca)>, Jennifer S Moore <[jmoore2@capilanou.ca](mailto:jmoore2@capilanou.ca)>, Jorge Ocegüera Silva <[Joceguer@capilanou.ca](mailto:Joceguer@capilanou.ca)>, Joshua Larsen <[joshualarsen@my.capilanou.ca](mailto:joshualarsen@my.capilanou.ca)>, Julia E Denholm <[juliadenholm@capilanou.ca](mailto:juliadenholm@capilanou.ca)>, Karen J McCredie <[kmccredie@capilanou.ca](mailto:kmccredie@capilanou.ca)>, Kim Bothen <[kbothen@capilanou.ca](mailto:kbothen@capilanou.ca)>, Majid F Raja <[majidraja@capilanou.ca](mailto:majidraja@capilanou.ca)>, Marnie Findlater <[Mfindlat@capilanou.ca](mailto:Mfindlat@capilanou.ca)>, Megan Fretz <[meganfretz@my.capilanou.ca](mailto:meganfretz@my.capilanou.ca)>, Michael Thoma <[mthoma@capilanou.ca](mailto:mthoma@capilanou.ca)>, Michelle S Gervais <[michellegervais@capilanou.ca](mailto:michellegervais@capilanou.ca)>, Paul A McMillan

## Mary Jukich

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**From:** Joseph Fall <jfall.capilanou@gmail.com>  
**Sent:** Wednesday, October 04, 2017 12:30 PM  
**To:** Senate by Law  
**Cc:** Paul A McMillan  
**Subject:** feedback on Student Academic Integrity Policy

Hi,  
here are my thoughts on the new proposed policy and procedures:

1) These are big improvement over the cheating and plagiarism policy, which was too narrow and vague. However, it is a long document and unlikely a student will wade through the whole thing. Consider providing a 1-page summary for students, with a reference, of course, to the complete documents.

2) I like the language in policy 8.1 because it removes the decision from the instructor. Langara uses similar language and I found it quite liberating to not be in a position to choose whether or not to report - when students begged, I could simply turn to the policy and show them that, as a professional with obligations to follow University policy, I had no choice.

1. 8.1 All alleged violations of the Student Academic Integrity Policy must be reported to the appropriate dean by the instructor ...

However, the dean is likely to be overwhelmed by such reports. Perhaps reporting to the "dean's office" or to the "dean or designate" might be better wording here. Or perhaps there should just be a single point of contact in the Office of Student Affairs who will receive such reports and pass them to the appropriate person in the dean's office?

3) The procedures outlined in (2) and (3) contradict policy 8.1, creating ambiguity.

- 3.1 If it appears that the violation is serious, or if the student disputes the violation or the remedy proposed under Section 2, then the instructor must inform the appropriate dean within five (5) business days.

So, are "All alleged violations" to be reported or only "if it appears that the violation is serious"? As I said, I prefer the former - the later puts too much pressure on the instructor to make a judgement about what is "serious", and opens the door for student to argue their case is no a "serious" violation and should be handled some other way.

4) In general, the procedures outlined for instructors are WAY too onerous. In the model used at Langara is the instructor merely files a report documenting the incident, and someone else takes care of making a determination and administering the penalty. That is a spectrum here, but I think if you make the procedure too onerous on instructors, they are more likely to overlook infractions, knowing that raising the infraction will create a lot of work:

- document the incident
- schedule an appt. with student
- make a determination of "first stage" remedy
- notify student of remedy
- notify the Office of Student Affairs

- follow up on remedy
- make a determination if remedy was sufficient or if the infraction is "serious"
- notify the Dean
- participate in investigation

Ugh. Makes my head spin just thinking about keeping all those procedures and steps straight and following them consistently and within all the stated timelines.

I'm not saying any of this is unreasonable -- each procedure is reasonable and sensible -- but when taken as a whole, this puts a significant burden on faculty, who may experience several or even a dozen such incidents in a given term.

I don't have a prescription for how to resolve this, but can say that if the process is too onerous, instructors will fail to apply the process consistently -- not because they are unprofessional or sloppy, but rather because they are already overworked during the teaching term and often simply don't have the capacity to take on extra duties.

I do like the idea of the "investigator" and wonder if some of these tasks could be assigned to them. A reasonable procedure, from an instructor's perspective might be something like:

- document the incident
- schedule an appt. with student
- notify the dean (or designate or Office of Student Affairs) with the incident report and a recommendation for the remedy
- participate in investigation

I also think that, from the student's perspective, notifications coming from the Office of Student Affairs to let them know an investigation has been opened, to provide them with the "first stage" remedy, etc. will be MUCH more effective in curbing future incidents than if those things come from the instructor.

5) Collaborative Sanctioning -- nice! This is very progressive policy.

In hopes this is useful feedback...

Joseph Fall  
Computing Science  
[jfall@capilano.ca](mailto:jfall@capilano.ca)



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**Mary Jukich**

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**From:** Lindy Tucker  
**Sent:** Tuesday, October 24, 2017 5:10 PM  
**To:** Senate by Law  
**Subject:** Academic Integrity Policy and Procedure  
**Attachments:** Academic Integrity Feedback.docx

Hello,

I was asked, in my role as Chair of the Senate Student Appeal Committee, to review and provide my feedback on the Academic Integrity Policy and Procedure. Please see my feedback in the attached document.

Sincerely,

Lindy

Lindy Tucker, M.Ed., Paralegal Diploma  
Faculty/Convenor  
School of Legal Studies  
Capilano University  
2055 Purcell Way  
North Vancouver, BC V7J 3H5  
Phone: 604-986-1911 ext. 2363



## **POLICY:**

Page 4 of 5 – 7.2.5 – You may want to consider adding at the end of the sentence “, without the permission of the instructor(s).” This may have intentionally been left out, but may be something to consider.

Page 4 of 5 – 8. In the title INVESTIGATION OF VIOLATIONS OF THE STUDENT ACADEMIC INTEGRITY POLICY, I recommend including the word ALLEGED before the word VIOLATIONS, which would modify the title to INVESTIGATION OF ALLEGED VIOLATIONS OF THE STUDENT ACADEMIC INTEGRITY POLICY. Without the word alleged, it could be interpreted that the violation(s) has already been proven.

Page 4 of 5 – 8.1 – Where it says the Program Coordinator or Chair, I recommend adding in the word Convenor, as our department only has a Chair and Convenors, no Coordinators.

## **PROCEDURE:**

Page 1 of 6 – 1.2 and 1.3 – Where it mentions instructor, chair, coordinator, or dean, I recommend adding in convenor. Again, our department has a chair and convenors, but no coordinators.

Page 2 of 6 – 4.2, second bullet – Where it says ‘or other employee’, I recommend adding (s) to the end of the word employee in case it is plural – this would change it to say “or other employee(s)”

Page 3 of 6 – 5.7, line 3 of this paragraph – Where it says “if the dean agrees with the sanction(s), they will sign”, I recommend changing this to say “if the dean agrees with the sanction(s), **the dean** will sign” – just for the sake of clarity

Page 4 of 6 – 6.5 – second to last line of this paragraph it says “delayed until such time as a University legal counsel”. I recommend removing the word “a” before the word University so the wording is changed to “delayed until such time as University legal counsel”

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On the Flow Chart, where the circle says Formal Investigation, I recommend adding an arrow to point to the box that says Investigation Occurs. This is for consistencies sake so there is an arrow to each box.

