

## Academic Alerts Policy

Guildford College		ID-04470
<b>Name of Institution</b>		<b>Institution Number</b>
Academic Alerts Policy	October 7 <sup>th</sup> , 2024	October 1 <sup>st</sup> , 2025
<b>Name of Policy</b>	<b>Effective Date</b>	<b>Revision Date</b>
All approved programs offered by Guildford College		
<b>Name of Program</b>		

### Introduction

The disciplinary measures assigned for academic misconduct such as plagiarism and cheating are managed and conveyed through an academic alert system. This system is designed to allow Guildford College students to learn from their mistakes and therefore reflects our values as an educational institution: first and foremost, we strive to give students an opportunity to develop academically, professionally, and personally. At the same time, we realize that accountability promotes growth. The academic alert system embodies the principles of natural justice and progressive discipline.

### First Academic Alert

Students who receive their first academic alert are given a chance to learn from their mistakes. They are required to attend a remediation workshop scheduled by the Senior Educational Administrator (SEA) by a specified deadline. If they do not attend the remediation workshop, they will be suspended for one full semester, which means they cannot register or take courses.



If students disagree with an Academic Alert, they have the right to file an appeal with Student Advocacy. They state their justification and provide evidence to prove they should not be charged with the Academic Alert. Paperwork is submitted to the campus where they are taking the course.

### **Second Academic Alert**

Students who receive a Second Academic Alert for academic misconduct will be given 10 calendar days to respond to the alert or file an appeal. After the deadline, if they do not appeal or if their appeal is unsuccessful, they will be officially suspended for one full semester.

### **Third Academic Alert**

Students who receive a third Academic Alert will be given 10 calendar days to respond to the alert or to file an appeal. After the deadline, if they do not appeal or if their appeal is unsuccessful, they will be expelled from the College. In these cases, students will be contacted by the Director of Student Affairs regarding the expulsion.

### **Type II Academic Alerts**

Type II Academic Alerts for relatively minor academic offences. Type II Academic Alerts are assigned by the SEA after careful examination of the evidence and discussion with Director of Student Affairs and/or the instructor.

Type II Academic Alerts are not entered onto a student's record and do not affect a student's academic standing. In general, Type II Alerts are accompanied by a requirement to attend a remediation workshop. However, if a student does not attend the required workshop, Type II Alerts will revert to the standard academic alerts described above, which carry penalties that may include suspension and expulsion.



## **Academic Alert Rubric**

The Academic Alert Rubric describes different academic alert scenarios, including suggested actions, evidence, and outcomes. Although each alert is processed in a case-by-case basis, faculty and administrative staff are encouraged to use this rubric as a guide to maintain consistency throughout the institution. It is a living document, and an updated version is released at the beginning of each term.

## **Remediation Workshops**

Remediation workshops are facilitated by the SEA. Students who miss a Remediation Workshop are placed on a Registrar's Hold which is removed once the workshop has been completed.

## **Oral Re-Examination**

Instructors who suspect their students of cheating in assignments and exams, specifically in cases when students demonstrate higher results in final exams in comparison to previously submitted work in the course, should schedule a follow up oral assessment with their students prior to issuing an academic alert.

Students who cannot orally replicate their written answers in a competent manner are determined to have committed an academic misconduct infraction and instructors should then file an academic alert.

Instructors may also issue an academic alert to students who do not respond to a request for a follow-up oral assessment or who do not appear for an oral re-examination. If a student files an academic appeal, the instructor will be required to assist SEA by scheduling and conducting the oral assessment.

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