

- What is an AOP Chair?
 - Academic Operations and Planning Chair, Academic Integrity
- Why have you centralized Academic Incident reporting?
 - As a learner driven institution it is important that we create consistency with how the College handles Academic Incidents. Having a centralized model supports incident tracking, faculty questions/concerns, students, managers, and administrators.
 - Accurate data collection supports data analysis and the creation of resources to support students and faculty with Academic Integrity issues.
 - To support the College's values of Caring, Learning, Integrity, and Respect.
- Why can't I just assign the student a zero?
 - If you assign the student a zero, then you are applying a sanction. Based on the policy, only an academic administrator can apply sanctions.
 - It is important to report all incidents without applying a penalty first because:
 - The student may have a prior offence on record that only the academic manager would be aware of, and that prior offence could substantially change the sanction level.
 - We all have a duty to uphold academic integrity in a consistent and transparent way, and students are entitled to due process in accordance with the policies.
 - We need to ensure students are provided with resources, supports and information/education/direction.
- Why can't I fill in multiple students on the same form?
 - Individual report submissions have always been a requirement of the reporting the procedures.
 - For tracking purposes, it is important that only one student be identified in a form submission. Even though students may have committed an offence together, their personal academic record requires that information be recorded separately. Additionally, reports are generated from the information submitted in the form and are provided to the student. For privacy purposes, it is important that students only see their information.

- We have heard the feedback regarding simplifying the form for multiple student submissions; however, at this time the form is not capable of performing these functions.

- Do I have to file a report even if I am just providing a warning to the student?

- Yes, to properly track how many learning opportunities a student is being provided; it is essential that all incidents be recorded. Please specify in the space for faculty recommendations that you have provided the student with a learning opportunity.
- If the AOP Chairs notice that the student has already been provided with a learning opportunity they will contact, you to notify you about this information and discuss the appropriate sanctions needed for the incident.

- What are the first steps for filing an academic incident report?

- The policy requires that faculty communicate with the student regarding the alleged incident prior to submitting the academic incident report. Providing students with the opportunity to explain or clarify the situation is important, but also provides faculty with the opportunity to assess whether an incident has truly occurred.
- If you have communicated with the student at the time of the incident, then your first step would be to immediately complete and submit the academic incident form with the pertinent details.

- When do I need to communicate with the student?

- As soon as possible. A general rule is to communicate with the student within three business days of having observed/found an issue of academic misconduct.

- What happens if a student does not respond?

- If a student does not respond within three business days, then submit the academic incident report and note that you did not hear back from the student.

- How long should I wait for the student to respond before submitting the report?

- Give the student three business days to respond to your email regarding the alleged academic misconduct.

- What if I see academic misconduct occur during an exam, and I notify the student at the time of the incident that I'll be filing an academic incident report, do I still need to formally communicate in writing with the student?
 - No, if you address the issue at the time of the incident you do not need to notify the student formally. You can also submit the academic incident report immediately, and do not have to wait to submit.

- What happens after I file my academic incident report?
 - Your file is reviewed by the AOP Chair, and the AOP Chair then reaches out to the student to setup a meeting to discuss the incident.
 - The AOP Chair will contact faculty if they need clarification/more information about the incident, or if they feel the faculty should attend the meeting with the student.
 - Faculty will be communicated with on the final outcome of the academic decision.

- What do I do if I am not happy with the sanctions applied to my students academic incident?
 - If you are concerned with the outcome of the academic incident you filed, you are welcome to talk with the AOP Chair in charge of your incident to discuss further.

- What goes into determining the level of sanctions applied to a students academic incident?
 - Several things go into determining the level of sanction, remembering that each student is a unique case with unique issues. Some of the factors used to determine the level of sanction are: students academic record (have they had a formal learning opportunity already, do they have previous offences on record?), College's policy and procedures pertaining to the incident, faculty recommendation, discussion with the student to better understand the situation, review of the documentation and evidence submitted by faculty, discussion with Program Chair.

- Why didn't the AOP Chair use my recommended sanction?
 - There are several factors that go into determining a sanction, and if a faculty members recommendation is not used it is likely because the AOP Chair has found information that resulted in a need to apply a different sanction. If you have questions or concerns, please reach out to the AOP Chair.

- Who do I contact if I have questions about a possible academic integrity incident?
 - You are welcome to contact one of the AOP Chairs and ask them questions about academic integrity incidents.
Sandra Larwill – Larwils@algonquincollege.com
Julia Huckle – hucklej@algonquincollege.com

- Why do **some** academic integrity incident cases take more time to get resolved?
 - Each situation is unique and sometimes takes longer than other incidents. AOP Chairs do their best to resolve incidents quickly, but again timelines change based on the severity of the incident, the number of persons involved, meeting times/scheduling, and more.

- My Turnitin Similarity Report is showing a high percentage. Does this mean the student has plagiarized?
 - Not necessarily. It is important that you understand what a similarity report is saying. Just because a student has a high percentage of similarity, it doesn't mean they have plagiarized. Trainings on how to interpret Turnitin results can be found here:
 - [Training Video #1](#)
 - [Training Video #2](#)
 - [Training Video #3](#)
 - [What does the College say about Turnitin?](#)

- Is the AOP Chair in charge of my Academic Incident Report going to email me?
 - The AOP Chair will initially only email you **if** they need further information or clarification/more evidence on the incident.
 - Once the case has been closed the AOP Chair will notify you via email of the final decisions of your academic integrity incident report – please note that AOP Chairs have many open cases occurring at the same time, so it is possible that a student will be aware of the final decision before the AOP Chair is able to email faculty.
 - If you are wondering about the status of your academic integrity incident report, you are welcome to reach out to an AOP Chair and check with them.

- Will I be consulted with before a decision is made?
 - Your recommendation is strongly considered by AOP Chairs because you have a relationship with the student and understand the assessment activity and seriousness of the academic incident well. If your recommendation is not able to be applied, an AOP Chair will reach out to you and let you know why your recommendation is not being adopted.

- When does the Academic Program Chair get involved? Or do they?
 - Program Chair's are consulted on academic integrity incidents when necessary and based on multiple factors such as: weight of assessment, the severity of the incident, potential course failure, and potential suspension from the program/college.

- Who do students hear from?
 - Students will receive an email from the AOP Chair in charge of their case and will communicate with that AOP Chair until their case is closed.

- Who decides on what the academic penalty will be?
 - AOP Chairs make recommendations for the sanctions that should be applied based on the current Academic Integrity Policies, student's academic record/history, and the severity of the incident, and at times in consultation with Program Chair.

- What do I do if I know the student has had previous academic incidents?
 - Decisions of prior incidents need to be based on evidence, but for due process AOP Chair's must go back and review prior incidents that have been formally filed. You are welcome to identify to AOP Chair's that you are aware of prior incidents and they will investigate further.

- After I have submitted the form is there anything else, I need to do?
 - Not immediately. Once you have submitted your academic integrity incident report an AOP Chair will take the case and will investigate and manage the incident. Depending on the outcome, you may need to support the final decision by applying the sanction. Example: assigning a grade of zero, allowing student to resubmit and then grade the resubmission.