



PROCEDURE

Procedure Name	ACADEMIC MISCONDUCT <i>New</i>		
Procedure Number	SD 1.1	Approval Date	October 15, 2026
Parent Policy	SD 1.0 Student Rights and Responsibilities		
Procedure Authority	Dean of Student Services/Registrar		
Executive Sponsor	Vice-President, Academic and Provost		
Approved By	Vice-President, Academic and Provost		

1. PURPOSE

Academic integrity is an essential foundation for the pursuit of knowledge, the credibility of demonstrated achievement, and the trust placed in credentials. Conduct that compromises academic integrity undermines fair evaluation and institutional trust. Medicine Hat College (MHC) addresses academic misconduct through clear, consistent, and transparent processes that safeguard academic standards and reinforce a culture of integrity in teaching and learning.

2. SCOPE

This procedure applies to all academic activities undertaken in connection with courses, programs, assessments, research, and other activities that contribute to academic evaluation or standing at MHC, whether conducted in person, online, or through any other modality.

Non-academic misconduct is addressed under separate procedures.

3. DEFINITIONS

- **Academic Integrity:** the values that underlie post-secondary education and research, including honesty, trust, fairness, respect, and responsibility. Maintaining academic integrity involves expressing original ideas, citing sources, using approved resources, working independently, and reporting results accurately and honestly.
- **Academic Misconduct:** any behaviour that could damage or interfere with the ability to fairly evaluate an academic achievement, merit, or standing. Examples of Academic Misconduct can be found in Appendix A.
- **Cheating:** participating in or facilitating any of the following: obtaining or attempting to obtain information from another student or an unauthorized source, representing another's work as their own, or misrepresenting themselves or their work on evaluated coursework.
- **Plagiarism:** the representation of another individual's work as one's own, the failure to adequately attribute work to its original creator, or the resubmission, in whole or in part, of one's own previously submitted academic work for credit in another course or academic requirement without instructor authorization.

4. GENERAL

4.1 Academic integrity is fundamental to learning at the college, ensuring that knowledge and achievement are earned honestly, evaluations are fair, and trust is maintained within the academic community. Cheating, plagiarism, and other forms of academic misconduct compromise these principles.

4.2 Students uphold academic integrity by

- (a) acting honestly and ethically.
- (b) completing all academic work through their own effort, ensuring any collaboration or assistance is authorized and properly acknowledged.
- (c) accurately representing the use and source of information in all assignments, assessments, and research, following requirements for citation and attribution.
- (d) following all rules, instructions, and guidelines provided for assignments, tests, and examinations, including materials and resources authorized for use.

4.3 Instructors contribute to academic integrity by

- (a) planning and supervising academic activities to encourage ethical and honest effort.
- (b) clearly outlining and communicating expectations for assignments, tests, and exams, including citation standards and any authorized resources.
- (c) clearly defining the appropriate level of collaboration on all assignments.
- (d) overseeing examinations and tests, allowing substitute proctors only with dean approval.
- (e) supporting the institution's efforts to create a culture of academic integrity.

4.4 All individuals involved in an academic misconduct matter will respect confidentiality to the fullest extent possible. If it is necessary to share information, only the minimum details required will be disclosed.

4.5 The Registrar's Office must be provided the necessary information for any outcomes that require adjustment or action on the student's academic record, including transcript notations.

4.6 Associate deans may restrict a student's participation in a course, program, or examination if required by relevant professional or accreditation standards. The restrictions will remain in place until it is decided no academic misconduct occurred, the associate dean lifts them, the deadline for an appeal has passed, or the appeal process has ended.

4.7 The associate dean will review all allegations of academic misconduct where the student has multiple recorded incidents or in cases where the conduct would warrant sanctions beyond those listed in 7.6

5. PROCEDURAL FAIRNESS

5.1 Procedural fairness ensures that all parties are treated impartially throughout the academic misconduct process. It includes

- (a) clear communication of allegations
- (b) an opportunity for the student to respond
- (c) timely investigations, decisions, and appeals
- (d) objective, unbiased review that consider only relevant information
- (e) provision of written outcomes

5.2 Students have the right to consult with the Students' Association at any stage and to have association representation during the academic misconduct process. Students' Association representatives are the only individuals permitted to accompany students to meetings throughout the process.

