



<b>Policy Title</b>	<b>Academic Honesty</b>
<b>Policy Number</b>	<b>2</b>
<b>Policy Category</b>	<b>Academic Policies</b>
<b>Policy Responsibility</b>	<b>Dean (CCC/SMC)</b>

## **1. ACADEMIC HONESTY**

### **1.1. PREAMBLE**

Academic Honesty is the foundation of education, which understands that the pursuit of truth is contingent on the practice of honesty and integrity. All members of the academic community of the College must be held to the highest standard of academic honesty as they seek to express ideas and insights in accordance with academic conventions. The College has therefore established the Academic Honesty policy to outline the institution's expectations for all members of the academic community and the sanctions that may be imposed when breaches of the principles of academic honesty are substantiated.

### **1.2. ACTS OF ACADEMIC DISHONESTY**

Academic dishonesty consists of misrepresentations with the intention to deceive or without regard for the truth or falsity of a statement. In terms of assignments, academic dishonesty involves, but is not limited to, acts of fraud or misrepresentation, where students take the words, thought, ideas, or labour of others and misrepresent them as their own in a paper, on a test, or in an invigilated examination.

Acts of academic dishonesty include, but are not limited to, plagiarism, cheating on a test, midterm, or examination, improper collaboration, or duplication of the work of another. Some of these actions are so serious that they may lead to expulsion or suspension, while others may result in a grade of zero on an assignment or for a course. Accusing a student of academic dishonesty is a serious charge, and all students have the right to defend themselves against such allegations, and have the right to appeal when they consider any disciplinary action other than expulsion too harsh. Students will be disciplined only when the allegations can be meaningfully substantiated.

#### **a) Plagiarism**

Plagiarism is a form of intellectual theft. Plagiarism happens when a student uses the ideas, methods, research, and/or writing of another person without giving reasonable and appropriate acknowledgment or citation. Plagiarism can be avoided by students acknowledging and documenting their sources. This may include citations in the text of the document, in footnotes, in endnotes, or in another form of scholarly citation that has been approved by the instructor of

the class. If verbatim statements or phrases are included in an essay, they must be properly cited. Students must also avoid instances of “patchwork plagiarism,” or copying the ideas, research, and/or writing of several writers and rearranging them without providing acknowledgment of the sources of those ideas. The expectation is that the work submitted for credit is being evaluated for the first time, and thus students cannot submit ideas, research, and/or writing completed for another class without attribution and/or permission from the instructor of the class. By handing in an assignment for credit, students are affirming that the work is their own.

#### **b) Improper collaboration**

Collaboration that is deemed contrary to academic honesty includes but is not limited to: using another person’s work to complete an assignment; hiring someone (for example, a tutor) to do assignments on one’s behalf; the sharing of sources for take-home or online/virtual examinations and allowing another student to copy a test, examination or assignment. Likewise, if students seek out the assistance of a tutor, editor, peer, or any other person for assignments, projects, lab reports, papers, or any other work, they must acknowledge the help they have been given and ensure that the work submitted for credit is their own.

### **1.3. ACTS OF ACADEMIC DISHONESTY THAT LEAD TO GRADE AND CREDIT PENALTIES**

All acts of academic dishonesty are serious. Instructors are given some leeway in terms of assigning punishment for instances of academic dishonesty. Punishment for instances of academic dishonesty should take into account 1) the flagrancy of the offence, 2) the stage of the offending student’s academic development, and 3) the student’s history of previous instances of academic dishonesty in a particular course and during his/her academic career at the College.

#### **a) Assigning a grade of zero to an essay, project, or exam**

It is within the instructor’s purview to assign a grade of zero to an assignment, test, project, or exam. The instructor must, however, report the incident to the Dean, that is the instructor must provide the Dean with all the relevant material - a copy of the original essay/project, a copy the sources from which the plagiarized passages have been taken, as well as a short report of the meeting with the student and the student’s defence (if any).

#### **b) Assigning a grade of zero to a course**

In exceptional cases, an instructor may assign a zero to a course. Normally, it is within the Dean’s purview to assign a grade of zero to a course. The instructor submits all the necessary documentation to the Dean (as in the previous paragraph), who then communicates the decision and an explanation for the decision. The Dean invites the student to meet in person for this communication but decisions concerning course failure are not contingent on an in person meeting.

#### **c) Right to appeal**

Students have a right to appeal the instructor’s and the Dean’s decision. The appeal against the instructor’s decision goes to the Dean; the appeal against the Dean’s decision goes to the Academic Honesty Committee (AHC). Students must provide a detailed report why the passages that are alleged to have been plagiarized are in fact not plagiarized, or why the “cheating” they were alleged to have done does not constitute an attempt at deception. The chair of the Academic Honesty Committee informs the student of its decision. The decision of the Academic Honesty Committee cannot be appealed further.

## **1.4. ACTS OF ACADEMIC DISHONESTY THAT LEAD TO SUSPENSION OR EXPULSION**

Some acts of academic dishonesty are so grave that they merit suspension or expulsion.

### **a) Suspension**

It is within the Dean's purview to suspend a student. Students may be suspended for acts of attempted bribery, attempted coercion of academic faculty, other students or staff, impersonation of another student, falsification of academic or official documents, or a systematic (repeated) pattern of academic dishonesty. Students who have repeatedly been caught plagiarizing, either by one or by several instructors, are considered as showing a systematic pattern of academic dishonesty.

