

Policy on Academic Dishonesty

CATEGORY: Student – Conduct & Interaction

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REVIEW REQUIREMENTS: Every two (2) years

APPROVED BY: President

Policy Purpose

This *Policy on Academic Dishonesty* outlines the formal processes that address incidents or allegations of academic dishonesty.

Violating academic integrity is considered *academic dishonesty*. Academic dishonesty is demonstrated when a student seeks an academic advantage by doing something misleading or unfair. Academically dishonest includes helping a friend or group of students gain an unfair academic advantage.

Scope

This policy applies to all enrolled students, all individuals employed by the College, and all individuals acting as representatives or holding a titular position in the College.

DEFINITIONS AND EXAMPLES OF ACADEMIC DISHONESTY

The College consider the following definitions and examples to be academic dishonesty, which are in no way exhaustive:

- ❖ *Plagiarism:* A form of academic dishonesty where individual students submit or present the work of another person as their own, whether intentionally or unintentionally.
 - ❖ *Other examples of plagiarism include:*
 - Presenting as your own all or part of an essay that is copied from another author or person, while not giving sufficient recognition for phrases, sentences or ideas to the original author(s).
 - Submitting as one's original work, essays, assignments or presentations which were purchased or otherwise obtained from another source.
- ❖ *Impersonation:* A form of cheating in an educational setting whereby a different person completes an assignment or examination instead of the student who is responsible for completing the assignment or exam. Both the student and impersonator are in violation of academic integrity.
 - ❖ *Examples of impersonation include:*
 - Submitting, as your own, an assignment, presentation or essay that is identical or almost the same as another student's work.
 - Pretending to be (impersonating) someone else (another student) in an examination.
- ❖ *Cheating:* A general term in an educational setting for actions or behaviors that violate the principles of academic integrity (honesty, respect for truth and knowledge, fairness and trust).

- ❖ Other forms of cheating include:
 - Cheating on an examination or falsifying material subject to academic evaluation
 - Unauthorized possession or use of an examination or assignment
 - Providing answers to other students, or using or attempting to use other student's answers
 - Stealing or destroying another student's work
 - Submitting false records or information
 - Unauthorized or inappropriate use of the Colleges' internet connection, computers, printers or any other equipment

POLICY REGULATIONS

1. ACADEMIC INTEGRITY

- 1.1. The College supports academic integrity through its commitment to maintaining honesty, respect for truth and knowledge, fairness and trust in the learning environment.
- 1.2. Students are responsible for maintaining and adhering to the principles of academic integrity throughout their enrollment in the College.
- 1.3. Students are responsible for reporting all incidents that violate academic integrity, including but not limited to plagiarism, impersonation and cheating.

2. STUDENT ACADEMIC DISHONESTY

- 2.1. All levels of formal review must follow the principles of natural justice and must have been preceded by attempts to informally resolve the issue.
- 2.2. If a Faculty Member believes that academic dishonesty may have taken place, the Faculty Member must address the concern directly to give the student an opportunity to discuss the matter.
- 2.3. 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:
 - 2.3.1. Require the student to redo the work or do supplementary work;
 - 2.3.2. Assign a failing grade for the work;
 - 2.3.3. Refer the matter to Student Services.
- 2.4. If a Faculty Member takes any of the actions in section 2.3, the Faculty Support Department must notify Student Services of the occurrence of academic dishonesty, and provide documentation to support the Faculty Member's claim.
- 2.5. Student Services must notify the student that the incident and action will be noted in the student's file and will be used to determine disciplinary action in the event of new incidents or reports of academic dishonesty.

3. REQUEST FOR A REVIEW

- 3.1. A student who feels aggrieved by the action taken by the Faculty Member may submit a written request to Student Services for a review within seven (7) calendar days of the decision.
- 3.2. Student Services must notify both the student and the Faculty Member that they may submit written statements within seven (7) calendar days of the date on the notification. The parties may opt for in-person meetings.

- 3.3. Student Services must make a decision and inform the relevant parties within fourteen (14) calendar days of having received the written statements and /or oral representations. Student Services may confirm or dismiss the original decision of the Faculty Member (if applicable) or may impose progressive disciplinary action on the student as follows:
 - 3.3.1. Warning;
 - 3.3.2. Verbal or written reprimand;
 - 3.3.3. Suspension; or
 - 3.3.4. Dismissal.
- 3.4. In deciding the appropriate disciplinary action, Student Services must consider:
 - 3.4.1. The extent of the academic dishonesty;
 - 3.4.2. The accidental or deliberate nature of the dishonesty;
 - 3.4.3. Whether the act in question is an isolated incident or part of a number of repeated acts; and
 - 3.4.4. Any other aggravating or mitigating circumstances.

4. FORMAL APPEAL

- 4.1. If any party is dissatisfied with the decision of Student Services, that party may file a formal appeal in writing to the Registrar within seven (7) calendar days of the decision of Student Services.
- 4.2. Within seven (7) calendar days of receiving the appeal, the Registrar must inform all relevant parties that they may submit additional relevant information in writing within fourteen (14) calendar days of such notice. All parties may opt for an in-person meeting.
- 4.3. Within fourteen (14) calendar days of receiving the written statements and, if applicable, hearing the oral presentations, the Registrar must:
 - 4.3.1. consider all the evidence;
 - 4.3.2. confirm or dismiss the decision of the Student Services; and
 - 4.3.3. notify all parties in writing of the final decision.
- 4.4. If the decision is dismissed, the Registrar may impose any of the disciplinary actions in Section 3.3.
- 4.5. The decision of the Registrar is final, which does not detract from any party's right to pursue the matter through other appropriate legal means.

Policy Notes

This policy consolidates the measures 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.