## Mary Jukich

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**From:** Lisa Chow  
**Sent:** Tuesday, October 24, 2017 1:35 PM  
**To:** Senate by Law  
**Cc:** Brad Martin  
**Subject:** Student Academic Integrity Policy and Student Academic Integrity Procedures Documents - EHHD feedback  
**Attachments:** Academic Integrity

Good afternoon,

Please see attached the feedback from Faculty of Education, Health and Human Development.

Regards,  
Lisa



Lisa Chow  
Assistant to the Dean  
Faculty of Education, Health and Human Development  
604.984.1749 | [lisachow4@capilano.ca](mailto:lisachow4@capilano.ca)  
North Vancouver Campus | 2055 Purcell Way, North Vancouver  
British Columbia, Canada V7J 3H5 | [capilano.ca](http://capilano.ca)

We acknowledge with gratitude and respect that Capilano University is located on the traditional territories of the Coast Salish peoples, including Tsleil-Waututh, Squamish, *shíshálh*, Lil'Wat, and Musqueam Nations.

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**From:** Mary Jukich  
**Sent:** Wednesday, October 04, 2017 10:20 AM  
**To:** Adam Sale <[asale@capilano.ca](mailto:asale@capilano.ca)>; Bacel Younan <[byounan@capilano.ca](mailto:byounan@capilano.ca)>; Brad Martin <[bradmartin@capilano.ca](mailto:bradmartin@capilano.ca)>; Brent Calvert <[bcalvert@capilano.ca](mailto:bcalvert@capilano.ca)>; Carleen Thomas <[cathomas@twonation.ca](mailto:cathomas@twonation.ca)>; Caroline Depatie <[Cdepatie@capilano.ca](mailto:Cdepatie@capilano.ca)>; Chris Bottrill <[cbottrill@capilano.ca](mailto:cbottrill@capilano.ca)>; Christopher Doll <[cdoll@northshorelaw.com](mailto:cdoll@northshorelaw.com)>; CSU <[president@csu.bc.ca](mailto:president@csu.bc.ca)>; Cyndi L Banks <[cyndibanks@capilano.ca](mailto:cyndibanks@capilano.ca)>; Darin Feist <[dfeist@capilano.ca](mailto:dfeist@capilano.ca)>; David Fung <[dtfung@uniserve.com](mailto:dtfung@uniserve.com)>; David Kirk <[dkirk@capilano.ca](mailto:dkirk@capilano.ca)>; Debbie S Jamison <[djamison@capilano.ca](mailto:djamison@capilano.ca)>; Debbie Schachter <[debbieschachter@capilano.ca](mailto:debbieschachter@capilano.ca)>; Don Bentley <[dbentley@capilano.ca](mailto:dbentley@capilano.ca)>; Emma M Russell <[erussell@capilano.ca](mailto:erussell@capilano.ca)>; Erik A Steel <[eriksteel@my.capilano.ca](mailto:eriksteel@my.capilano.ca)>; Halia Valladares <[haliavalladares@capilano.ca](mailto:haliavalladares@capilano.ca)>; Imroz S Ali <[imrozali@my.capilano.ca](mailto:imrozali@my.capilano.ca)>; Jennifer S Moore <[jmoore2@capilano.ca](mailto:jmoore2@capilano.ca)>; Jorge E Ocegüera <[Joeguer@capilano.ca](mailto:Joeguer@capilano.ca)>; Joshua Larsen <[joshualarsen@my.capilano.ca](mailto:joshualarsen@my.capilano.ca)>; Julia E Denholm <[juliadenholm@capilano.ca](mailto:juliadenholm@capilano.ca)>; Karen J McCredie <[kmccredie@capilano.ca](mailto:kmccredie@capilano.ca)>; Kim Bothen <[kbothen@capilano.ca](mailto:kbothen@capilano.ca)>; Majid F Raja <[majidraja@capilano.ca](mailto:majidraja@capilano.ca)>; Marnie Findlater <[Mfindlat@capilano.ca](mailto:Mfindlat@capilano.ca)>; Megan Fretz <[meganfretz@my.capilano.ca](mailto:meganfretz@my.capilano.ca)>; Michael Thoma <[mthoma@capilano.ca](mailto:mthoma@capilano.ca)>; Michelle S Gervais <[michellegervais@capilano.ca](mailto:michellegervais@capilano.ca)>; Paul A McMillan <[pmcmilla@capilano.ca](mailto:pmcmilla@capilano.ca)>; Paul Dangerfield <[pdangerfield@capilano.ca](mailto:pdangerfield@capilano.ca)>; Sandra L Seekins <[sseekins@capilano.ca](mailto:sseekins@capilano.ca)>; Sean M Ashley <[seanashley@capilano.ca](mailto:seanashley@capilano.ca)>; Stephanie A Wells <[SWELLS@capilano.ca](mailto:SWELLS@capilano.ca)>; Sylvia C Kind <[skind@capilano.ca](mailto:skind@capilano.ca)>  
**Cc:** Nanci P Lucas <[nlucas@capilano.ca](mailto:nlucas@capilano.ca)>  
**Subject:** Student Academic Integrity Policy and Student Academic Integrity Procedures Documents

**Mary Jukich**

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**From:** Richard Brand  
**Sent:** Thursday, October 05, 2017 12:23 PM  
**To:** Lisa Chow  
**Subject:** Academic Integrity

I disagree with the following:

7.2.5 Self-Plagiarism: Submitting one's own work for credit in more than one course without the permission of the instructors, or re-submitting work, in whole or in part, for which credit has already been granted.

I believe that material actually created by a student is the student's own intellectual property. While they should have instructor permission to use their intellectual property across courses, the creator of the material should have the ability to decide on its appropriate usefulness.

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**Richard Brand**

Respectfully acknowledging that Capilano University is located on the traditional territories of the Coast Salish peoples, including Tsleil-Waututh, Squamish, *shíshálh*, Lil'Wat, and Musqueam Nations.

## Mary Jukich

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**From:** Michelle S Gervais  
**Sent:** Tuesday, October 24, 2017 8:41 AM  
**To:** Senate by Law  
**Subject:** Academic Integrity Policy and Procedures - Feedback from CUA  
**Attachments:** Student Academic Integrity Policy and Procedures Documents - annotated.pdf

Hello lovely By-Law, Policy and Procedure Committee,

Here is the feedback gathered from the CUA with regards to the Student Academic Integrity Policy and Procedure. There is feedback from the Governance Committee chair in the body of the email, as well as comments from the CUA Board in the attached document.

