

Procedure for WesternIC Scholastic Offences in Non-Credit Programming

Governing Policy:	Scholastic Offences
Subsections:	Introduction; Scholastic Offences; Investigation and Decision; Penalties; Requests for Relief; Offence Record; Release of Information Concerning Scholastic Offences
Officers Responsible for Procedures:	Executive Director, Western International College
Effective Date:	September 1, 2026

1.0 INTRODUCTION

Western International College is committed to maintaining and promoting academic integrity in all academic programming.

This Procedure applies to non-credit programming taken by undergraduate and graduate students enrolled at Western International College. This programming is not otherwise governed by the *Scholastic Offences* policy or its related Senate procedures.

Students enrolled in Western for-credit courses through Western International College are subject to the Senate *Scholastic Offences* policy and related procedures governed by those procedures.

If a student is suspected of a scholastic offence, Western International College will investigate the allegation in accordance with this Procedure. If it is determined that the student has committed a scholastic offence, one or more penalties may be imposed.

A finding that a scholastic offence has occurred and any penalty imposed remain in effect unless overturned or modified through the request for relief process.

For the purposes of this Procedure, “Academic Program Liaison” means the Academic Program Liaison of Western International College and “Executive Director” means the Executive Director of Western International College.

Students seeking information about the scholastic offence or request for relief process may contact Western International College Student & Academic Success Advising.

2.0 SCHOLASTIC OFFENCES

2.1 Academic Integrity

Academic integrity is the application of honesty, trustworthiness, fairness, respect and responsibility at all times to academic pursuits.

Scholastic offences are actions that violate academic integrity, prejudice academic standards, and/or undermine the development, delivery, assessment or integrity of academic pursuits.

2.2 Examples of Scholastic Offences

Scholastic offences include, but are not limited to:

1. Plagiarism, including copying or using another person's words, ideas or work and representing them as one's own. This applies to all submitted work, including drafts, proposals, assignments, projects, reports, presentations, diagrams, computer projects and other academic work.
2. Cheating on an examination, test, assessment or other activity subject to academic evaluation.
3. Falsifying material subject to academic evaluation.
4. Submitting false or fraudulent assignments, credentials, records, transcripts or other academic documents.
5. Submitting false or fraudulent supporting documentation.
6. Improperly obtaining an examination, test, assessment or related materials before the authorized date or time.
7. Unauthorized possession or use of examination, test or assessment materials.
8. Impersonating another student in an examination, test, assessment or other academic activity, or benefiting from such impersonation.
9. Intentionally interfering with another person's academic work.

10. Submitting academic work for which credit, recognition or assessment has previously been obtained or is being sought elsewhere without the knowledge and approval of the instructor.
11. Aiding or abetting another person in committing a scholastic offence.
12. Any other offence identified in writing in advance by Western International College, a program or an instructor as necessary to protect or promote academic integrity or to prevent or address a breach of academic integrity.

3.0 INVESTIGATION AND DECISION

3.1 Instructor-Level Investigation

In most cases, evidence of a possible scholastic offence will be discovered by, or brought to the attention of, the instructor, program lead or other Western International College staff member responsible for the relevant academic activity.

Where practicable and appropriate, the instructor, program lead or staff member will meet with the student to discuss the concern and provide the student with an opportunity to respond.

If, following this preliminary review, there is evidence of a possible scholastic offence, the matter and all relevant documentation will be referred to the Academic Program Liaison.

The instructor, program lead or staff member will not make the final determination that a scholastic offence has occurred under this Procedure.

3.2 Academic Program Liaison Review

Upon receiving an allegation of a possible scholastic offence, the Academic Program Liaison will review the information provided and determine whether there is sufficient evidence to proceed.

If the Academic Program Liaison determines that there is sufficient evidence to support the allegation:

1. the student will be advised in writing of the allegation and the information supporting it;
2. the student will be given a reasonable opportunity to respond to the allegation and submit relevant information or evidence;
3. the student will be given a reasonable opportunity to meet with the Academic Program Liaison before a decision is made; and

4. the Academic Program Liaison may obtain additional information and consult with the instructor, program lead, staff member or other individuals as reasonably necessary to assess the allegation.

3.3 Decision

After reviewing the relevant information and the student's response, the Academic Program Liaison will determine whether the student has committed a scholastic offence.

