UBC SAUDER SCHOOL OF BUSINESS

ROBERT H. LEE GRADUATE SCHOOL

Academic Integrity Student Meetings

Frequently Asked Questions

What constitutes academic misconduct?
You are encouraged to review UBC's information on Academic Misconduct in the Academic Calendar for more information about what constitutes academic misconduct, and university responses to academic misconduct. https://vancouver.calendar.ubc.ca/campus-wide-policies-and-regulations/student-conduct-and-discipline

What can I expect from this meeting?
This investigation meeting is to help clarify issues as identified by your instructor. It is important to understand that at this meeting you will be asked to be as forthcoming and transparent as possible. The purpose of the meeting is to ensure your perspective is accurately captured. You may be asked to share records of communications, or documents that validate your account.

During the meeting, a staff member will take minutes. Those minutes will be circulated back to you, ensuring the accuracy of your account. This and any supporting documentation will be weighed in consideration of your case, and as required shared with the Dean's Office, or President's Advisory Committee on Student Discipline.

What should I do to prepare for this meeting?
Make sure you are clear about your role and involvement in any issues at hand. If this is a group assignment be sure to provide or have on hand any supporting documentation as to your group's process. Be prepared to be honest and forthcoming.

Can I contact my instructor about my case?
As this case has been referred to the Academic Integrity Office, the instructor is no longer involved in this case and will not decide the outcome of this case. Therefore, we do not recommend contacting your instructor to continue to argue the merits or details of your case. You will be provided with an opportunity to state your case in your meeting with the Academic Integrity Office. If you have questions about your case, you may contact the Academic Integrity Office at academicintegrity@sauder.ubc.ca

Can I bring a support person?
Yes, you may bring a support person to the meeting. A support person can attend the meeting but does not participate, speak on your behalf, or provide comments unless requested. If you would like a support person to attend, we request that you let us know at least 2-business days prior to our meeting so that we can help to arrange meeting details.

Office of Student Academic Services
UBC Sauder School of Business
137-2053 Main Mall
Vancouver, BC, Canada V6T 1Z2

There are multiple advocacy offices available on-campus to provide confidential support to students. We recommend these resources as support persons as they are familiar with UBC policies and procedures:

- AMS Advocacy Office
- GSS Advocacy Office

What if I am found responsible for academic misconduct?
Once a decision is made, a decision letter will be emailed to you. If a student is found responsible for a first incident, consequences can range from a formal warning to a zero on the assessment. Students may also be encouraged to complete reflective or educative outcomes. For a second incident, students will be referred to the President's Advisory Committee on Student Discipline with consequences that can be as significant as expulsion.

It is possible to appeal a decision. The letter confirming the decision will outline the appeal process and procedures.

What if I am not found responsible?
If you are not found responsible for academic misconduct, this case will be cleared and will not appear on your student record. The Academic Integrity Office may maintain records of the reported incident and the decision of not responsible for record-keeping purposes.

Support Resources

- UBC Counselling Services
- Accessibility Services
- Sauder Undergraduate Academic Advising
- Avoiding Plagiarism
- Research Support
- Sauder Learning Commons
- AMS Advocacy

Additional Resources

- Office of Ombudsperson: When You Have Been Suspected of Academic Misconduct (Checklist)
- UBC Academic Integrity Hub: Top 10 Things to Know
- UBC Academic Integrity Hub: Helping Students Navigate the Misconduct Process
- Academic Integrity Hub: Resources and Support

Sauder Policies and Procedures

- Sauder Statement of Professionalism and Code of Conduct
- Sauder Academic Integrity

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