Kind Regards,  
Michelle



**Michelle Gervais**  
Student Information Services Officer  
604.986.1911 Ext. 2508

Registrar's Office | Tel: (604) 984.4900 | Fax: (604) 984.1798

*Acknowledging that Capilano University is on the traditional territories of the Coast Salish peoples, including Tsleil-Waututh, Squamish, shíshálh, Lil'Wat, and Musqueam Nations.*

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Overall, the policy change is good. The policy provides a framework for the school and the student to determine what academic dishonesty is and puts the power back into each specific faculty, particularly in dealing with the informal process. The formal process would involve the faculty and each school, but also includes the appeal process to the Senate. This is likely consistent with what other educational institutions have implemented. It also includes a proposed procedure which is broad enough to allow for each faculty to be able to follow the process while also ensuring that its own standards are maintained.

One concern that I did have is that, during the formal process, while the student is allowed to have a representative for support, moral or otherwise, they may not speak on behalf of the student. While this does raise some eyebrows, particularly given the gravity of the consequences should a student be found to have engaged in academic dishonesty, I was advised that this is likely to ensure that the process not be dominated by lawyers or to keep the process more informal in its proceedings.

Another concern I have is the consistency between the various faculties. For example, if a certain citation method is encouraged in one school whereas it is not in another, does this trigger the academic dishonesty provisions within the policy? Or would this be something which is faculty specific? Does this provide enough security to a student, who is likely not as well versed in these subjects as professors and administration, and thus could inadvertently violate this policy? Would such an inadvertence lead to a notation on their transcript?

Another concern is whether or not academic investigations will form part of the transcript, even if it is summarily dismissed?


I encourage everyone to read the proposed policy and procedure. Since Capilano University is now beginning to provide more and more degrees, it is more likely going to be an undergraduate institution that a student would put on their application to graduate studies. As such, a finding of academic dishonesty can cripple someone's future academic and professional career. As members of the Alumni Board, we need to be mindful of this impact while also recognizing that Capilano University, and its alumni, have a reputation to maintain as well and those who are guilty of academic dishonesty do not reflect the standards of this institution.

I invite Deb to make her own comments as well. I imagine this will come up at our next meeting so I look forward to discussing the subject with you all then.

Thank you.

Regards,

RJ Wallia

 <b>CAPILANO UNIVERSITY</b>		<b>POLICY</b>	
Policy No.	Officer Responsible		
<b>S1999-01</b>	<b>Vice-President Academic and Provost</b>		
Policy Name			
<b>Academic Integrity</b>			
Approved by	Replaces	Category	Next Review
<b>Senate</b>	<b>Cheating and Plagiarism</b>	<b>B</b>	<b>2020</b>
Date Issued	Date Revised	Related Policies, Reference	
<b>January 2018</b>		<b>S1999-01-01 Academic Integrity Procedures</b> <b>S2015-03 Senate Student Appeal Policy</b> <b>S2015-03-01 Senate Student Appeal Procedures</b>	

## 1. PURPOSE

1.1 Capilano University has a culture of integrity, ethical conduct, and intellectual and academic honesty and expects its students to uphold these values. Academic integrity is fundamental to the creation, transmission and acquisition of knowledge; the upholding of academic integrity is a condition of continued enrolment at Capilano University.

1.2 Any instance of academic dishonesty or breach of the standards of academic integrity is serious and students will be held accountable for their actions, whether acting alone or in a group. This policy defines relevant terms, outlines the roles of each of the parties to a policy violation, and identifies the consequences of such violations.

## 2. SCOPE

2.1 This policy and related procedures apply to any student at Capilano University who is registered in a credit course. The University may choose to investigate allegations under this policy concurrently with investigations under another University policy and procedures, by law enforcement, courts, or another external entity.

## 3. DEFINITIONS

**Appellant** – a respondent who has filed or intends to file a formal appeal of the decision(s) of an administrator of this Policy.

**Complainant** – a person who has made a report of an alleged violation of this Policy.

**Course Outline/Syllabus** – for the purpose of this policy, these terms can be used interchangeably to describe the document that sets out the parameters, expectations, and content of a course.

**Instructor** - a person who is responsible for delivering course curriculum and evaluating students' work.

**Investigator** – a person who collects, reviews, and reports on all evidence related to alleged violations of this policy.

**Respondent** – a student who is investigated for an alleged violation of this policy.

**Senate Student Appeals Committee** – the body that creates impartial tribunals to hear and determine the outcome of appeals on grades and other academic matters and appeals regarding penalties imposed during academic integrity proceedings.

**Student** – an individual who is registered in a credit course or a course of study at the University or who was registered at the time the violation is alleged to have occurred.

**Witness** – a person who is identified as having additional information regarding an alleged violation.

#### 4. INSTRUCTOR RESPONSIBILITIES:

4.1 Instructors are responsible for taking actions to prevent academic dishonesty. It is the instructor's responsibility to take appropriate action if academic dishonesty has occurred. At a minimum, the instructor is required to do the following:

- i. Include in all course syllabi/outlines a statement pertaining to the importance of academic integrity, and a reference to the Academic Integrity Policy and Procedures for violations to this policy;
- ii. Review these course syllabi/outlines statements with students at the beginning of each term and outline expectations for demonstrating academic integrity in the course and within the specific academic discipline;
- iii. Provide students with information about the correct use of acceptable references/citation format(s) within the academic discipline; and,
- iv. Provide students with information about any rules relating to acceptable levels of collaboration on assignments or in any required laboratory, research, or clinical work.

#### 5. STUDENT RESPONSIBILITIES:

5.1 Students are responsible for knowing the academic expectations and standards of their instructors, including but not limited to understanding the course syllabus, seeking assistance if required, and knowing the standards of documentation required in assessments.

5.2. Students are expected to make themselves aware of the information contained in this policy. Lack of awareness does not excuse students from responsibility for their actions.

## 6. STANDARDS OF ACADEMIC INTEGRITY

6.1 Students are expected to meet the standards of academic integrity defined in this policy, as well as any additional course-specific academic integrity standards stated in the course syllabus.

Standards of academic integrity include, but are not limited to:

- i. Independently producing work submitted under their own name;
- ii. Properly and appropriately documenting all work;
- iii. Identifying all collaborators in work;
- iv. Completing examinations without giving or receiving assistance unless assistance is required due to documented accommodation;
- v. Respecting the integrity of examination materials and/or the examination process.

## 7. ACADEMIC DISHONESTY

7.1 Violations of academic integrity, including dishonesty in assignments, examinations, or other academic performances, are prohibited and will be handled in accordance with the Academic Integrity Procedures.

7.2 Academic dishonesty is any act that breaches one or more of the principles of academic integrity. Acts of academic dishonesty may include but are not limited to the following types:

7.2.1 Cheating: Using or providing unauthorized aids, assistance or materials while preparing or completing assessments, or when completing practical work (in clinical, practicum, or lab settings), including but not limited to the following:

- i. Copying or attempting to copy the work of another during an assessment;
- ii. Communicating work to another student during an examination;
- iii. Using unauthorized aids, notes, or electronic devices or means during an examination;
- iv. Unauthorized possession of an assessment or answer key; and/or,
- v. Submitting of a substantially similar assessment by two or more students, except in the case where such submission is specifically authorized by the instructor.

