





#### 4.2. Resolution

- 4.2.1. The course teacher/instructor/college designate will gather evidence to support the charge of cheating and will submit this evidence and relevant documentation to Manager/Director.
- 4.2.2. The Academic department designate will meet with the student to inform the student of the instance of cheating and will explain the Cheating Policy, outlining the consequences.
- 4.2.3. The student and the course teacher/instructor/college designate will sign the Cheating Offense Form, indicating the discussion has taken place and will submit a copy to the Academic Director.
- 4.2.4. Should the student **agree** to the cheating accusation, the teacher will notify the Academic Manager/Director. The Director will check the student's file for previous offenses and notify the teacher. The Academic Manager will flag the student's record.
- 4.2.5. Should the student **disagree** with the Academic Director decision and the subsequent penalty, he/she should make an appointment to meet with the Academic Director within five (5) working days.
- 4.2.6. If no resolution is reached, the student can appeal through the college's Academic Grievance Board within ten (10) school days of the meeting with the Academic Director.
- 4.2.7. The Academic Grievance Board will consist of members appointed by the Academic Director or Vice President and may consist of administrative staff members and faculty members.
- 4.2.8. At any time in the process, the student may seek advice from appropriate student Should the Academic Grievance Board find in favor of the student, the Academic Director will arrange to have the material graded by an independent party who will mark the material in question on its own merits as the student's original works. The Academic Director will ensure that all documentation related to the cheating accusation is destroyed.
- 4.2.9. Should the Academic Grievance Board find in favor of the course teacher/instructor, the penalty will stand.
- 4.2.10. If the cheating accusation is upheld, the Academic Director's office will check the student's file to determine if there are previous offenses. The Academic Manager will be advised and will flag the student's record.

#### 4.3. After the Second Offense or Allegation

- 4.3.1. The procedure will be the same as above with the following exceptions:
- 4.3.2. For **second** or **third** offenses, the student must meet with the Vice President/designate. Instances of cheating and suspensions will form part of the student's permanent record in the Student File and will stay on file for two years after graduation.