

STANDARD OPERATING PROCEDURE (SOP)

DOCUMENT ID: SOP-067 VERSION #2	TITLE: EDUCATION COUNCIL – ACADEMIC INTEGRITY (VIOLATION OF)		DOC TYPE: EDCO
PURPOSE:	To outline the protocol for violation to the Academic Integrity policy.		SEARCH KEY:
SCOPE (Applies To):	POST TO: Public Website ☒ DC Connect ☒		
	- DC STUDENTS IN CREDIT COURSES - COLLEGE PRESIDENT - DEANS/ASSOCIATE DEANS/DIRECTORS - DOUGLAS STUDENT UNION OMBUDSMAN - FACULTY MEMBERS - REGISTRAR'S OFFICE - STAFF MEMBERS - STUDENT SERVICES (COUNSELLORS, ABORIGINAL STUDENT SERVICES, CENTRE FOR STUDENTS WITH DISABILITIES, WOMEN'S CENTRE) - VICE-PRESIDENT, ACADEMIC AND PROVOST		
STATUS: FINAL (DRAFT or FINAL)	AUTHOR: TODD HARPER, EDUCATION COUNCIL CHAIR CONTACT INFORMATION: 604-527-5384		CREATED: 03/15/2015 (mm/dd/yyyy)
	RESPONSIBLE OWNER: VICE-PRESIDENT, ACADEMIC AND PROVOST		
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ACCORD/POLICY APPROVAL BODY:	1. EDUCATION COUNCIL 2. STANDING COMMITTEE ON EDUCATIONAL POLICIES		RESPONSE REQUIRED BY: 04/20/2015 (mm/dd/yyyy)
QUALITY ASSURANCE FORMAT APPROVAL: ☒ ADMINISTRATORS' COMMUNITY OF PRACTICE (ACP) SOP SUBCOMMITTEE ☒ THOR BORGFORD, EXECUTIVE DIRECTOR, RESEARCH & ACADEMIC ADMINISTRATION			DATE APPROVED: 04/29/2015 (mm/dd/yyyy)
RELEVANT POLICY:	Douglas College: Academic Integrity Policy		
RELEVANT ACRONYMS & DEFINITIONS:	FM = Faculty Member RA = Responsible Administrator RO = Registrar's Office		

Sample Sop Manual For Administrative Assistant For Logistic Firm

Xiang Xie



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