7.2.2 Fraud: Creation or use of falsified documents.

7.2.3 Misuse or misrepresentation of sources: Presenting source material in such a way as to distort its original purpose or implication(s); misattributing words, ideas, etc. to someone other than the original source; misrepresenting or manipulating research findings or data; and/or suppressing aspects of findings or data in order to present conclusions in a light other than the research, taken as a whole, would support.

7.2.4 Plagiarism: Presenting or submitting, as one's own work, the research, words, ideas, artistic imagery, arguments, calculations, illustrations, or diagrams of another person or persons without explicit or accurate citation or credit.

7.2.5 Self-Plagiarism: Submitting one's own work for credit in more than one course without the permission of the instructors, or re-submitting work, in whole or in part, for which credit has already been granted.

7.2.6 Prohibited Conducts: The following are examples of other conduct specifically prohibited:

- i. Taking unauthorized possession of the work of another student (for example, intercepting and removing such work from a photocopier or printer, or collecting the graded work of another student from a stack of papers);
- ii. Falsifying one's own and/or other student's attendance in a course;
- iii. Impersonating or allowing the impersonation of an individual;
- iv. Modifying a graded assessment then submitting it for re-grading; or,
- v. Assisting or attempting to assist another person to commit any breach of academic integrity.

## **8. INVESTIGATION OF VIOLATIONS OF THE STUDENT ACADEMIC INTEGRITY POLICY**

8.1 All alleged violations of the Student Academic Integrity Policy must be reported to the appropriate dean by the instructor and/or the Program Coordinator or Chair. Students should report all alleged violations of this policy to the instructor, Program Coordinator or Chair, or the appropriate dean.

8.2 The dean (or designate) will conduct an investigation into the alleged violation prior to imposing any sanctions on the student.

8.3 The dean must provide the investigator with clear standards of investigation, and provide annual training for all potential investigators.

8.4 All investigations must follow the procedures outlined in the Academic Integrity Procedures.

## **9. PENALTIES FOR VIOLATIONS OF THE STUDENT ACADEMIC INTEGRITY POLICY**


9.1 It is recognized that acts of academic dishonesty will vary in degree of seriousness. This policy allows for a range of penalties and encourages the dean (or designate) to consider the context and severity of each confirmed policy breach, as well as any recommendations made by the instructor(s) bringing the instance forward.

9.2 A withdrawal from the course, or the University, under these circumstances shall not stop Capilano University from investigating or from imposing sanctions.

9.3 Please refer to the Academic Integrity Procedures for more information on possible penalties.

## **10. APPEAL OF PENALTIES FOR VIOLATIONS OF STUDENT ACADEMIC INTEGRITY POLICY**

10.1 A student has the right to appeal the determination of academic misconduct and/or the severity of the sanction to the Senate Student Appeals Committee.

 <b>CAPILANO UNIVERSITY</b>		PROCEDURE	
Procedure No.		Officer Responsible	
<b>S1999-01-01</b>		<b>Vice-President Academic and Provost</b>	
Procedure Name			
<b>Academic Integrity</b>			
Policy This Procedure is Under			Date of Next Policy Review
<b>S1999-01 Academic Integrity</b>			<b>2020</b>
Date Issued	Date Revised	Related Policies, Reference	
<b>January 2018</b>		<b>S1999-01 Academic Integrity Policy</b> <b>S2015-03 Senate Student Appeal Policy</b> <b>S2015-03-01 Senate Student Appeal Procedure</b>	

## 1. PURPOSE

1.1 The procedures outlined in this document are designed to support Capilano University’s Academic Integrity Policy. These procedures form the framework by which instructors, staff, and the administrative team respond to allegations made under Policy S1999-01. In addition, these procedures are meant to inform all employees and students who are involved in the student academic integrity process about the steps to be followed in the implementation of the policy.

1.2 Any employee of Capilano University who observes a suspected violation of academic integrity should make a report to the relevant instructor, chair, coordinator, or dean. If the instructor is not the employee who observes a suspected violation, the instructor will be notified as soon as possible.


1.3 Any student of Capilano University who observes a violation of academic integrity should make a report to the relevant instructor, chair, coordinator, or dean.

## 2. INSTRUCTOR REMEDY

2.1 When an infraction is suspected, the instructor will meet with the student(s) to discuss the matter and to consider an appropriate remedy.

2.2 Remedies available to an instructor, at this stage, are **limited to the following:**

- i. Documented completion of a plagiarism/cheating workshop within a stated time frame;
- ii. Completion of an assessment in place of the one under investigation; or,
- iii. A reduced grade on the relevant assignment, to a minimum grade of zero.

2.3 Within five (5) business days of the scheduled meeting with the student, the instructor must inform the student via the student's official Capilano University email of the nature of the remedy to be imposed. **Within five (5) business days of assigning the remedy, the instructor must inform the Office of Student Affairs of the infraction and the remedy imposed.** 

### 3. INITIATION OF AN INVESTIGATION

3.1 If it appears that the violation is serious, or if the student disputes the violation or the remedy proposed under Section 2, then the instructor must inform the appropriate dean within five (5) business days.

3.2 The first step is for the dean (or designate) to contact the Office of Student Affairs to determine whether the incident is a first or a subsequent offense. The dean (or designate) will determine if an investigation is required based upon confirmation of a previous offense or the seriousness of the alleged infraction. If an investigation is required, it must be initiated no more than five (5) business days after the dean has been informed. **If an investigation is not required, the dean will inform the instructor that a full investigation is not warranted and the instructor may choose to impose a remedy stated in Section 2.**

### 4. PROCEDURE FOR INVESTIGATIONS

4.1 The student must be notified via the student's official Capilano University email that they are suspected of violating academic integrity and an investigation is pending by the investigator.

4.2 The investigator will conduct the investigation, which may include but is not limited to:

- discussing the case details with the dean who received the complaint;
- interviewing the instructor or other employees who might have information;
- performing online searches;
- circulating the assessment(s) in question to other instructors in related courses;
- interviewing witnesses;
- interviewing the student; and,
- asking the student to submit rough notes or other proof of composition.

4.3 After the investigation is complete, the investigator will write a report that includes a summary of the evidence. **The dean will receive** the report and summary from the investigator.

4.4 If, as a result of the report, the complaint is deemed to be without merit or is frivolous, trivial, or vexatious, it will be summarily dismissed by the investigator and the instructor will be notified, in writing, of the reason(s) for the dismissal. The student will also be notified of the dismissal through their official Capilano University email. If the dean deems the complaint as vexatious, they will forward this information to the appropriate administrator responsible for either the B.701 Student Code of Conduct Policy or B.506 Standards of Conduct Policy.

4.5 If, as a result of the report, the complaint is not summarily dismissed, the student shall meet with the investigator to discuss the complaint. This meeting will normally take place within ten (10) business days from the completion of the investigation. At this meeting, the report, its findings, and the sanction(s) in Section 7 will be discussed. The investigator will add a summary of the meeting to the report. The report is the property of the University and the student will receive a copy of the summary of the meeting.

