

CANADORE COLLEGE
OPERATIONAL POLICY MANUAL

TITLE: Academic Integrity Policy

EFFECTIVE DATE: September 8, 2015

1. SCOPE

1.1 Authority

This policy is issued under the authority of the President.

1.2 Application

All students registered in a course or program at the College that carries an evaluation scheme, regardless of mode of delivery or location of delivery.

2. PURPOSE AND PRINCIPLES

2.1 Purpose

2.1.1 To identify the meaning of academic integrity and breach of academic integrity.

2.1.2 To document the penalties that may be imposed for breaches of academic integrity.

2.2 Principles

2.2.1 A student suspected of a breach of academic integrity is presumed innocent until proven otherwise.

2.2.2 Investigations into allegations of breach of academic integrity follow the principle of procedural fairness.

2.2.3 Penalties are not applied before the investigation into an alleged breach of academic integrity is completed.

3. DEFINITIONS

3.1 Academic Integrity

Academic integrity obliges honest and responsible conduct in all academic activity.

4. POLICY

4.1 Adherence to acceptable standards of academic integrity is an important aspect of the learning process. Academic work submitted by a student is evaluated on the assumption that the work presented by the student is his or her own.

- 4.2 Students who breach academic integrity will be subject to disciplinary action. The disciplinary action will reflect the severity of the offence, up to and including suspension from the College or revocation of an academic credential. Repeated offences by the same student, regardless of the Program, will result in a more serious penalty than the one previously imposed.
- 4.3 Breaches of academic integrity include, but are not limited to, the following:
- 4.3.1 Breaches where the Professor has the authority to administer the policy independently, provided it is a student's first offense, such as:
- a. Using someone else's words, ideas, opinion, or facts as though they were your own.
 - b. Providing or receiving students answers to questions during a test/examination or while leaving the test/examination room.
 - c. Providing or receiving information on tests/examinations used during testing to students being examined at a later time.
 - d. Possessing unauthorized material or electronic devices during a test/examination.
 - e. Knowingly helping another student to commit an act of academic dishonesty (e.g., letting your answers be viewed, lending your work, working together on a project that is specifically deemed to be an individual effort). All students knowingly involved will receive the same disciplinary action.
 - f. Changing grades or answers on an assignment for the purpose of re-grading.
 - g. Failing to abide by the instructions of the professor or proctor concerning test-taking procedures, such as but not limited to, talking, failing to take a seat assignment, or failing to adhere to start/stop times.
 - h. Altering an assessment or report.
- 4.3.2 Breaches where the Dean must be involved in the resolution:
- a. Forging a signature.
 - b. Obtaining a test/examination, in whole or in part, in advance of its administration, without the permission of the professor.
 - c. Obtaining answers to test/examination questions through unauthorized materials or unauthorized information.
 - d. Taking a test or examination for another student or having a student take a test or examination on one's behalf.
 - e. Deliberately damaging any academic work of another student.
 - f. Influencing or attempting to influence any College employee responsible for processing grades, evaluating students, or maintaining academic records, through the use of bribery, threats, or any other means of coercion in order to affect a grade or evaluation.
 - g. Any forgery, alteration, unauthorized possession, or misuse of College documents, including the alteration or misuse of College documents by means of computer resources or other equipment.

4.4 Only first offenses may be dealt with by the Professor without involvement of the Dean. Subsequent offenses must involve the Dean.

4.5 Depending on the nature and extent of the breach, disciplinary actions will be imposed in accordance with the table below. These include, but are not limited to, the following:

May be Imposed By	Disciplinary Action
Professor, with copy to the Dean	Written reprimand or warning.
	Lower grade on the original assignment, test, or examination.
	A mark of zero (0) on the given work / assignment / test / examination with no opportunity to re-write.
Dean	A failing grade for the course in which the breach occurred.
	A failing grade for all semester courses. No fees will be refunded for that semester. Re-entry into the program may be allowed in the following semester.
	Immediate involuntary withdrawal from the program for a period of not less than the end of the current semester in which the student is registered. This penalty will result in automatic failing grades for all courses in which the student is registered, and no fees will be refunded for that semester. Students may reapply to the Program at a later date, consistent with the College's involuntary withdrawal practices.
Vice President Academic	Suspension from the College for a period of not less than the remainder of the academic year in which the student is registered. This penalty will result in automatic failing grades for all courses in which the student is registered, and no fees will be refunded for that semester. This penalty will only be imposed with the approval of the Vice President Academic. Students who have been suspended from the College must apply for readmission to a program.
President	Expulsion from the College resulting in a permanent notation on the student's record. This penalty will result in automatic failing grades for all courses in which the student is registered, and no fees will be refunded for that semester. This penalty will only be imposed with the approval of the President. Students who have been expelled from the College will not be allowed to re-apply or be re-admitted to any program offered by the College.
	Revocation of an academic credential. This penalty will only be imposed with the approval of the President. Students who have had an academic credential revocation will not be allowed to re-apply or be re-admitted to any program offered by the College.

- 4.6 A record of any disciplinary action taken as a result of a breach of academic integrity under section 4.3.1 will be kept on file with the Dean's Office.
- 4.7 A record of any disciplinary action taken as a result of a breach of academic integrity under section 4.3.2 will be kept on the student's file in the Registrar's Office. Records will be retained for a minimum of five years following the student's last academic activity.
- 4.8 Students may appeal being found in breach of academic integrity and/or the disciplinary actions taken under the Academic Appeal Policy (A-1).

5. ROLES AND RESPONSIBILITIES

5.1 President

The President is responsible for the overall management and operation of the College. The President ensures that the policy is implemented and that compliance is monitored.

5.2 Vice President, Academic

The Vice President Academic is responsible for the effective implementation of this policy and is to resolve any disputes arising over policy interpretation.

6. EVALUATION

This policy will be reviewed every three years.