

The objective of the Inquiry into Level 1 Academic Misconduct is to determine if the allegation has been substantiated, the category of the failure and the appropriate responses in accordance with the Student Academic Integrity Policy

Preliminary assessment/ Misunderstanding process determines the failure is Level 1 Misconduct



The Topic Coordinator/Reviewer will determine the appropriate reviewer basis table 6.3.ii in the Student Academic Integrity Procedures If it is determined that there was a Level 1 Academic Misconduct, refer the allegation to a Second Reviewer by way of the Report an Academic Integrity Issue form on Service One



The second reviewer will:

- Set a date and time for the Level 1 inquiry
- Notify the student of the allegation and the inquiry by email
- Invite the student to respond to the allegation



The Second Reviewer will:

- Provide an opportunity to the student to present their response
- Make a determination on whether the allegation has been substantiated
- If the allegation is not substantiated, inform the student and staff member who made the allegation in writing, and report the outcome as no case to answer on Service One

Determination

The second reviewer will:

- Determine the category of failure in accordance with the Academic Integrity Matrix
- Determine the consequences that align to the category

Outcome

The Second Reviewer will:

- Notify the student and staff member who referred the matter of the outcome
- Complete the Service One record
- Ensure consequences are put into effect

NOTE:

- 1. A student may request a review or appeal a determination in accordance with the Student Review and Appeal Policy and Procedures
- 2. If it is determined at any time that the matter is a Level 2 Academic Misconduct, the Second Reviewer may halt the inquiry and take action under Procedure 6.6 without reaching a formal determination. The student must be notified that the matter is being referred under Statute 6.4 Student Conduct



If a matter is determined to be, or likely to be a Level 2 Academic Misconduct, the Second Reviewer will prepare a report for the Deputy Vice-Chancellor (Students)

A matter is determined to be or likely to be Level 2 Misconduct



The Topic Coordinator/Reviewer will determine the appropriate reviewer basis table 6.3.ii in the Student Academic Integrity Procedures.



The second reviewer will:

 Notify the student that the matter is being referred for action under Statute 6.4 – Student Conduct



The Second Reviewer will:

- Prepare a report for the Deputy Vice-Chancellor (Students)
- The matter will now be handled under the policy and procedure for handling a matter under Statute 6.4 – Student Conduct

NOTE: A student may appeal a Level 2 Academic Misconduct decision by a Board of Inquiry in accordance with the policy and procedures for Handling a Matter under Statute 6.4 – Student Conduct