4.6 The student is entitled to be accompanied by a support person for the purposes of advice and/or comfort during the meeting. The support person will not be permitted to speak on behalf of the student.

## 5. COLLABORATIVE SANCTIONING

5.1 The collaborative sanctioning process serves as an opportunity for the student, the investigator, and dean to work together to develop a mutual agreement that effectively and appropriately responds to the impact of the student's actions.

5.2 In cases where a student has accepted responsibility for their actions, the student may be provided the opportunity to participate in a collaborative sanctioning process.

5.3 The University recognizes that collaborative sanctioning may not be appropriate in all circumstances. The opportunity to participate in the process may be revoked at any time by the investigator or dean, or may not be extended at all if the circumstances are deemed inappropriate.

5.4 If the opportunity to participate in the collaborative sanctioning process is extended, and the student chooses to participate, the investigator will schedule a meeting with the student. The investigator and the student may agree to any of the sanctions already listed in Section 7 as well as any additional terms that are both appropriate and agreed upon during the process.

5.5 The collaborative sanctioning process is available only in certain circumstances and will not be available as an option if any of the following conditions met:

- i. The student is not or is no longer willing to participate in the collaborative sanctioning process;
- ii. The student is not or is no longer willing to take responsibility for their actions;
- iii. The student and the dean are unable to reach a mutually agreed-upon resolution;
- iv. The nature of the incident(s) may require severe sanctioning (i.e. suspension, expulsion);
- v. The nature of the evidence, violation, or related details requires a higher-than-typical degree of adjudication or confidentiality; or,
- vi. The student has previously participated in the collaborative sanctioning process for a similar incident.

5.6 In the event that one or more of the above conditions is met during the collaborative sanctioning process, the report and other relevant information, including reasons why collaborative sanctioning is not possible, it will become the responsibility of the dean for adjudication and determination of sanctions.

5.7 At the conclusion of the collaborative sanctioning process the student and the investigator will draft a letter of agreement, which includes the sanction(s). The dean will receive the draft letter of agreement and if the dean agrees with the sanction(s), they will sign the letter and send it back to the investigator. The investigator will arrange for the student to sign the letter of agreement within seven (7) calendar days. Failure to adhere to the terms of this agreement is considered to be a violation of B.701 Student Code of Conduct Policy and may result in action by the Office of Student Affairs and/or the forwarding of the matter to Vice-President Academic and Provost and/or Student Conduct Board.

## 6. DEAN'S DETERMINATION

6.1 Where a violation(s) of academic integrity cannot be resolved through collaborative sanctioning, or collaborative sanctioning is not possible, the dean will make a determination.

6.2 The dean decides on the balance of probabilities whether the student is more likely than not responsible for violating academic integrity.

6.3 If the dean finds that the student did not breach policy based on the balance of probabilities, the student will be informed through their official Capilano University email of this determination within five (5) business days of the dean making the decision.

6.4 The dean will determine specific sanctions or a range of sanctions as found in Section 7, except for the suspension or expulsion of the student. If the dean finds that the sanction(s) should include suspension or expulsion, the report and all other relevant information will be forwarded to the President for review and final determination.

6.5 The dean and/or President may also choose to meet with or solicit a written statement from the student for the purposes of evaluating the weight of the sanction. The student is entitled to be accompanied by a support person for the purposes of advice and/or comfort during the meeting. The support person will not be permitted to speak on behalf of the student. If the support person is a lawyer, the student must inform the dean or the President in a timely manner to enable the University to retain legal counsel if necessary. In such cases, the meeting may be delayed until such time as a University legal counsel can be present.

6.6 The dean or the President will inform the student of the sanction(s) in writing to the student's official Capilano University email within five (5) business days of their determination.

6.7 The dean or President will inform the Office of Student Affairs, the Vice-President Academic and Provost, the Registrar, and any other person necessary, of the nature and the means for the imposition of the sanction(s).

## 7. SANCTIONS

7.1 When a student is determined to have violated Policy S.1999-01 sanction(s) will be imposed. Sanction(s) may include, but are not limited to, the following:

- Letter of Reprimand – A formal letter indicating the student's breach of Policy S.1999-01 and expected conduct moving forward. Normally, this is only used in the case of first-time or in addition to other sanctions.
- Educational Activity – An engagement in reflection and growth through participation in tasks such as assignments, projects, and/or workshops.
- Involuntary Withdrawal from a Course or Program – An involuntary withdrawal from a course or program at the University.

- Suspension – A temporary suspension from the University for a specified period of time, potentially including a ban from campus unless otherwise stated. Suspensions may only be imposed by the president.
- Expulsion – Permanent de-registration and removal from the University, normally including a ban from campus for a specified period of time. Expulsions may only be imposed by the president.
- Other Sanctions as required – The University reserves the right to impose sanctions other than those listed in this document provided that they are commensurate with the violation.

7.2 In situations where a student is suspected of breaching the principles of academic integrity, but there is insufficient evidence to proceed, a written warning may be issued. A written warning is used only to restate the applicable sections of policy and/or expectations for future conduct, and is not considered to be a finding of guilt.

## **8. BREACH OF SANCTIONS**

8.1 Failure to complete or abide by imposed or agreed-upon sanctions is considered to be a violation of Policy B.701 Student Code of Conduct.

8.2 Alleged breaches of any sanction may be entered as a new complaint to the Office of Student Affairs. A full record of the initial complaint, investigation and determination of the dean and/or the president, and/or collaborative sanctioning process will be made available to the adjudicator or adjudicating body in addition to any new evidence.

8.3 Breach of sanctions may lead to the imposition of new or escalated sanctions up to and including suspension and expulsion as found in the B.701.1 Student Code of Conduct Procedures.

## **9. APPEALS**

9.1 Appeals of the Academic Integrity Policy are made to the Senate Student Appeals Committee and must be filed within twenty-one (21) calendar days of the decision being communicated in writing to the student's official Capilano University email. Further information including applicable grounds for appeal can be found in B. XXX Senate Student Appeals Policy and the related procedures.

9.2 Appeals related to instructor or invigilator remedies, or collaborative resolutions will not be accepted.


## **10. RECORD KEEPING**

10.1 Investigative reports are confidentially maintained by the Office of Student Affairs. Records relating to academic integrity proceedings will be kept for a period of no less than seven (7) years following the completion of all actions pertaining to a particular incident. After this time, records may

continue to be kept on file if deemed necessary by the Office of Student Affairs but will otherwise be confidentially destroyed.

10.2 Records are not available to be copied or viewed by members of the University community unless required by the procedures listed in this document or for the purposes of external legal proceedings.

DRAFT

 <b>CAPILANO UNIVERSITY</b>		<b>POLICY</b>	
Policy No.		Officer Responsible	
<b>S2017-03</b>		<b>Registrar</b>	
Policy Name			
<b>Mature Student Admission</b>			
			Date of Next Policy Review
			<b>2020</b>
Date Issued	Date Revised	Related Policies, Reference	
<b>November 2017</b>			

**1. PURPOSE**


- 1.1 This policy provides direction regarding admissions for students designated as mature students.

