

 ASSINIBOINE COMMUNITY COLLEGE	# Pages	Number
	1 of 5	A25
Policies and Procedures	Originator	
	Vice-President, Academic	
Title Student Honesty and Integrity	Effective Date	Replaces
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Purpose:

To describe and promote Assiniboine Community College student behaviour that reflects a culture of academic integrity and honesty upon which a reputation of excellence and student achievement is formed.

Policy:

Assiniboine Community College expects all academic work submitted by students to be authentic and wholly the product of an identified individual or group of individuals. All students are obliged to conduct themselves in an ethical manner. A breach of academic honesty and integrity will be viewed as a serious offence. The severity of the incident determines the level of the violation. See the “Academic Dishonesty Offences and Sanctions” section of this policy for examples of each level’s violations.

Violations of Academic Integrity

Cheating

- Cheating is the use or attempted use of unauthorized materials, information or study aids in any academic exercise.
- Examples of cheating include, but are not limited to:
 - Any use of books, texts, notes, calculators, electronics, websites, programming code, computers and conversation with others that is restricted or forbidden during academic exercises.
 - Acquiring a paper from a commercial term paper company (or portion thereof), acquiring a paper or assignment (or portion thereof) from another person, or acquiring a copy of or information about a test or exam.

Plagiarism

- Plagiarism is using another’s words, ideas, theories or images without crediting the source.
- To avoid plagiarism, format direct quotes or parenthetical source notations according to the style guide prescribed by the instructor. Include a reference to the cited works in a bibliography or works cited list at the end of the paper.
- To further avoid plagiarism, acknowledgement is also required when material from another source is paraphrased or summarized in the student’s own words by citing it parenthetically in the text with a full citation on the source in the bibliography or works cited list at the end of the paper.
- Common knowledge are those things that most people would know, and do not need be credited; for example, names of leaders of prominent nations, basic scientific laws, clichés, etc.; however, if in doubt, cite the source anyway.
- For further clarification about plagiarism questions, talk with the instructor associated with the particular assignment.

Fabrication

- Fabrication is the intentional misrepresentation of any information in an academic exercise.
- Examples of fabrication include, but are not limited to:
 - inventing or exaggerating data or information
 - falsifying research
 - listing incorrect or fictitious references
 - For example, citing a quote in a book review and indicating that the citation actually came from the book itself is fabrication.

Facilitating Academic Dishonesty

- Students who knowingly or negligently assist other students to be academically dishonest even though there is no benefit to themselves.
- Examples of facilitating academic dishonesty include, but are not limited to:
 - A student allowing other students to use their assignment to do their own assignment.
 - A student allowing other students to look at their work during a test or exam.

Deliberately Impeding the Progress of Other Students

- It is a violation of academic integrity to deliberately impede the progress of fellow students.
- Examples include, but are not limited to:
 - Giving other students false, misleading information or misinformation.
 - Making library materials unavailable to other students by destroying the materials, stealing materials, deliberately misplacing or hiding the materials.
 - Altering computer files that belong to another student's account or damaging their personal computer account in any way.

Misuse of College Electronic Resources

- It is a violation of academic integrity to misuse college computers and online resources or the college's computer network in any way.
- Examples include, but are not limited to:
 - It is an offence to violate software licensing agreements. For example, the username and password for EBSCOhost is for staff and students of ACC only.
 - It is an offence to violate copyright laws.
 - Misuse of Internet access. (See Policy G49 Acceptable Use of Computer Resources.)

Procedures

1. Any faculty or staff member who notices an infraction of the standards of academic integrity and honesty must file an Academic Incident Report using the attached form, and initiate disciplinary procedures in response to those violations. Students who notice an infraction of the standards of academic integrity and honesty are encouraged to report the infraction either verbally or in writing to a faculty member of the college.
2. The instructor collects evidence as appropriate; for example, photocopying the plagiarized work and creating a paper trail of all that occurs after the alleged act of academic dishonesty.
3. The instructor provides the student an opportunity to explain the incident. The instructor explains to the student the procedures and penalties for academic dishonesty and gives the student a copy of this policy.
4. If the offence is level one as defined below, the instructor will impose an appropriate penalty in keeping with the policy.
5. If the offence is a level two or higher as defined below, the instructor will notify the Dean/Director of the school in which the student's class in question resides.
6. If the offence is a level three or four as defined below, the Dean/Director will notify the Vice President, Academic.

Academic Dishonesty Offences and Sanctions

Level One Violations

Level one violations may occur because of inexperience or lack of knowledge of principles of academic integrity on the part of persons committing the violation. These violations are likely to involve a small fraction of the total course work, are not extensive, and/or occur on a minor assignment. Cases involving level one violations may be dealt with between the instructor and the student. The following are examples:

1. Working with another student on a laboratory or other homework assignment when such work is prohibited.
2. Failure to footnote or give proper acknowledgment in an extremely limited section of an assignment.

Recommended sanctions for level one violations are listed below; one of these may be chosen in each case:

1. Oral reprimand.
2. Reduced or failing grade for the assignment.
3. A make-up assignment.
4. An assigned paper or research project on a topic relevant to academic integrity.
5. Required attendance in a non-credit workshop or seminar on ethics or related subjects.

Procedure for level one violations:

1. Instructor meets with student(s).
2. Instructor makes decision and shares decision with student(s) orally.
3. Instructor places written record of decision in school file.

Records of students who commit level one offences will be maintained in the respective school's office until graduation.