Suspended students will receive a written report from the Dean, and will have fourteen (14) days from the receipt of the letter to formally appeal the decision. The appeal is submitted to the Dean who forwards it to the Academic Honesty Committee. The Academic Honesty Committee's decision can be appealed to the President/Principal. The President/Principal's decision cannot be appealed further.

Students who have been suspended will not automatically be granted re-admission to the College. They must have a formal meeting with the Dean and explain how they are better able to live up to the expectations of academic honesty and integrity expected of students in an institution of higher learning.

### **b) Expulsion from the College**

It is within the President/Principal's purview to expel a student – usually based on a recommendation from the Academic Honesty Committee. Students may be expelled for actual bribery or actual coercion of academic faculty, other students or staff, impersonation of another student, falsification of academic or official documents, or a systematic (repeated) pattern of academic dishonesty. Students who have repeatedly been caught plagiarizing, either by one or by several instructors, are considered as showing a systematic pattern of academic dishonesty. Expulsion means that the student will be required to leave the College and will not have the opportunity to be readmitted. The President/Principal's decision cannot be appealed.

In certain situations, when, for instance, serial plagiarism or an act of coercion is detected after a student has graduated, the student can still be expelled; such an expulsion can result in the rescinding of the student's credit, degree, or credential.

## **1.5. PROCEDURES TO FOLLOW IN CASES OF ACADEMIC DISHONESTY:**

The College requires instructors to report all cases of academic dishonesty to the Dean in writing. Teaching Assistants (TAs) are required to report all cases of academic dishonesty to the instructor who leads the course, who in turn is responsible for reporting the infraction to the Dean. In specific cases, as outlined, the Dean will call on the Academic Honesty Committee in order to decide upon particular cases of dishonesty.

Instructors are given some leeway in terms of assigning punishment for instances of academic dishonesty. They should take into account 1) the seriousness of the offence, and 2) the stage of the offending student's academic development when recommending a grade of zero on the course; in addition, when a grade of zero is recommended for a course, or when the student faces

suspension, the Dean will take into account 3) the student’s history of previous instances of academic dishonesty in a particular course and during his/her academic career at the College.

## 2. APPENDICES

Appendix A: Procedures – Academic Honesty

Appendix B: Definitions: Sanctions and Procedural Terms

## 3. RELATED POLICIES

Academic Appeals

Academic Standing

Student Conduct

Final Examinations

<b>History</b>	
Approval Date	Nov. 25 & Dec. 2, 2020
Effective Date (Term)	Winter 2021
Amendment Date(s)	
Next Review Date	[1 year after date of approval]

## **APPENDIX A:**

### **Procedures – Academic Honesty**

At its September meeting each year, the Senate/Education Council names an Academic Honesty Committee (AHC) of 3 members, with 1 alternate member to be used in cases of conflict of interest. The AHC will not include the President/Principal, the Dean, or a student. The AHC will function from September – August.

The AHC will be ready to be called upon as needed, at which time the Dean will consider questions of potential conflict of interest. Because membership may change from case to case, the Committee will appoint a Chair each time the AHC is called upon.

Procedure to be followed in instances of alleged academic dishonesty for cheating, improper collaboration, duplication, misrepresentation, or serious plagiarism.

Note: in following this process – everything must be put in writing – all accusations, proofs, etc. A written record is kept by the Dean.

#### **A) Zero on assignment**

Instructor gives zero

- ▶ Student can appeal instructor's decision to Dean
- ▶ Student can appeal Dean's decision to AHC

#### **B) Zero on course**

Instructor or Dean gives zero

- ▶ Student can appeal decision to Dean and then to AHC

#### **C) Suspension**

Dean suspends

- ▶ Student can appeal Dean's decision to AHC
- ▶ Student can appeal AHC's decision to President/Principal

#### **D) Expulsion**

Dean or AHC recommends to President/Principal

No appeal to President/Principal's decision

## **Appendix B:**

### **Definitions – Sanctions and Procedural Terms**

**Academic Honesty Committee (AHC):** A committee of three persons struck by Senate/Education Council at the beginning of each academic year.

**Formal Reprimand:** A formal notification of a breach of the College's Academic Honesty Policy that is sent to the student, the faculty member, and the Office of the Registrar for inclusion in the official student record. The Formal Reprimand may be removed from the official student record at the time of graduation from the College at the Dean's discretion.

**Mark of zero (0) on an assignment, project or exam:** Normally, a first offense or a relatively minor offense under the College's Academic Honesty Policy will result in a mark of zero (0) on an assignment, project or examination.

**Mark of zero (0) for a course:** Normally, a second offense or a serious first offense under the College's Academic Honesty Policy will result in a zero (0) for the course.

**Suspension for a Defined Period of Time:** A student may be suspended from the College for a defined period of time, from a period of a few months to a couple of years.

**Expulsion:** The most serious penalty is expulsion from the College.

**Rescinding of a Credential:** When a breach of the College's Academic Honesty Policy has been proven after a student has graduated and received a credential from the College, the Dean may make a recommendation to Education Council/Senate to rescind the credential awarded to the student.