**2. SCOPE**

- 2.1 This policy relates to all individuals applying to Capilano University credit programs.

**3. POLICY STATEMENT**

- 3.1 Applicants nineteen (19) years of age or older who meet the University English Language Requirement but do not meet the minimum program academic admission requirements may apply as mature students. Students applying to programs with other admission requirements (such as portfolio submission, interview, etc.) must complete these requirements as part of the admission evaluation process.

 <b>CAPILANO UNIVERSITY</b>		<b>POLICY</b>	
Policy No.	Officer Responsible		
<b>S2017-04</b>	<b>Registrar</b>		
Policy Name			
Graduation			
Approved by	Replaces	Category	Next Review
<b>Senate</b>	<b>New</b>	<b>B</b>	<b>January 2023</b>
Date Issued	Date Revised	Related Policies, Reference	
<b>November, 2017</b>		<b>S.2013-02 Teaching Out of Discontinued Programs</b>	

## 1. PURPOSE

- 1.1. This policy provides direction regarding the university requirements for graduation from credit-based programming. This policy relates to all credit-based programs and includes the timeframe for completion of programs, second credentials, graduation Grade Point Averages (GPAs), residency, and other graduation-related items.

## 2. SCOPE

- 2.1. Capilano University shall confer approved credentials to students who meet the specific program requirements in addition to the university standards as detailed in this policy including: 1) Meeting the requirements for graduation; 2) Applying and being deemed eligible for graduation; and 3) Receiving the parchment.

## 3. MINIMUM REQUIREMENTS FOR GRADUATION

- 3.1. All students applying for graduation must meet the specific program profile requirements as approved by Senate and published in the University Calendar at the time the student is first enrolled in the program.
- 3.2. If a student stops out of their program for more than two (2) sequential major terms (Fall/Spring or Spring/Fall), the student will be evaluated against the program profile for the term of their graduation. If they do not meet those requirements, the student will be evaluated against the program requirements that are in effect at the time they re-entered the program.
- 3.3. Students wishing to have their graduation application evaluated according to the program profile requirements of a term other than as described above must submit such a request to the Registrar when applying for graduation.

- 3.4. It is the student's responsibility to ensure that all requirements for the program, including Cap Core requirements, will be met within the term of application.
- 3.5. Students who have received permission to complete coursework elsewhere must complete this work and submit a final, official transcript from the other institution(s) at least four (4) months prior to applying for graduation.

#### **4. GRADUATION CUMULATIVE GRADE POINT AVERAGE (GPA) REQUIREMENT**

- 4.1. The minimum University requirement for graduation from all credentials is a CGPA of 2.00. All courses completed at Capilano University within the program requirements are used in the calculation of the Graduation CGPA.
- 4.2. Programs may have additional graduation requirements as approved by the University Senate.

#### **5. RESIDENCY REQUIREMENT**

- 5.1. Students transferring to Capilano University must complete a minimum of 50% of their program course credits at Capilano University, the majority of which will normally fulfill the requirements of their final years of study. For example, within a Baccalaureate credential these course credits would be at the 3xx and 4xx level.
- 5.2. Programs may have other residency requirements. These requirements will be included in the program requirements approved by the University Senate as listed within the University Calendar.

#### **6. SECOND CREDENTIALS**

- 6.1. Students may not receive two credentials for substantively the same coursework. This includes where the student's first credential is from Capilano University or another institution.
- 6.2. Students wishing to receive a second credential must complete a minimum of 50% new coursework from within the program requirements of their second credential to be eligible to graduate from that credential.
- 6.3. Residency requirements apply for the course credit completed under the second credentials framework.

## **7. TIMEFRAME FOR COMPLETION OF THE PROGRAM AND GRADUATION**

- 7.1. Students are expected to complete the requirements for their program within a reasonable timeframe. The reasonable timeframe for each program is defined as twice the duration of the Senate approved program length plus an additional 50%. For example, students in a four-year program would be given ten years from the first term of registration to complete their program. Students in a two-year program would be given five years to complete their program.
- 7.2. Students are eligible to graduate from their program up to five years from the completion of their program requirements. Students requesting an extension to that time limit must do so in writing to the Vice-President Academic and Provost.
- 7.3. Students may attend the convocation ceremony that immediately follows their graduation.

## **8. EXEMPTIONS/SUBSTITUTIONS OF COURSES FOR GRADUATION**

- 8.1. Students are expected to meet the requirements of their program as outlined in the profile approved by the University Senate.
- 8.2. Any request for an exemption from or substitutions for a program course requirements must be recommended by the dean and approved by the Registrar's Office.

## **9. APPLICATION FOR GRADUATION**

- 9.1. To obtain a credential from Capilano University, all students must be approved for graduation. Students must submit an application for graduation that will be reviewed for eligibility. If eligible, the student will be approved for graduation by the Registrar. Application deadlines are posted on the Capilano University website.

## **10. GRADUATION ELIGIBILITY**

- 10.1. Graduation eligibility is determined by the Registrar. Students will be notified of their eligibility as soon as possible after their graduation application is received; however, final eligibility is not confirmed until all courses have been completed and final grades are received, including grades from practicums, study abroad programs, transfer credit, or other coursework.

## **11. RECEIPT OF PARCHMENT**

- 11.1. Summer or Fall term graduation – Students who have met all their financial commitments to the institution and who graduate after Summer or Fall term are eligible to receive their parchments following approval of the University Senate.

- 11.2. Spring Term graduation – Following approval of the University Senate, students who have met all their financial commitments to the institution and who graduate after Spring term will receive their parchments at Convocation. Students who do not attend Convocation will receive their parchments following Convocation.

## **12. REPLACEMENT CREDENTIALS**

- 12.1. If there has been an error in the printing of the original document, the original credential must be returned to Capilano University to receive a replacement credential.
- 12.2. If the original credential was lost, stolen, or destroyed a signed “Lost Credential Declaration” form must be completed and submitted to the Registrar’s Office to receive a replacement credential.



**DATE:** October 24, 2017

**TO:** Paul Dangerfield, Chair, Senate

**FROM:** Deanna Baxter, Vice Chair, Senate Curriculum Committee

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The following motions were carried by the Senate Curriculum Committee at its meeting on October 20<sup>th</sup>, 2017. Please acknowledge below that the Senate endorses its approval of the following motions:

**17/65** To approve the new course, PHYS 203 – Fluid Mechanics I – the Physics of Flow, with Q/A and Science designations, but without the Cap Core designation.

**17/66** To extend the meeting to 2:30 pm.

**17/67** SCC recommends the revised version of the course outline (as discussed at the October 20<sup>th</sup> SCC meeting) go forward to Senate for approval, and that Senate revisit Policy S2009-6 as soon as possible to ensure alignment.

A handwritten signature in cursive script, appearing to read "Deanna Baxter", written over a horizontal line.