6. REPORTING ACADEMIC MISCONDUCT

6.1 Anyone can report suspected academic misconduct to the instructor responsible for the academic activity. If the instructor is unknown, the report may be submitted to the associate dean of the applicable school who will then notify the applicable instructor.

6.2 Reports should be submitted as soon as possible after the suspected misconduct is observed. There is no set time limit for reporting, provided the misconduct occurred while the student was enrolled. Reports may be submitted even after a student has completed the course, program, or graduated from the college.

6.3 Reports should include the following information, where available.

- (a) the name(s) of the student(s) suspected of misconduct
- (b) relevant time(s), date(s), location(s), and course name
- (c) a description of the alleged misconduct
- (d) any documents or materials that demonstrate the misconduct
- (e) the name and contact information of the person reporting the misconduct

6.4 Academic misconduct reports may be submitted anonymously; however, insufficient information may limit the ability to investigate fairly and effectively, and as a result, the report may not be acted upon.

6.5 In most cases, suspected academic misconduct is first identified by the instructor responsible for the academic activity.

7. PROCESS: FIRST INCIDENTS OF ACADEMIC MISCONDUCT

7.1 If an instructor believes that academic misconduct has occurred, they must contact the Registrar's Office to check for any previous records of academic misconduct. The Registrar's Office will respond within two working days. If a record exists, the instructor will notify the associate dean of the school responsible for the course and provide them with all relevant evidence.

7.2 If it is the first incident of academic misconduct recorded, the instructor will contact the student to set up a meeting as soon as possible. The meeting may take place in person, by phone, or virtually. The intent of the meeting is to allow for a fair, open, and respectful discussion in the spirit of education rather than accusation.

7.3 Prior to the meeting the instructor must send the student the following information in writing.

- (a) a description of the allegation(s) (which may include a summary or copies of the available evidence).
- (b) notice of the right to bring a Students' Association representative to the meeting and contact information for the Students' Association.
- (c) confirmation of the date, time, and location (or mode of delivery) of the meeting.
- (d) copies or links to the Student Rights and Responsibilities policy and this procedure with a recommendation that they are reviewed prior the meeting.
- (e) a notice that a decision may be made in their absence if they do not attend the meeting.

7.4 During the meeting, the student will be given the opportunity to respond to the allegations and ask questions. If the student does not attend the meeting and does not contact the instructor within three working days to reschedule the meeting, the instructor may make a decision without the student's input.

7.5 Decision and Outcome: First Incident of Academic Misconduct

7.5.1 Based on consideration of all the evidence, the instructor will determine whether it is more likely than not that the student committed academic misconduct in violation of the Student Rights and Responsibilities Policy.

7.5.2 If it is determined that there is insufficient evidence or that no academic misconduct occurred, the student will be informed in writing within ten working days after the meeting. No further action will be initiated.

7.5.3 If the instructor concludes that the student committed academic misconduct, the determination of the outcome will consider the following factors

- (a) severity
- (b) whether the conduct is deliberate or deceptive
- (c) if there are multiple allegations related to the incident
- (d) whether the misconduct has impacted others
- (e) whether the misconduct has impacted the reputation of the college
- (f) if the student has relevant personal circumstances
- (g) other mitigating or aggravating circumstances

7.5.4 The instructor will communicate the outcome to the student, in writing, within ten working days after the meeting. The decision must contain the following

- (a) the outcome
- (b) the reasons or basis for the findings
- (c) details about when and how any sanctions will be implemented
- (d) the effect on the student's record (i.e. if it will appear on the student's transcript)
- (e) notice that appeal applications must be submitted within ten working days
- (f) any applicable contact information for supports and resources available to the student

7.5.5 The instructor will send a completed Academic Misconduct Incident Report form and the outcome letter to the Registrar's Office to be kept on record.

7.6 Sanctions: First Incidents of Academic Misconduct

Sanctions must be fair and appropriate to the misconduct. In their determination, instructors may apply one or more of the following

- (a) written warning
- (b) required participation in learning activities related to the misconduct
- (c) required resubmission of the assignment
- (d) grade reduction for the relevant work
- (e) zero grade for the relevant work
- (f) grade reduction for the course.

7.7 First Incident Appeals

Students may make an appeal application under the Student Academic Appeals procedure. Appeal applications for first incidents of Academic Misconduct must be submitted within ten working days of receiving the decision.

