

## **STUDENT ACADEMIC MISCONDUCT**

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### **Regulations and Procedures**

This document outlines the regulations and procedures related to Policy 70: Student Academic Misconduct.

**Academic Misconduct:** Refers to behaviours which could result in a student receiving an unfair or unearned advantage in their Academic Work over other students and which violate the principles of Academic Integrity. Specific examples of Academic Misconduct covered by this policy include plagiarism; cheating; fabrication, falsification, or modification of academic documents or records; resubmission of work; improper research practices; obstructing the academic activities of others; and aiding and abetting. Definitions and examples of these forms of Academic Misconduct are provided in the regulations and procedures document.

**Academic Work:** Refers to any instrument used for measuring a Student's attainment of specified educational outcomes, including, but not limited to, assignments, term papers and essays, examinations, tests, quizzes, essays, projects, clinical and practicum placements, internships, presentations, online discussions, performances, exhibitions, blogs and/or informal writing, or research papers/projects.

**Business Days:** Business days refer to days that the university is fully open for business, whether for all or part of the day. Business days do not include weekends, statutory holidays, or institutional closures for weather, holiday, or other reasons.

**A note on timelines:** Parties should attempt to comply with all stated deadlines and timelines outlined in the regulations and procedures. Failure to do so does not nullify the process unless the delay is unreasonable and prejudicial. Any delays in process need to be communicated to the Student, the Department Head or equivalent, and/or the Dean or designate, depending on the stage in the process.

### **Fuller Definitions and Examples of Academic Misconduct:**

#### **1. Plagiarism**

Plagiarism occurs when a Student presents as their own the written, oral, visual, quantitative, or qualitative work of someone else and fails to appropriately cite the original source. It covers instances when all or part of the work of another is presented as the Student's own, as well as all sources of the work of others, whether published or unpublished, formal or informal, electronic or hard copy, anonymous or attributed.

Examples of plagiarism include, but are not limited to:

- Cutting and pasting text, charts, graphs, images, videos, code or coding, or other mediums created by someone else into your Academic Work and not appropriately citing the source(s);
- Copying data from a fellow Student's Academic Work and presenting it as your own;
- Presenting the ideas, research, inventions, objects, equations, designs, codes, or arguments of someone else as your own; or

- Representing another's artistic work, whether textual, visual, or oral as your own.

## **2. Cheating**

Cheating occurs when a Student seeks credit for work they did not do or for knowledge they did not learn. Cheating can occur in all forms of Academic Work. In the absence of specific approval from the faculty member or instructor, or unless directly stipulated on a syllabus or in assignment guidelines, students should assume that all Academic Work is to be completed independently and without any form of collaboration.

Examples of cheating include, but are not limited to:

- Communicating or attempting to communicate with others during an examination, test, or quiz without the permission of the faculty member, instructor, or invigilator;
- Copying or attempting to copy answers found in the Academic Work of another Student or allowing a Student to copy your answers;
- Improperly obtaining, through any means, examination, test, or educational materials in advance of the actual exam, test, or educational exercise;
- Distributing improperly obtained examination, test, or educational materials to others;
- Making use of unauthorized examination, test, or educational materials in the completion of Academic Work;
- Having access to or using unauthorized textbooks, materials, or technologies not sanctioned by the faculty member or instructor during an examination, whether these are accessed online, in the classroom, in person, from another University location, or at an off-campus site;
- Submitting Academic Work prepared in collaboration with another individual or individuals, whether a Student or not, when collaborative work on Academic Work has not been authorized by the faculty member or instructor;
- Misrepresenting one's contributions to group projects, including taking credit for another's work;
- Impersonating another Student in a class or online class or in the course of any form of Academic Work;
- Allowing another Student or individual to impersonate you in a class or online class or in the course of any form of Academic Work;
- Purchasing Academic Work and presenting it as your own;
- Offering for sale Academic Work, in whole or in part, with the expectation that this Academic Work will be submitted by the Student purchaser to meet UFV course requirements;
- Voluntarily preparing Academic Work, in whole or in part, with the expectation that this Academic Work will be submitted by another Student to meet UFV course requirements;
- Allowing a tutor, editor, translator or any other professional to do a substantial amount of work for a course or course assignment; or
- Submitting any Academic Work containing a purported statement of fact or reference to a source that has been fabricated.

## **3. Fabrication, Falsification, or Unauthorized Modification of an Academic Document or Record**

Academic Misconduct includes falsifying, fabricating, forging or in any way modifying an academic document or record used in support of an application, record, petition/appeal, or endeavor.