Deanna Baxter  
Vice Chair, Senate Curriculum Committee

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Paul Dangerfield  
Chair, Senate

Date: Oct 25, 2017

Date: \_\_\_\_\_

### **Course Outline Template Cover Page**

The following standardized course outline template serves as a framework for course outlines at Capilano University. It contains common information all course outlines must include, a location and wording for including and articulating Cap Core learning outcomes, as well as information about the recently approved Sexual Violence and Misconduct policy.

Each course outline must be approved through the SCC/Senate process and, once approved, becomes the official record for the course. The course outline is circulated to other institutions for articulation and consequently must contain sufficient information to permit the receiving institution to accurately assign transfer credit.

The course outline acts as the contract between Capilano University, its students, and other post-secondary institutions. It functions as the official record of the course as delivered by our institution and is the outline of record for multi-section courses. Changes to the course outline require various levels of approval: see the [Program and Courses Guide](#). Substantive changes may require or warrant re-submission to the Registrar's Office and, in that case, the revised course outline will become the new course outline of record. In addition to changes that require SCC approval, this also includes changes to items such as Evaluation Profile, Course Description, Method of Delivery, etc.

The course outline does not reflect information specific to the individual section being delivered (such as instructor name, contact information, office hours) in a given term. Once this information is added, the outline becomes the syllabus that is specific to that particular iteration of the course, even if no other information is added or changed.

COURSE OUTLINE		
<b>TERM:</b> <i>Insert effective term (e.g. Fall, 2018)</i>	<b>COURSE NO:</b> <i>Insert course subject and # (e.g. ENGL 100)</i>	
<b>INSTRUCTOR:</b>	<b>COURSE TITLE:</b> <i>Insert long course title (e.g. University Writing Strategies)</i>	
<b>OFFICE:</b> <b>LOCAL:</b> <b>E-MAIL:</b> @capilanou.ca	<b>SECTION NO(S):</b>	<b>CREDITS:</b> <i>Insert credits (e.g. 3.0)</i>
<b>OFFICE HOURS:</b>		
<b>COURSE WEBSITE:</b>		

Capilano University acknowledges with respect the Lil'wat, Musqueam, Squamish, Sechelt, and Tsleil-Waututh people on whose territories our campuses are located.

**COURSE OUTLINE DEFINITION (for information only. Delete this box from final version.)**  
 The course outline must be approved through the Senate process and, once approved, becomes the official record for the course. The course outline is the document circulated to other institutions for purposes of articulation and consequently must contain sufficient information to permit the receiving institution to accurately assign transfer credit.

The course outline acts as the contract between Capilano University, its students, and other post-secondary institutions. It functions as the official record of the course as delivered by our institution and is the outline of record for multi-section courses. Changes to the course outline require various levels of approval: see the [Program and Courses Guide](#).

The course outline should not include any information specific to the individual section being delivered (such as instructor name, contact information, office hours, specific dates). Once this information is added, the outline becomes a syllabus specific to that particular iteration of the course. The document name and header should be revised to read "syllabus" at this stage even if no other information is changed.

**COURSE PREREQUISITES/CO-REQUISITES** *Provide a statement to identify the pre- and/or co-requisites for the course. Indicate "None" if no prerequisite is required.*

**COURSE FORMAT** *Include a statement such as the following (must include contact hours, weeks and method of delivery):*

Three hours of class time, plus an additional hour delivered through on-line or other activities for a 15-week semester, which includes two weeks for final exams.

**CALENDAR DESCRIPTION** *Present the calendar description here. See [Program and Courses Guide](#) for guidelines. Typically no more than 75-100 words.*

**COURSE NOTE** (Optional) *Include a statement such as the following:*

This course satisfies Capilano University's Core Science & Technology outcomes. *Other notes could include the "Science Requirement" or the "Quantitative/Analytical requirement." May also include comments relating to mutual exclusions and duplicate credit. See [Programs and Courses Guide](#) on Frontlines for examples.*

**REQUIRED TEXTS AND/OR RESOURCES** *List required texts, articles etc. using a documentation format appropriate to the discipline (i.e. MLA, APA, CMS).*

### **COURSE STUDENT LEARNING OUTCOMES**

**Required: On successful completion of this course, students will be able to do the following:**

*List the Course Learning Outcomes*

**Required for Cap Core-aligned courses** (choose the appropriate statement and include relevant outcomes):

**Students who complete a Literacy course will be able to do the following:**

**Students who complete a Numeracy course will be able to do the following:**

**Students who complete a Culture & Creative Expression course will be able to do the following:**

**Students who complete a Science & Technology course will be able to do the following:**

**Students who complete a Self & Society course will be able to do the following:**

**Students who complete an Experiential course will be able to do the following:**

**Students who complete a Capstone course will be able to do the following:**

*Literacy, Numeracy, Experiential, and Capstone courses must meet all of the established outcomes. Science & Technology, Self & Society, Culture & Creative Practice courses must meet a minimum of four of the established outcomes.*

**COURSE CONTENT** *Present, in list or table format, the course topics for the term. If topics are listed by weeks, include weeks 14 and 15 as "final exam period" if appropriate. No final exams in the week prior to the final exam period (Policy S2009-6). Include sufficient detail to ensure that receiving institutions are able to articulate for transfer credit because the outline will be circulated for transfer credit assessment, if requested.*

### **EVALUATION PROFILE**

- *List components and weight.*
- *Include a graded assessment returned to students prior to the withdrawal date.*
- *Provide a brief description of course assignments if applicable.*
- *If applicable, state whether the final exam is comprehensive.*
- *Include the total, which must equal 100%.*

*If participation or professionalism is included as a component in the evaluation profile, then you must provide a clear statement to define how the participation or professionalism grade is determined.*

*If the evaluation profile includes an examination, all sections of the course (in the case of multi-section offerings) must include a final examination. If there is no final examination, no section of the course (in the case of multi-section offerings) may require a final examination.*

*No more than 10% can be given for participation without the approval of the dean.*

*No individual component can be worth more than 35% without the approval of the dean.*

### **GRADING PROFILE (choose one: letter grade/percentage range equivalents OR Credit/No Credit)**

A+ = 90-100	B+ = 77-79	C+ = 67-69	D = 50-59
A = 85-89	B = 73-76	C = 63-66	F = 0-49
A- = 80-84	B- = 70-72	C- = 60-62	

Credit/No Credit
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### **Grading System explanation**

*If applicable, provide information related to weighting of grades, dropping of lowest quiz mark etc. These practices must be consistent across all sections of the same course (multi-section courses).*

**Incomplete Grades** *include one of the options below*

**Option one:** Grades of Incomplete “I” are assigned only in exceptional circumstances when a student requests extra time to complete their coursework. Such agreements are made only at the request of the student, who is responsible to determine from the instructor the outstanding requirements of the course.

**Option two:** Grades of Incomplete “I” will not be assigned in this course.

**Late Assignments** *Indicate whether late assignments will be accepted or not, and if they will be accepted, indicate the penalty that will apply. These practices must be consistent across all sections of the same course (multi-section courses). Include a statement such as the following:*

Assignments are due at the beginning of the class on the due date listed. If you anticipate handing in an assignment late, please consult with your instructor beforehand.

