

Academic Misconduct Guide for Instructors

The Student Academic Misconduct Policy (SAIP) outlines the University's responsibility to uphold procedural fairness through all suspected cases of student academic misconduct. Every case involves identification, investigation, and, if appropriate, sanctioning. Depending on the case, a student may receive a non-disciplinary accountability option (NDAO) or a sanction. Use [this link](#) or the QR code below to access a detailed flowchart of the SAIP process.

Deviations from the SAIP may complicate and compromise the handling of a case. The role of faculty and staff throughout each stage is summarized below.

Instructors	Deans and delegates	Student Conduct Officers
The majority of cases are either identified by or brought to the attention of an instructor. When academic misconduct is suspected, an instructor: • May gather information to better understand the situation. • If an instructor chooses to meet with a student, attention to procedural fairness must apply to ensure compliance with the SAIP. • Should report the situation to the Dean or delegate in their area. • May provide recommendations on an NDAO and indicate whether they wish to participate in the process. • Instructors are not authorized to impose a grade reduction for academic misconduct.	Under the SAIP, deans and their delegates are decision makers for cases of student academic misconduct. Decisions on whether a violation of SAIP occurred is the responsibility of deans and their delegates. They decide on the appropriate pathway for addressing the misconduct. The decision maker: • Reviews and investigates reports on suspected cases of student academic misconduct. • Conducts a hearing for the student to speak to the allegations brought forward against them. • Provides the student with a written decision outlining their findings. • For serious or repeated violations, will forward the case to the Student Conduct and Accountability Office.	The authority to impose severe sanctions such as suspensions and expulsions for student academic misconduct is governed by the Post Secondary Education Act of Alberta. A Student Conduct Officer: • Reviews cases forwarded to the Student Conduct and Accountability Office. • Holds a hearing to provide the student with an opportunity to meet with them. • Provides a decision confirming the violation and imposes a sanction as appropriate.

SAIP Terms to know

Procedural Fairness	The legal rights and responsibilities of parties involved in the adjudication of cases of student academic misconduct. Failure to ensure procedural fairness by any faculty or staff member of the University may compromise a case.
NDAO	Non-disciplinary accountability options are a pathway for addressing cases of student academic misconduct through learning and development. NDAO are often applied to minor or first-time violations. If a student does not complete an NDAO, their case may be addressed under the SAIP complaint process.
Complaint Process	A pathway for addressing allegations of academic misconduct where a case is investigated to determine if a violation has occurred. When a violation has occurred an appropriate sanction is then determined.
Decision Maker	A decision maker is an individual who is delegated by the University to impose sanctions on students for academic misconduct. Decision makers are trained to ensure procedural fairness and compliance with the SAIP throughout cases of student misconduct.

Support for Instructors

Academic misconduct is taken seriously by the University. Each case must be addressed according to the SAIP to ensure that cases are managed in a manner that aligns with the University's legal obligations.

Faculty and Colleges

Every Faculty and College has a process for addressing alleged cases of academic misconduct under the SAIP. Details on specific processes are available through each respective faculty and college.

Office of the Student Ombuds

The Office of Student Ombuds is available to assist students through cases of academic misconduct and to provide information on procedural fairness to the University community.

Student Conduct and Accountability Office (SCA)

The SCA provides consultation and education on the SAIP. Courses on the SAIP and academic integrity are available to the University community, and classroom visits can be scheduled to provide students with information on the SAIP and on specific concerns such as appropriate AI use. Email conduct@ualberta.ca for more information on how the SCA can support you.

More information

Quick access to more information is available through the QR codes and links (in green) below.



**Student Academic
Integrity Policy**



SCA Website



**SCA Academic
Integrity Courses**



**Office of the Student
Ombuds**



**The SAIP Process
Flowchart**