Examples include, but are not limited to:

- Forging, falsifying, or modifying an academic transcript;
- Forging, falsifying, or modifying a physician's letter or form;
- Forging, falsifying, or modifying an answer, mark, or grade on an assignment;
- Forging, falsifying, or modifying a reference letter; or
- Forging, falsifying, or modifying a letter of permission.

#### **4. Resubmission of Work**

Students commit Academic Misconduct when they submit, in whole or part, Academic Work more than once, whether the earlier submission was at this University or another institution, and when prior approval has not been obtained from the faculty member(s) or instructor(s).

Examples of resubmission include, but are not limited to:

- Turning in Academic Work that has been submitted and/or assessed in a previous course or
- Using parts of prior Academic Work in new Academic Work without prior authorization by the faculty member or instructor.

#### **5. Improper Research Practices**

Academic research includes the collection, analysis, interpretation, and publication of information or data. Examples of improper research practices include, but are not limited to:

- Dishonest reporting of investigative results, either through fabrication or falsification;
- Misrepresenting or selectively reporting research results or methodologies;
- Destroying your own or another's research records to avoid detection of wrongdoing;
- Violating the University's policies regarding research ethics; or
- Engaging in any Misconduct outlined in Policy 53: Responsible Conduct of Research and Scholarship.

#### **6. Obstruction of the Academic Activities of Another**

Obstruction of another's academic activity occurs when a Student interferes with the Academic Work of another in order to harass or to gain, or attempt to gain, unfair academic advantage.

Examples of obstruction include, but are not limited to:

- Interfering or tampering with any form of Academic Work;
- Willfully withholding materials necessary to the completion of Student Academic Work, such as library reserves or resources, lab materials, etc.
- Destroying an object necessary to completing Academic Work, such as library resources, studio materials, lab materials or other objects;

- Destroying the data, designs, objects, inventions, or other products of Academic Work of another Student; or
- Knowingly providing false information to a Student regarding the location, time, or expectations of an activity related to Academic Work.

## **7. Aiding and abetting**

Aiding and abetting occurs when a student encourages, enables, conspires with, or causes others to do or attempt any of the above.

### **Faculty-Led Response to Minor Cases of Plagiarism**

In response to faculty feedback, these Regulations and Procedures provide an avenue through which faculty and instructors can address minor cases of Plagiarism, which most likely result from the student's learning process. We recognize that learning to properly cite sources based on the conventions of academic disciplines is difficult, particularly when this requirement is new for many students. Common errors include:

- Formatting errors;
- Using the wrong citation style;
- Including an in-text citation, but neglecting to indicate direct quotes for one-two lines of text (i.e. the source is cited, but the student incorrectly identifies the text as a paraphrase instead of a direct quote and there is only one case of this in the Academic Work); or
- No citation of a source for a small (one-two lines of text) direct quote, but citations are included for all other material in the assignment (i.e. there are quotation marks present but no source is indicated and there is only one case of this in the Academic Work).

While these examples still fall under the umbrella of Academic Misconduct, faculty members and instructors note a desire to deal with these differently from other cases of Academic Misconduct. In the case that Academic Work includes common errors, as outlined above, faculty and instructors will proceed as follows:

- A. Schedule a meeting with the student within 5 business days of assessing the Academic Work;
- B. During the meeting, outline the error(s) in the Student's Academic Work;
- C. Provide information to the student on how to correct the error(s) and on how the error(s) constitute a form of Academic Misconduct;
- D. At your discretion, assign one or more of the following penalties:
  - a. Allow the student to re-do the Academic Work with no penalty, assigning a date for resubmission;
  - b. Allow the student to re-do the Academic Work with penalty (no more than a 50% deduction on the overall mark for the Work), assigning a date for re-submission;
  - c. Provide a written explanation and warning regarding further Academic Misconduct; and/or

- d. Encourage the student to complete a workshop on Academic Integrity through the Academic Success Centre.

Please note that these are the only penalties allowed under the Faculty-Led process.

- E. Report the minor case of plagiarism by completing the digital reporting form.

Once complete, a digital copy of the form will be generated and sent via email to the faculty member or instructor, the student, and the Department Head.

All other forms of Academic Misconduct need to follow the fuller Regulations and Procedures, beginning with Step 1.

