



## EDUCATIONAL POLICY HONESTY

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**EFFECTIVE:** May 2012

**REVISED:** This policy replaces the former Cheating and the former Plagiarism Policies.

**REVIEWED:**

**RELATED POLICIES:** Records Management and Retention; Records Management and Retention – Appendix 1; Student Appeals; Student Records and Privacy; Student Rights and Responsibilities

### POLICY

Intellectual or academic honesty is the foundation for the development and acquisition of knowledge. It is essential for all members of the college community to abide by the principle of academic honesty.

The concept of academic honesty involves relying on one's own work when instructed to do so. Where appropriate, students are also expected to provide full documentation to indicate their indebtedness to the work of others. Failure to follow these practices constitutes academic dishonesty. This policy addresses two related but distinct forms of academic dishonesty: cheating and plagiarism.

### CHEATING

Cheating occurs when a student or group of students use or attempt to use unauthorized aids, assistance, materials, or methods. Some examples of cheating include:

- Using unauthorized material during quizzes or examinations.
- Copying from other students during a quiz or examination, or while completing other types of assignments.
- Exposing or conveying information to other students during quizzes or examinations, or in other situations where such activity is inappropriate.
- Submitting assignments more than once without obtaining the permission of all instructors involved (i.e., multiple submission).
- Cooperating with another student on assignments without the instructor's approval.

### PLAGIARISM

Plagiarism involves the unacknowledged reproduction of any form of information, including words, numerical data, or illustrations. Some examples of plagiarism include:

- Purchasing work prepared by someone else as one's own.
- Wholesale copying of material, written or verbal, without any attribution.
- Failure to fully and consistently acknowledge sources that have been quoted, paraphrased, or summarized in an assignment.

The necessity of providing adequate documentation also applies to material found on the internet. Typically, adequate documentation follows a particular style of documentation (APA, MLA, Chicago, etc.) and is comprised of attributive expressions, quotation marks, citations, and/or reference lists. It is the student's responsibility to fully acknowledge all sources and to do so using prescribed styles of documentation.

## PROCEDURE

When an instructor suspects a student has cheated or plagiarized on an exam or an assignment, the following procedure will apply:

- The instructor will notify the student in writing and request an explanation. If more than one student is involved, students will first be interviewed separately.
- Where an instructor determines that academic dishonesty has occurred, the incident must be reported in writing to the program Chair within two working days of the incident or at the time of discovery, provided the final grade for the course has not yet been registered with the Registrar's Office.
- With due attention to particular circumstances, the instructor and the Chair will mutually decide on the seriousness of the incident and how to proceed.

--At a minimum, the Chair will request that the instructor provide the program Dean and the student(s) with brief written notice of the incident. This notice will include the course name, relevant dates, evidence of the error, and disciplinary action taken. The Chair will maintain a confidential electronic file of such notices so that any repeat occurrences can be tracked at the program level.

--In particularly serious or repeated instances of alleged academic dishonesty, within eight working days the Chair will consult an ad hoc Academic Honesty Committee of at least two faculty members, with a view to relevant subject matter representation. The Committee will examine evidence that suggests academic dishonesty has occurred. The Committee will then forward findings and recommendations to the program Dean.

--Upon considering the findings and recommendations of the Committee, the program Dean will determine disciplinary action and inform the student(s), instructor, Chair, and Committee members of such action. The Dean will also forward a full report of the incident to the College Registrar, who will maintain a record of the offence in the student's file.

At any time during the process described above, students may seek support from or representation by appropriate College personnel or a person of their choice.

## DISCIPLINARY ACTIONS

All instances of academic dishonesty should be taken seriously, but it is understood that disciplinary action may vary according to particular circumstances and that some forms of academic dishonesty may call for more severe treatment than others.

When an instructor and Chair determine that an instance of alleged academic dishonesty can be adequately addressed through relatively mild discipline and written notice to the program Dean and the student(s), one or more of the following disciplinary actions may apply. These actions are not listed in any necessary order of application:

**List 1**

- A written warning.
- A grade deduction up to 50%.
- An opportunity to correct and resubmit an assignment.
- An additional assignment that provides the student with an opportunity to demonstrate s/he understands the principles and practices associated with academic honesty.
- A Learning Contract that does not prevent the student from continuing in the course and program.
- Any combination of the above.

When instances of alleged academic dishonesty are of a particularly serious or repeated nature and have been forwarded to an ad hoc committee and to the program Dean for consideration, any of the following may apply:

**List 2**

- Any combination of the measures described above.
- Zero on the assignment, quiz, or examination.
- A failing grade in the course.
- A Learning Contract that requires the student to temporarily withdraw from the program.
- A requirement to permanently withdraw from the program.

**STUDENT RIGHT TO APPEAL**

Within five working days of receiving an instructor's notice of alleged academic dishonesty, the student may appeal relatively mild disciplinary decisions to the program Dean, in writing (see List 1 above). The Dean will render a decision within five working days of the appeal being lodged. The student, the instructor, and the program Chair will receive a written copy of the decision. In these cases, the Dean's decision is final.

Within five working days of receiving a Dean's report on alleged academic dishonesty *and where the report calls for a failing grade in the course or a requirement to withdraw from the program* (see selected points in List 2 above), the student may appeal the decision under the Student Appeals Policy.

An appeal will be heard under the Student Appeals Policy if:

- The decision was based on inaccurate or incomplete information.
- The decision was made by College representatives before completing all incremental steps outlined in the specific policy under which the original action was taken.

Except in cases where health and safety issues are faced by college learners, college staff, and/or members of the public, students making an appeal under the Student Appeals Policy will be allowed to attend classes until a decision on the appeal has been rendered.

Further, throughout any appeal under the Student Appeals Policy, students may seek support from or representation by appropriate college personnel. The Registrar is also available to provide students with advice on appeals processes.