

Policy on Academic Dishonesty

CATEGORY: Student – Conduct & Interaction

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REVIEW REQUIREMENTS: Every two (2) years

APPROVED BY: President

Policy Purpose & Summary

This policy, entitled “*Policy on Academic Dishonesty*”, has been created to outline the process by which instances of academic dishonesty may be addressed.

It is the policy of the College to formalize the process as outlined below.

Scope

This policy applies to all students enrolled at the College, all individuals employed by the College, and any other individuals acting as representatives, or hold a titular position, of the College.

Policy

1. REGULATIONS AROUND STUDENT ACADEMIC DISHONESTY

- 1.1. All levels of formal review must follow the principles of natural justice and must have been preceded by attempts to informally resolve the issue.
- 1.2. If a Faculty Member believes that academic dishonesty may have taken place, the Faculty Member must outline the nature of the concern with the student and give the student an opportunity to discuss this matter with the Faculty Member.
- 1.3. If the Faculty Member finds that a student has been academically dishonest, the Faculty Member may take one or more of the following courses of action:
 - ❖ Require the student to redo the work or do supplementary work;
 - ❖ Assign a failing grade for the work;
 - ❖ Refer the matter to the Senior Educational Administrator.
- 1.4. If any actions occur as noted in section 1.3, the Faculty Support Department must notify Student Services of the occurrence of academic dishonesty, and provide documentation to support the Faculty Member’s claim that dishonesty has occurred.
- 1.5. The student must be advised by Student Services that notation will be placed on the student’s file and that in the event of any further reports of misconduct, the notation may be used to determine a penalty to be imposed.
- 1.6. A student who feels aggrieved by the action taken by the Faculty Member, may appeal this decision to the Student Services Officer, who will have it reviewed by the Senior Educational Administrator within seven (7) calendar days of receipt of the decision from their Faculty Member.
- 1.7. Once the matter is referred to the Senior Educational Administrator by either the Faculty Member or the Student Services Officer in the form of an appeal, both the Faculty Member and student must be given notice that they may submit written statements to the Senior Educational Administrator within seven (7) calendar days of the notice. The student and the Faculty Member may also request to be heard in person.

- 1.8. Within fourteen (14) calendar days of the deadline for receiving the statements and /or oral representations, the Senior Educational Administrator must make a decision. The Senior Educational Administrator may confirm or dismiss the decision of the Faculty Member (if applicable) or may impose the following penalties:
 - ❖ A warning;
 - ❖ A verbal or written reprimand;
 - ❖ Suspension;
 - ❖ Dismissal.
- 1.9. In deciding the appropriate penalty to impose, the Senior Educational Administrator must consider the following:
 - ❖ The extent of the academic dishonesty;
 - ❖ The accidental or deliberate nature of the dishonesty;
 - ❖ Whether the act in question is an isolated incident or part of a number of repeated acts;
 - ❖ Any other aggravating or mitigating circumstances.
- 1.10. If any party is dissatisfied with the decision of the Senior Educational Administrator, that party may refer the matter in writing to the Campus Director within seven (7) calendar days of the decision of the Senior Educational Administrator. Within seven (7) calendar days of receiving the notice, the Campus Director must give notice to the appropriate parties and to the Senior Educational Administrator that they may submit written statements to the Campus Director within fourteen (14) calendar days of such notice. The parties and the Senior Educational Administrator may also request to be heard in person.
- 1.11. The Campus Director must consider the written statements (if any) as well as the oral presentations (if any) within fourteen (14) calendar days of receiving the written statements or hearing the oral presentations, whichever is the later.
- 1.12. The Campus Director must confirm or dismiss the decision of the Senior Educational Administrator.
- 1.13. In the case of dismissal, the Campus Director may impose a penalty mentioned in Section 1.8.
- 1.14. The decision of the Campus Director will be final from which no appeal may lie. This will not detract from any party's right to pursue the matter through other appropriate legal means.

2. EXAMPLES OF ACADEMIC DISHONESTY

- 2.1. The following are considered by the College to be examples of academic dishonesty but are in no way exhaustive:
 - ❖ Plagiarism: this is a form of academic dishonesty where an individual submits or presents the work of another person as their own. Plagiarism also exists when all or part of an essay is copied from another author or person and presented as original work or when a student does not give sufficient recognition to the author for phrases, sentences or ideas;
 - ❖ Submitting the same essay, presentation or assignment as another student;
 - ❖ Cheating on an examination or falsifying material subject to academic evaluation;
 - ❖ Unauthorized possession or use of an examination or assignment;
 - ❖ Submitting as one's original work, essays, assignments or presentations, which were purchased or otherwise obtained from another source;
 - ❖ Providing answers to other students or using or attempting to use other student's answers;
 - ❖ Submitting identical or virtually identical assignments to those submitted by another student;
 - ❖ Impersonating a student in an examination;
 - ❖ Submitting false records or information;
 - ❖ Stealing or destroying another student's work;
 - ❖ Unauthorized or inappropriate use of the College's internet connection, computers, printers or any other equipment.

Policy Notes

This policy consolidates the measures included in, and replaces, the following archived policies of the College:

- Policy #1009 – Student Academic Dishonesty Policy

ACCOMPANYING POLICIES: This policy is a part of a suite of conduct and interaction oriented policies under the Student Policies category. The **Policy - ST-019- Policy on Student Dismissal** may be used in conjunction with this policy.