## **Regulations and Procedures**

### **1. Detecting Academic Misconduct**

- 1.1. Any member of the UFV community who observes or is aware of an Academic Misconduct is required to take action. Students and members of the University community should inform the faculty member or instructor teaching the course. Faculty members or instructors should alert their Department Head or equivalent.
- 1.2. Allegations of Academic Misconduct can be investigated after the Student has completed the course, program, or degree if information becomes available and penalties can be applied retroactively should the allegations be proved.

### **2. Overview of Investigation and Proceedings**

Responsibility for initiating proceedings rests with the faculty member or instructor of the course in which the alleged Academic Misconduct has occurred.

- 2.1. The faculty member or instructor determines the nature of the Academic Misconduct and then decides whether to follow procedures outlined in “Faculty-Led Response to Minor Cases of Plagiarism” or, in the cases of Academic Misconduct which do not meet the criteria outlined in that section, continues with procedures listed below, beginning with 2.2. In cases where certification by an external regulatory body are involved, additional steps or procedures may be required.
- 2.2. The faculty member or instructor alerts the Student via UFV student email within 2 business days of detecting the alleged misconduct. This communication states that they suspect the Student of committing Academic Misconduct and that they will begin investigating the alleged misconduct.
- 2.3. The faculty member or instructor alerts their Department Head or equivalent that they are investigating a potential case of Academic Misconduct.
- 2.3.1. In the case that the Department Head or equivalent is the course instructor, the Dean or Associate Dean will designate another faculty member to fulfill the procedural responsibilities of the Head or equivalent.
- 2.4. The faculty member or instructor initiates the investigation. This investigation must be

completed within 5 business days of alerting the student to the alleged Academic Misconduct.

2.5. The faculty member or instructor may use any reasonable legal methods in order to determine if there is Standard of Proof that Academic Misconduct has occurred. Such methods include, but are not limited to:

2.5.1. Use of electronic services;

2.5.2. Use of online searches;

2.5.3. Circulation of work to other instructors in related courses;

2.5.4. Interviews with the Student;

2.5.5. Asking the Student to submit rough notes or other proof of composition;

2.5.6. Taking witness statements;

2.5.7. Retaining unauthorized materials found in the Student's possession;

2.5.8. Taking pictures which document the Academic Misconduct, such as photos of relevant notes written on a student's arm during an examination or photos of screens on the Student's phone if there is evidence they were looking at their phone during Academic Work when such action was unauthorized; and/or

2.5.9. Asking to see a Student's phone and what they were looking at in a case when the Student was accessing their phone during Academic Work when it was clearly stated that doing so was impermissible.

2.6. As a result of the investigation, the faculty member or instructor will conclude:

2.6.1. If there is sufficient evidence to meet Standard of Proof to support a finding of Academic Misconduct, the faculty member or instructor alerts the Student via University email regarding the nature of the Academic Misconduct.

2.7. In the case of insufficient evidence to support Standard of Proof, a finding of Academic Misconduct, the faculty member or instructor alerts the Student through UFV student email that the investigation has been completed and there is no finding of Academic Misconduct. This notification will be sent within 2 business days of the conclusion of the investigation. The faculty member or instructor also notifies the Department Head or equivalent that the investigation has been closed.

2.8. In the case of sufficient evidence to meet Standard of Proof to support a finding of Academic Misconduct, the faculty member or instructor presents the result of their investigation to the Department Head or equivalent.

2.8.1. The Department Head or equivalent is then responsible for:

2.8.1.1. Informing the Student, in writing, of a finding of Academic Misconduct and setting up a Resolution Meeting to discuss the matter within 10 business days of receiving the results of the investigation;

2.8.1.2. Contacting the Student Rights and Responsibilities Office to inquire about previous Notices of Disciplinary Action;

2.8.1.2.1. If the student has no prior Notices, continue to step 2.8.1.3.

2.8.1.2.2. If the student has one prior Notice, continue to step 2.8.1.3.

2.8.1.2.3. If the student has two or more prior Notices, jump to step 2.8.2.

2.8.1.3. Determining the appropriate penalty based on the options outlined in 7 and information provided by the Student Rights and Responsibilities Office;

2.8.1.5. Meeting with the Student to discuss the findings and to gather additional information from the student. After considering all the evidence presented from the faculty member or instructor and the student, the Department Head or equivalent will determine either a finding of academic misconduct and choose the appropriate penalty or no finding of academic misconduct and will dismiss the complaint.