8. PROCESS: SUBSEQUENT AND SERIOUS INCIDENTS OF ACADEMIC MISCONDUCT

8.1 After receiving notice from an instructor, the associate dean will contact the student to set up a meeting as soon as possible. At the discretion of the associate dean, the meeting may take place in person, by phone, or virtually. The intent of the meeting is to allow for a fair, open, and respectful discussion in the spirit of education rather than accusation.

8.2 Prior to the meeting the associate dean must send the student the following information in writing

- (a) a description of the allegation(s) (which may include a summary or copies of the available evidence).
- (b) notice of the right to bring a representative to the meeting and contact information for the Students' Association.
- (c) confirmation of the date, time, and location (or mode of delivery) of the meeting.
- (d) copies or links to the Student Rights and Responsibilities policy and this procedure with a recommendation that they are reviewed prior the meeting.

(e) a notice that a decision may be made in their absence if they do not attend the meeting.

8.3 During the meeting, the student will be given the opportunity to respond to the allegations and ask questions. If the student does not attend the meeting and does not contact the associate dean within three working days to reschedule the meeting, the associate dean may make a decision without the student's input.

8.4 Decision and Outcome: Subsequent and Serious Incidents of Academic Misconduct

8.4.1 Based on consideration of all the evidence, the associate dean will determine whether it is more likely than not that the student committed academic misconduct in violation of the Student Rights and Responsibilities Policy.

8.4.2 If it is determined that there is insufficient evidence or that no academic misconduct occurred, the student will be informed in writing within ten working days after the meeting. No further action will be initiated.

8.4.3 If the associate dean concludes that the student committed academic misconduct, the determination of the outcome will consider the following factors

- (a) severity
- (b) whether the conduct is deliberate or deceptive
- (c) if there are multiple allegations related to the incident
- (d) how the student's previous record of academic misconduct weighs in the current investigation
- (e) whether the misconduct has impacted others
- (f) whether the misconduct has impacted the public image of the college
- (g) if the student has relevant personal circumstances
- (h) other mitigating or aggravating circumstances

8.4.4 The outcome will be communicated to the student, in writing, within ten working days after the meeting. The decision must contain the following

- (a) the outcome
- (b) the reasons or basis for the findings
- (c) details about when and how any sanctions will be implemented
- (d) the effect on the student's record (i.e. if it will appear on the student's transcript)
- (e) notice that appeal applications must be submitted within ten working days
- (f) any applicable contact information for supports and resources available to the student

8.4.5 The associate dean will send the outcome letter to the Registrar's Office to be kept on record.

8.5 Sanctions: Subsequent and Serious Incidents of Academic Misconduct

Sanctions must be fair and appropriate to the misconduct. In their determination, the associate dean may apply one or more of the following

- (a) written warning
- (b) required participation in learning activities related to the misconduct
- (c) required resubmission of the assignment
- (d) grade reduction for the relevant work
- (e) zero grade for the relevant work
- (f) grade reduction for the course
- (g) failing grade for the course
- (h) required to withdraw from the course

If the academic misconduct poses a serious concern for the integrity of the student's academic conduct within a program or area of study such as professional standards, multiple violations, integrity of a field of study, or accreditation requirements the following sanctions may be applied

- (i) removal and/or prohibition from enrolling in a specific course, program, or area of study

If the academic misconduct poses a significant concern or risk for the integrity of the student's academic conduct across the institution such as misconduct that includes serious ethical issues or non-academic behaviour, and/or frequent violations of the Student Rights and Responsibilities policy the following sanctions may be applied with approval from the Dean of Student Services/Registrar

- (j) suspension from the institution
- (k) expulsion from the institution
- (l) revocation of a credential

8.6 Subsequent and Serious Incidents of Academic Misconduct Appeals

Students may make an appeal application under the Student Academic Appeals procedure. Appeal applications for subsequent and serious incidents of Academic Misconduct must be submitted within ten working days of receiving the decision.

ORIGINAL COPY SIGNED

 Nancy Brown
 Vice-President, Academic and Provost
 Date:

Additional Information	Location
SD 1.2 Academic Misconduct Appeal Procedure	MHC Website/Policy & Procedure SharePoint
SD 1.0 Appendix A – Student Academic Misconduct Examples	MHC Website/Policy & Procedure SharePoint
SD 1.4 Grade Appeal Procedure	MHC Website/Policy & Procedure SharePoint
SD 1.3 Exam Integrity Procedure	MHC Website/Policy & Procedure SharePoint
Academic Misconduct Incident Report form	Registrar's Office