If the Academic Program Liaison determines that a scholastic offence has occurred, the Academic Program Liaison will determine the appropriate penalty or penalties, taking into account:

- the nature and gravity of the offence;
- the circumstances surrounding the offence;
- any previous scholastic offences by the student;
- the impact of the offence on the integrity of the academic activity or program;
- the need for consistency and proportionality in the application of penalties; and
- any other circumstances relevant to determining an appropriate response.

The Academic Program Liaison shall consult with the Executive Director before issuing a decision that includes a penalty.

The Academic Program Liaison's decision, including the finding, reasons for the decision and any penalty or penalties imposed, will be communicated to the student in writing.

The decision letter will also advise the student of their right to submit a request for relief regarding the finding of a scholastic offence and/or any penalty imposed.

4.0 PENALTIES

4.1 Available Penalties

A student found to have committed a scholastic offence may be subject to one or more penalties. Depending on the circumstances, penalties may include:

1. a reprimand;
2. a requirement to repeat, revise or resubmit an assignment or other academic work;
3. a failing grade or result on an assignment, examination, assessment or other academic work;
4. a failing grade or result in the course or program component in which the offence occurred;

5. a requirement to complete academic integrity education or other remedial activity;
6. a restriction on participation in, or registration for, specified Western International College non-credit programming;
7. withdrawal from the Western International College non-credit program in which the student is enrolled; or
8. another penalty that is reasonable, proportionate and appropriate in the circumstances and within the authority of Western International College.

This list is non-exhaustive.

Not all penalties are appropriate in every case. In determining the appropriate penalty, consideration will be given to the seriousness of the offence, any previous offence record and the need for consistency and proportionality.

5.0 REQUESTS FOR RELIEF

5.1 Right to Request Relief

A student may submit a request for relief regarding:

- a finding that the student committed a scholastic offence;
- a penalty imposed as a result of a scholastic offence; or
- both the finding and the penalty.

Requests for relief must be made in accordance with the *Procedure for WesternIC Non-Credit Student Academic Requests for Relief*.

A request for relief must be submitted in writing to the Executive Director within the timelines established by that Procedure and must include all relevant information and supporting documentation.

5.2 Executive Director Review

In considering a request for relief from a scholastic offence decision, the Executive Director will review the evidence and information considered by the Academic Program Liaison, the student's request and supporting documentation, and any offence record relevant to the decision.

The Executive Director may obtain additional information deemed relevant and will provide the student with a reasonable opportunity to meet before a decision is made.

The Executive Director may affirm, vary or overturn the finding that a scholastic offence occurred and may affirm, reduce, vary or overturn any penalty imposed.

If the Executive Director is considering imposing a different or more significant penalty, the student will first be notified and provided with a reasonable opportunity to make submissions regarding the proposed penalty.

The Executive Director will issue a written decision, with reasons.

Decisions made through the Western International College non-credit request for relief process are final and are not subject to appeal through a Faculty, the School of Graduate and Postdoctoral Studies or the Senate Review Board Academic Appeals process, unless otherwise required by University policy or applicable law.

6.0 OFFENCE RECORD

An Offence Record will be created when a student is found to have committed a scholastic offence under this Procedure.

The Offence Record may include:

- evidence collected during the investigation;
- correspondence relating to the allegation;
- information or evidence submitted by the student;
- the Academic Program Liaison's decision;
- any request for relief submitted by the student; and
- the Executive Director's decision on a request for relief, where applicable.

The Offence Record will be held by Western International College and kept separate from the student's academic advising file.

If a finding that a student committed a scholastic offence is subsequently overturned, records relating to that finding will be managed in accordance with applicable University records retention and disposal requirements.

Previous scholastic offences may be considered when determining an appropriate penalty for a subsequent offence.

7.0 RELEASE OF INFORMATION CONCERNING SCHOLASTIC OFFENCES

Information concerning an allegation, investigation, finding or penalty under this Procedure will be treated as confidential and will be shared only with individuals who require the information for the administration of this Procedure, another applicable University policy or procedure, or as otherwise permitted or required by law.

Letters informing a student that they have been found to have committed a scholastic offence, and any penalties imposed, are confidential documents.

Information concerning a scholastic offence may be released with the written permission of the student or where disclosure is otherwise permitted or required by University policy or applicable law.

Western International College will maintain and dispose of scholastic offence records in accordance with applicable University records retention and disposal requirements.