2.8.1.6. Alerting the faculty member or instructor of the decision and outcome; and

2.8.1.7. In a finding of academic misconduct, the Department Head or equivalent will report the academic misconduct and associated penalty by completing the digital reporting form. Once complete, a Notice of Disciplinary Action is auto-generated and a digital copy is sent via email to the faculty member or instructor, the student, the Department Head or equivalent, and the Office of the Registrar.

2.8.2. In the event that the student has two or more Notices of Disciplinary Action on file, responsibility for the Resolution Meeting shifts to the Dean or designate for the faculty or college in which the student took the course. In this case, the Department Head or equivalent will meet with the Dean or designate to share the findings of the investigation. The Dean or designate is then responsible for:

2.8.2.1. Informing the Student, in writing, of a finding of Academic Misconduct and setting up a Resolution Meeting to discuss the matter within 10 business days of receiving the results of the investigation;

2.8.2.2. Contacting the Student Rights and Responsibilities Office, to receive information about the previous Notices of Disciplinary Action;

2.8.2.3. Determining the appropriate penalty based on the options outlined in clause 7 and on information provided by the Student Rights and Responsibilities Office;

2.8.2.5. Meeting with the Student to discuss the findings and to gather additional information from the student. After considering all the evidence presented from the faculty member or instructor and the student, the Dean or designate will determine either a finding of academic misconduct and choose the appropriate penalty or no finding of academic misconduct and will dismiss the complaint.

In a finding of academic misconduct, the Dean or designate will report the academic misconduct and associated penalty by completing the digital reporting form. Once complete, a Notice of Disciplinary Action is auto-generated and a digital copy is sent via email to the faculty member or instructor, the student, the Department Head or equivalent, and the Office of the Registrar.

2.8.3. In the event that the Student does not respond to requests to meet, fails to attend the Resolution Meeting, and/or chooses not to cooperate in the process, the Department Head or equivalent will proceed without the Student's involvement. In this case, the Department Head or designate will report the academic misconduct and associated penalty by completing the digital reporting form. Once complete, a Notice of Disciplinary Action is auto-generated and a digital copy is sent via email to the faculty member or instructor, the student, the Department Head or equivalent, and the Office of the Registrar.

2.9. Upon receiving the Notice of Disciplinary Action, the Office of the Registrar will file the Notice.

### **3. During the Resolution Meeting**

- 3.1. During the Resolution Meeting, the nature of the evidence supporting the Academic Misconduct allegation will be disclosed to the Student and the Student shall have the opportunity to respond to the allegation at that time.
- 3.2. The result of the Resolution Meeting will be reported using the digital reporting form which will auto-generate the Notice of Disciplinary Action, with email copies provided to the faculty member or instructor, the Student, the Department Head or equivalent, and to the Office of the Registrar. This notice is filed, regardless of penalty assigned, for all confirmed cases of Academic Misconduct.
- 3.3. Students are informed, both verbally and by way of receiving the Notice of Disciplinary Action via email, that the decision will be reviewed, and further action will be taken should there be prior Notices of Disciplinary Action on file with the Office of the Registrar
- 3.4. Should the Student disagree with the findings or the penalty, they may appeal under certain conditions as outlined in clause 5.

#### **4. Notice of Disciplinary Action**

- 4.1. Faculty members or instructors, Department Heads or equivalent, and/or Deans or equivalent will report all confirmed cases of Academic Misconduct using the digital reporting form and will follow the sequences of steps beginning with the step described in clause 2.2.
- 4.2. The Notice of Disciplinary Action is filed with the Office of the Registrar. The Office of the Registrar will take any action deemed necessary, and as relevant to their responsibilities, as outlined in Section 7.
- 4.3. The Notice of Disciplinary Action remains on file for the duration of the Student's time at UFV. Access to the Notice is dependent on provisions outlined in Student Academic Misconduct policy 70 Regulations and Procedures and in compliance with British Columbia's Freedom of Information and Protection of Privacy Act. The information is accessible only for purposes of further action resulting from continued Academic Misconduct by the Student and only by the specified Employees as outlined in clause 8.

#### **5. Student Right to Appeal**

- 5.1. Students have a right to appeal a Notice of Disciplinary Action when:
  - 5.1.1. The student can provide proof, through tangible evidence, that the Academic Misconduct did not occur;
  - 5.1.2. The student can provide proof, through tangible evidence, that there was bias or procedural unfairness in the initial investigation; or
  - 5.1.3. The student wishes to appeal the severity of an assigned penalty and can provide sufficient grounds to warrant a change in penalty.
- 5.2. Students may not appeal a finding of Academic Misconduct or an assigned penalty when the Faculty-Led Response to Academic Misconduct procedures were followed

unless the faculty member or instructor assigned a penalty not listed in 7.1. Please see 6.1.1.