**Missed Exams/Quizzes/Labs etc.** *Include a statement such as the following:*

Make-up exams, quizzes and/or tests are given at the discretion of the instructor. They are generally given only in medical emergencies or severe personal crises. Some missed labs or other activities may not be able to be accommodated. Please consult with your instructor.

**Attendance Policy S1990-01:** *“In all cases, the attendance expectations and any penalties for missing instructional activities shall be clearly articulated on the course outline.”*

*Clearly indicate the penalty, if any, for missed classes, including the calculation process. Include a statement such as the following:* Students are expected to attend all classes and associated activities.

**English Usage** *Include a statement such as the following:*

Students are expected to proofread all written work for any grammatical, spelling and stylistic errors. Instructors may deduct marks for incorrect grammar and spelling in written assignments.

**Electronic Devices** *Include a statement of your policy on the use of laptops and other electronic devices in your classroom. Exceptions must be made for students with a documented disability and/or supported by the Accessibility Services. Include a statement such as the following:*

Students may use electronic devices during class for note-taking only.

**On-line Communication (email Moodle etc.)** *Outline your policy regarding email use, including expectation for response time if so desired. Include a statement such as the following:*

Outside of the classroom, instructors will (if necessary) communicate with students using either their official Capilano University email or Moodle; please check both regularly. Official communication between Capilano University and students is delivered to students' Capilano University email addresses only.

## **UNIVERSITY OPERATIONAL DETAILS (must be included on all course outlines)**

### **Tools for Success**

Many services are available to support student success for Capilano University students. A central navigation point for all services can be found at: <http://www.capilanou.ca/services/>

**Capilano University Security: download the [CapU Mobile Safety App](#)**

### **Policy Statement (S2009-06)**

Capilano University has policies on Academic Appeals (including appeal of final grade), Student Conduct, Cheating and Plagiarism, Academic Probation and other educational issues. These and other policies are available on the University website.

### **Academic Integrity (S1999-01)**

*"All Course Outlines must provide students with a clear definition of cheating and plagiarism and a statement of the sanctions for cheating and plagiarism which the department/instructor may apply."*

Any instance of academic dishonesty or breach of the standards of academic integrity is serious and students will be held accountable for their actions, whether acting alone or in a group. See policy S1999-01 for more information: <http://www.capilanou.ca/about/governance/policies/Policies/>

Violations of academic integrity, including dishonesty in assignments, examinations, or other academic performances, are prohibited and will be handled in accordance with the Student Academic Integrity Procedures.

**Academic dishonesty** is any act that breaches one or more of the principles of academic integrity. Acts of academic dishonesty may include but are not limited to the following types:

**Cheating:** Using or providing unauthorized aids, assistance or materials while preparing or completing assessments, or when completing practical work (in clinical, practicum, or lab settings), including but not limited to the following:

- Copying or attempting to copy the work of another during an assessment;
- Communicating work to another student during an examination;
- Using unauthorized aids, notes, or electronic devices or means during an examination;

- Unauthorized possession of an assessment or answer key; and/or,
- Submitting of a substantially similar assessment by two or more students, except in the case where such submission is specifically authorized by the instructor.

**Fraud:** Creation or use of falsified documents.

**Misuse or misrepresentation of sources:** Presenting source material in such a way as to distort its original purpose or implication(s); misattributing words, ideas, etc. to someone other than the original source; misrepresenting or manipulating research findings or data; and/or suppressing aspects of findings or data in order to present conclusions in a light other than the research, taken as a whole, would support.

**Plagiarism:** Presenting or submitting, as one's own work, the research, words, ideas, artistic imagery, arguments, calculations, illustrations, or diagrams of another person or persons without explicit or accurate citation or credit.

**Self-Plagiarism:** Submitting one's own work for credit in more than one course without the permission of the instructors, or re-submitting work, in whole or in part, for which credit has already been granted.

**Prohibited Conduct:** The following are examples of other conduct specifically prohibited:

- Taking unauthorized possession of the work of another student (for example, intercepting and removing such work from a photocopier or printer, or collecting the graded work of another student from a stack of papers);
- Falsifying one's own and/or other students' attendance in a course;
- Impersonating or allowing the impersonation of an individual;
- Modifying a graded assessment then submitting it for re-grading; or,
- Assisting or attempting to assist another person to commit any breach of academic integrity.

### **Sexual Violence and Misconduct**

All Members of the University Community have the right to work, teach and study in an environment that is free from all forms of sexual violence and misconduct. Policy B401 defines sexual assault as follows:

Sexual assault is any form of sexual contact that occurs without ongoing and freely given consent, including the threat of sexual contact without consent. Sexual assault can be committed by a stranger, someone known to the survivor or an intimate partner.

Safety and security at the University are a priority and any form of sexual violence and misconduct will not be tolerated or condoned. The University expects all Students and Members of the University Community to abide by all laws and University policies, including [B.401 Sexual Violence and Misconduct Policy](#) and [B.401.1 Sexual Violence and Misconduct Procedure](#).

**Emergencies:** Students are expected to familiarise themselves with the emergency policies where appropriate and the emergency procedures posted on the wall of the classroom.

#### DEPARTMENT OR PROGRAM OPERATIONAL DETAILS

**For information only. Relates to course-, program-, or department-specific practices. Delete this box from final version.**

You must include any practices and procedures specific to the relevant department or program of study on the course outline. Avoid conveying information to students in **bold** or ALL CAPS or **BOTH**. See the guidelines available at <http://frontlines.capilanou.ca/forms-guides-manuals/Program/Course-Information-and-Approval-Process/>

Not every program or course will have additional specific operational details. If you expect students to behave in a certain way it is useful to set those reasonable expectations out in the course outline. For example, in many instances it is not reasonable to refuse to admit late students, but you can ask late-arriving students to enter quietly. If student behaviour (such as professionalism) is being graded, that element must be addressed under Evaluation Profile, above. Note that requiring medical or other documentation for absence(s) may place a financial and/or emotional burden on students.



**CAPILANO UNIVERSITY SENATE  
2018 REGULAR MEETING SCHEDULE**  
Meetings are held in LB 322

<b>Meeting Date</b>	<b>Deadline for Submission of Agenda Items</b>
January 9                      4:00 pm	January 2
February 6                      4:00 pm	January 30
March 6                              4:00 pm	February 27
April 3                                4:00 pm	March 27
May 15                                4:00 pm	May 8
June 6 (Wednesday)      4:00 pm	May 29
<b>July – No Meeting</b>	
August 21 (Orientation)    4:00 pm	August 14
September 11                      4:00 pm	September 4
October 2                              4:00 pm	September 25
November 6                        4:00 pm	October 30
December 4                        4:00 pm	November 27

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**Late Additions** - Late additions deny Senate members the opportunity to consider the matter prior to the meeting and are therefore discouraged. In general, they are approved only in unusual circumstances and require the approval of the Chair of Senate. The Committees Clerk to the Senate may not approve late additions to the Agenda.