Level Two Violations

Level two violations are characterized by dishonesty of a more serious character or which affects a more significant aspect or portion of the course work. Cases involving level two violations will be heard by the Dean/Director (or designate) of the school in which the alleged infraction took place. The following are examples:

1. Quoting directly or paraphrasing, to a moderate extent, without acknowledging the source.
2. Submitting the same work or major portions thereof to satisfy the requirements of more than one course without permission from the instructor.
3. Using data or interpretative material for a laboratory report without acknowledging the sources or the collaborators. All contributors to preparation of data and/or to writing the report must be named.
4. Receiving assistance from others, such as research, statistical, computer programming, or field data collection help that constitutes an essential element in the undertaking without acknowledging such assistance in a paper, examination or project (or portion thereof).
5. Repeated level one violations.

Recommended sanctions for level two violations are listed below; one of these may be chosen in each case:

1. Reduced or failing grade for the course.
2. Student may be put on probation by the Dean/Director, who will inform the student in writing of the terms of the probation. A copy of this document will be placed in the student's file.

Students found guilty of a level two offence are not allowed to represent the college in any extra-curricular activities (e.g. varsity sports, Ambassador's Club, Student Council, peer tutoring).

Procedure for level two violations:

1. Dean/Director or designate meets with student(s) to gather information and evidence.
2. Dean/Director or designate meets with instructor to gather information and evidence.
3. Dean/Director or designate makes decision and provides decision in writing to student(s).
4. Dean/Director or designate places copy of written decision in school file.
5. Dean/Director or designate notifies appropriate office (e.g. Varsity Athletics Office, Students' Association and Student Services) for students who are involved in extra-curricular activities.

Level Three Violations

Level three violations are those that go beyond level one or two and require adjudication by the Dean/Director, who will notify the Vice-President, Academic of the violation. Level three violations include dishonesty that affects a major or essential portion of work done to meet course requirements, or involves premeditation, or is preceded by one or more violations at levels one and two. Cases involving level three violations are heard by the Dean/Director. Examples include:

1. Copying on tests or final examinations.
2. Plagiarizing major portions of an assignment, including electronic transfer of files.
3. Acting to facilitate copying during a test or exam.
4. Using prohibited materials, e.g., books, notes, calculators, or electronic devices during a test or examination.
5. Collaborating before a test or exam to develop methods of exchanging information and implementation thereof.
6. Altering tests or examinations after they have been marked for the purposes of re-grading.
7. Acquiring or distributing an examination from unauthorized sources prior to the examination.
8. Presenting the work of another as one's own.
9. Using purchased term paper or other materials.
10. Removing posted or reserved material, or preventing other students from having access to it.
11. Fabricating data by inventing or deliberately altering material. (This includes citing "sources" that are not, in fact, sources.)
12. Using unethical or improper means of acquiring data.
13. Unauthorized collaboration between/among students.
14. Repeated level two violations.

Recommended sanction for level three violations or repeated infractions at level two is a suspension from the college, ranging from a minimum of five days to a maximum of one term. The following sanctions will be applied:

1. Reduced or failing grade for the course.
2. Student will be put on suspension by the Dean/Director, in consultation with the Vice-President, Academic, who will inform the student in writing of the terms of the suspension. A copy of this document will be placed in the student's file.
3. Suspensions will be recorded on the student transcript.
4. No refund of fees will be made for the term in which the student is currently enrolled.

Students found guilty of a level three offence are not allowed to represent the college in any extra-curricular activities (e.g., varsity sports, Ambassador's Club, Student Council, peer tutoring).

Procedure for level three violations:

1. Dean/Director consults with instructor and/or chairperson to make a decision regarding reduced or failing grade for the course.
2. Dean/Director, in consultation with the Vice-President, Academic, notifies the student of suspension in writing.
3. Dean/Director places copy of written decision in student's file in Registrar's office.
4. Registrar places notice of student suspension on student's transcript.
4. Dean/Director notifies appropriate office (e.g. Varsity Athletics Office, Students' Association and Student Services) for students who are involved in extra-curricular activities.

Level Four Violations

Level four violations represent the most serious breaches of intellectual honesty. Examples of level four violations include:

1. All academic infractions committed after return from suspension for a previous academic honesty violation.
2. Infractions of academic honesty in ways similar to criminal activity (such as forging a grade form, stealing an examination from an instructor or from a college office; buying an examination; or falsifying a transcript to secure entry into the college or change the record of work done at the college).
3. Having a substitute take an examination or taking an examination for someone else.
4. Sabotaging another student's work through actions designed to prevent the student from successfully completing an assignment.
5. Repeated level three violations.

Recommended sanction for level four violations or repeated infractions at level three is permanent expulsion from the college:

1. Expulsions will be implemented by the Vice-President, Academic with documentation to the President regarding the facts and circumstances of the expulsion.
2. Expulsions will be recorded on the student's transcript.
3. No refund of fees will be made for the term in which the student is currently enrolled.

Procedure for level four violations:

1. Vice-President, Academic, in consultation with the President, notifies the student of permanent suspension in writing.
2. Vice-President, Academic notifies Registrar.
3. Registrar places notice of student suspension on student's transcript.

Students' Right to Appeal

Under the discipline policy, all forms of disciplinary action can be appealed. The student has the right to withdraw the appeal at any step during the process. For further information regarding appeals, see Policy A1 Academic and Disciplinary Appeals

Date

President

ACADEMIC INCIDENT REPORT

Date and time of alleged infraction: _____

Location of alleged infraction: _____

Who was involved in alleged infraction?: _____

Provide details describing the alleged infraction, and why you think it may have occurred:

Signature

Date

Please submit this incident report to Dean/Director of the school in which the student(s) are registered.