5.3. To appeal a finding of Academic Misconduct or the assigned penalty, the Student will complete the digital appeal form.

5.3.1. The completed appeal form must be received by the Student Rights and Responsibilities Office within 5 business days of the digital sent date of the Notice of Disciplinary Action

5.3.2. The appeal will be vetted by the Executive Director, Student Academic Affairs against the criteria in 5.1.

5.3.3. If the grounds for appeal are satisfied, the appeal package is submitted to the appropriate Dean to initiate appeal proceedings.

5.4. Students have the right to appeal a Dean or designate's decision within 10 business days of receiving the decision. Appeals are made to the Senate Governance Committee.

5.4.1. Students may not appeal the decision or penalty for a Faculty-Led Response to Academic Misconduct.

5.4.2. Students may appeal the Dean or designate's decision if they can provide evidence of procedural bias or unfairness or if the assigned penalty falls under 7.4.

5.4.3. The Appeal Hearing and decision shall take place within sixty days of the filing of the Request for the Appeal. The Appeal Hearing will be conducted in accordance with the principles of natural justice.

5.4.4. The Appeal Hearing shall be conducted by an Appeal Tribunal designated by the Senate Governance Committee and shall be conducted under those procedures as shall be set from time to time by the Committee.

5.4.5. Where reasonable grounds for appeal are not evident, the Tribunal may refuse to hear the appeal.

5.4.6. The decision of the Tribunal is final.

## **6. Appeal Proceedings**

6.1. Deans will determine the appropriate appeal proceedings based on the grounds for the Student appeal.

6.1.1. Appeals based on 5.2 should proceed with an attempt at informal resolution. Under this provision:

6.1.1.1. The Dean or designate shall contact the faculty member or instructor to determine why they assigned an unauthorized penalty.

6.1.1.2. The Dean or designate shall highlight the appropriate penalties to be assigned based on the nature of the Academic Misconduct and ask that the faculty member or instructor assign a new penalty in keeping with Student Academic Misconduct policy 70 Regulations and Procedures.

6.1.1.3. Once determined, the Dean or designate will communicate the result to the student and notify the Student Rights and Responsibilities Office, of the revised decision.

6.1.1.4. Efforts to address 5.1.3 in this way should be concluded within 5 business days.

6.1.2. Appeals based on 5.1.1, 5.1.2, and 5.1.3 shall proceed to a Hearing.

**6.2. Hearing**

6.2.1. In the event of an appeal under 5.1.1, 5.1.2, and 5.1.3, the matter shall proceed to a Hearing conducted by the Dean or designate responsible for the subject area.

6.2.1.1. In no event shall the designate be the Department Head or equivalent or faculty member or instructor associated with the course or discipline.

6.2.2. The Hearing shall take place within 10 business days of receipt of the appeal package.

6.2.3. The Student shall be given 5 business days' notice of the Hearing.

6.2.4. The Hearing will be conducted in accordance with the principles of natural justice.

6.2.5. The Student, the faculty member or instructor, and the Department Head or equivalent shall each have the opportunity to present any evidence or submissions they deem appropriate as part of the Hearing.

6.2.6. The Student may bring a support person with them. This individual is present only to support the Student and will not be part of the formal Hearing proceedings.

6.2.7. The Dean or designate will review all of the evidence submitted.

6.2.8. Based on evidence submitted and the grounds for appeal, the Dean or designate shall, where relevant, make a determination of the validity of allegation of Academic Misconduct and shall, where applicable, determine the penalty to be imposed or revised.

6.2.9. The Dean or designate shall render a decision, in writing, within 5 business days of the Hearing. This decision will be communicated via the UFV student email to the Student, faculty member or instructor, Department Head or equivalent, and the Student Rights and Responsibilities Office. The decision letter should include:

6.2.9.1. The semester, course, and section in which the alleged Academic Misconduct occurred;

6.2.9.2. The original allegation, decision, and penalty;

6.2.9.3. An overview of the key points of evidence presented by each party as part of the Hearing; and

6.2.9.4. The Dean or designate's decision and rationale for said decision.

6.3. Students wishing to appeal the decision of the Dean or designate are bound by the conditions outlined in 5.4 and by the regulations and procedures stipulated by the Senate Governance Committee.

