

**Faculty of Nursing: Undergraduate Programs Student Academic
Misconduct**

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- 1 Purpose** The purpose of this Operating Standard is to describe the process followed in the Faculty of Nursing (the “**Faculty**”) to respond to allegations of Student Academic Misconduct in accordance with the Student Academic Misconduct Policy and Procedure.
- 2 Scope** This standard applies to all instances of alleged Academic Misconduct investigated within the Faculty.
- 3 Definitions** Unless otherwise noted, capitalized terms are as defined in the Student Academic Misconduct Policy and Procedure.
- 4 Standard/Practice**
- 4.1** The Associate Dean Undergraduate Programs/Associate Dean Clinical Practice Education (“Associate Dean(s)”) is responsible for receiving reports and investigating all allegations of Student Academic Misconduct within the Faculty. The Associate Dean Undergraduate Programs will investigate all matters related to theory/course work, the Associate Dean Clinical Practice Education will investigate all matters related to practice/clinical work.
 - 4.2** Instructors must submit written reports of all incidents of suspected Academic Misconduct in their courses, as soon as possible after becoming aware of the

Academic Misconduct using the reporting form and including all relevant evidence they have. Reports should be sent to the Associate Dean.

- 4.3** Students, or other individuals, with evidence of Academic Misconduct in the Faculty may also submit reports, in writing to the Associate Dean.

During and After the Investigation

- 4.4** All investigations will be managed in confidence, in accordance with the Student Academic Misconduct Policy and Procedure.
- 4.5** Students will be provided with information on accessing appropriate supports in accordance with the Student Academic Misconduct Policy and Procedure. Anyone with concerns about how a student is coping should consider a referral to appropriate supports in the Student Wellness Centre.
- 4.6** Instructors, Department Heads, Associate Deans, and anyone else involved in responding to an allegation of Academic Misconduct must protect the confidentiality of all individuals involved. Cases must not be discussed with third-parties, including parents, without appropriate written consent from the Student. Please contact the Faculty of Nursing FOIP Coordinator to discuss appropriate consent before sharing any information.
- 4.7** The Associate Dean will coordinate with the Registrar to ensure appropriate notation of any disciplinary sanctions on the Student’s record.

5	Responsibilities	It is the responsibility of the instructor/professor to foster Academic Integrity and to promptly report all instances of Academic Misconduct they become aware of on the Student Academic Misconduct Reporting Form. It is the responsibility of the Associate Dean(s) to investigate each reported instance of Student Academic Misconduct.
6	Appendices	Student Academic Misconduct Reporting Form
7	Related Policies	Student Academic Misconduct Policy
8	Related Procedures	Student Academic Misconduct Procedure
9	Related Operating Standards	Student Handbook on Academic Integrity Exam Regulations
10	References	www.academicintegrity.org
11	History	Approved: Dr. Sandra Davidson, Dean, Faculty of Nursing, February 3, 2020 Effective: February 3, 2020