**7. Penalties for Academic Misconduct**

7.1. Penalties which may be assigned by a faculty member or instructor for a finding of Academic Misconduct under the Faculty-Led Response to Academic Misconduct process:

7.1.1. Allow the student to re-do the same or a modified version of the Academic Work with no penalty;

7.1.2. Allow the student to re-do the same or a modified version of the Academic Work with penalty (no more than a 50% deduction of the total mark for the Work);

7.1.3. Provide a written explanation and warning regarding further Academic Misconduct; and/or

- 7.1.4. Encourage the student to complete a workshop on Academic Integrity through the Academic Success Centre.
- 7.2. For a first finding of Academic Misconduct that resulted in a Notice of Disciplinary Action, Department Heads or equivalent may assign one or more of the following penalties:
  - 7.2.1. Any of the penalties outlined in 7.1;
  - 7.2.2. Requirement for the student to complete a workshop on Academic Integrity through the Academic Success Centre; and/or
  - 7.2.3. A grade of zero on the Academic Work.
  - 7.2.4. In particularly egregious cases of Academic Misconduct in a first offense, the Department Head or equivalent can request review of the case by a Dean to determine if an F or FD grade is warranted as a penalty. If one of those penalties is deemed warranted and the student wishes to appeal it, the appeal will be heard by another Dean or Associate Dean within the same Faculty or College or by a Dean or Associate Dean from another Faculty or College.
- 7.3. For a second finding of Academic Misconduct that resulted in a Notice of Disciplinary Action, Department Heads or equivalent may assign one of the following penalties:
  - 7.3.1. A grade of zero on the Academic Work, provided the student was not assigned the same penalty for a previous offence;
  - 7.3.2. An F grade for the course; or
  - 7.3.3. An FD grade for the course.
- 7.4. For a third or higher finding of Academic Misconduct that resulted in a Notice of Disciplinary Action, Deans or Associate Deans may assign or recommend one or more of the following penalties:
  - 7.4.1. An F grade for the course;
  - 7.4.2. Any FD grade for the course;
  - 7.4.3. Placement on academic probation;
  - 7.4.4. Recommendation to the President for Student suspension;
  - 7.4.5. Recommendation to the President for Student expulsion;
  - 7.4.6. Revocation of an award;
  - 7.4.7. Revocation of a degree, diploma, certificate, or other academic credential; and/or
  - 7.4.8. Denial of admission or readmission to the University, and forfeiture of University awards or financial assistance.
- 7.5. All penalties for Academic Misconduct are recorded with the Office of the Registrar. The Office of the Registrar is also responsible for taking action in relation to any assigned, and record-related penalty. The Student Rights and Responsibilities office is responsible for communicating penalty decisions outlined in 7.2.2
- 7.6. No student will be permitted to withdraw from a course to avoid incurring the penalty for Academic Misconduct.
- 7.7. No fees will be refunded to a student who is required to withdraw or lose credit for any class taken, or who is suspended or dismissed from any class or program as a result of a penalty for Academic Misconduct.
- 7.8. A student under suspension from the University for Academic Misconduct cannot

receive transfer credit for courses taken at other institutions during the period of suspension.

## **8. Academic Misconduct Registry and Reporting**

- 8.1. The Student Academic Misconduct Registry will be held in the Office of the Registrar.
- 8.2. Information and records relating to actions under the Student Academic Misconduct policy will be handled by UFV in compliance with British Columbia's Freedom of Information and Protection of Privacy Act.
- 8.3. The information is accessible only for purposes of further action resulting from continued Academic Misconduct by the Student and only by the specified Employees, as follows:
  - 8.3.1. The Vice Chancellor and President or designate;
  - 8.3.2. The Provost and Vice President Academic or designate;
  - 8.3.3. The Vice President Students or designate;
  - 8.3.4. The University Registrar and Associate Registrars;
  - 8.3.5. The Coordinator or designate, Academic Success Centre; and
  - 8.3.6. The Student Rights and Responsibilities Office.
- 8.4. Information from the Registry may be provided to Department Heads or equivalent and/or to Deans in order to inform decision making when students have more than one Notice of Disciplinary Action on file.
- 8.5. At the end of each term, the Office of the Registrar will summarize the Academic Misconduct offences and resulting penalties reported to the Registry. The summary will be provided to Senate, and once accepted, will be published on the Office of the Registrar website. No identifying personal details will be included.