

Policy on Academic Dishonesty

1.0 Objective and Scope

1.1 The academic dishonesty is defined as any action taken by a student to gain an unfair advantage in academic pursuits. This can include behaviors such as cheating on exams, plagiarizing content, altering records, or assisting others in dishonest actions. The policy likely establishes formal processes for investigating and addressing instances of academic dishonesty, including the consequences that may result from such behavior. These consequences can range from warnings and academic penalties to more severe disciplinary actions, depending on the severity of the offense and the institution's policies. This policy applies to all enrolled students, all individuals employed by the College of Technology Alberta, and all individuals acting as representatives or holding a titular position in the College.

2.0 Policy

2.1 Academic Integrity:

2.1.1 **Commitment to Academic Integrity:** The College expresses its commitment to maintaining honesty, respect for truth and knowledge, fairness, and trust in the learning environment. The college considers academic integrity fundamental to its educational mission. By promoting these values, the college aims to foster an environment where students engage in learning with integrity and trust.

2.1.2 **Student Responsibility:** According to the policy, students are accountable for upholding the principles of academic integrity throughout their enrollment in the college. This responsibility extends to all aspects of academic work, including assignments, exams, research, and interactions with peers and faculty. By emphasizing student responsibility, the college underscores the importance of personal integrity in academic endeavors.

2.1.3 **Reporting Violations:** The policy mandates that students have a duty to report any incidents that violate academic integrity. This includes behaviors such as plagiarism, impersonation, and cheating. By requiring students to report violations, the college seeks to foster a culture of accountability and mutual respect for academic standards. Reporting violations helps maintain the integrity of the learning environment and ensures fairness for all students.

2.2 Student Academic Dishonesty:

2.2.1 **Principles of Natural Justice:** Any formal review process must adhere to the principles of natural justice. This includes ensuring fairness, impartiality, and transparency in the review process. Additionally, attempts

to informally resolve the issue should precede formal review processes.

2.2.2 **Faculty Member's Responsibility:** If a faculty member suspects academic dishonesty, they must directly address their concerns with the student involved. This provides the student with an opportunity to discuss the matter and present their perspective. If, after addressing the concern with the student, the faculty member determines that academic dishonesty has occurred, they may take one or more of the following actions:

- .1 Require the student to redo the work or complete supplementary work.
- .2 Assign a failing grade for the work in question.
- .3 Refer the matter to Student Services for further review and potential disciplinary action.

2.2.3 **Notification and Documentation:** If a faculty member takes any of the actions outlined in Article 2.2.2, they must notify Student Services of the occurrence of academic dishonesty and provide documentation to support their claim. This ensures that there is a formal record of the incident and the actions taken. Student Services is responsible for notifying the student involved that the incident and resulting actions will be noted in their file. This information may be used to determine disciplinary action in the event of future incidents or reports of academic dishonesty.

2.3 Request for Review

2.3.1 **Written Request:** If a student feels unfairly treated by a decision made by a faculty member, they can submit a written request for a review to the Student Services department. This request must be made within seven (7) calendar days from the date the decision was made.

2.3.2 **Notification Process:** Upon receiving the student's request, Student Services is responsible for informing both the student and the faculty member involved about the review process. This notification must be sent within seven (7) calendar days of receiving the student's request. Both parties are given the opportunity to submit written statements regarding the matter within the same seven-day timeframe. Additionally, the parties involved have the option to conduct in-person meetings as part of the review process. This allows for face-to-face discussions and the opportunity to present their perspectives directly to each other.

2.3.3 **Decision:** After receiving written statements and/or oral representations from the relevant parties, Student Services is to make a decision within fourteen (14) calendar days.

- .1 **Confirmation or Dismissal of Original Decision:** Student Services may

either confirm the original decision made by the Faculty Member (if applicable) or dismiss it.

- .2 **Progressive Disciplinary Action:** If deemed necessary, Student Services may impose progressive disciplinary actions on the student. These actions include:

- a) **Warning:** A formal notice indicating that the student's behavior or actions have been noted and could lead to further consequences if not rectified.
- b) **Verbal or Written Reprimand:** A formal verbal or written expression of disapproval or criticism regarding the student's behavior or actions.
- c) **Suspension:** Temporary removal of the student from their academic program or activities for a specified period.
- d) **Dismissal:** Permanent expulsion of the student from their academic program or institution.

- 2.3.4 **Factors Considered when decision is made:** In determining the appropriate disciplinary action, Student Services must take into account several factors related to the academic dishonesty involved. These factors include:

- .1 The severity and scale of the dishonest behavior, such as the degree to which it violates academic integrity standards.
- .2 Whether the dishonest behavior was intentional or unintentional. This factor considers whether the student knowingly engaged in dishonest actions or if it was a mistake or misunderstanding.
- .3 Whether the act of academic dishonesty is an isolated occurrence or part of a pattern of repeated behavior.
- .4 Any additional factors surrounding the incident that may worsen or lessen the severity of the situation. These could include factors such as the student's previous disciplinary history, personal circumstances, or external pressures.

2.4 **Formal Appeal**

- 2.4.1 **Filing a Formal Appeal:** If any party disagrees with the decision made by Student Services, they have the option to file a formal appeal in writing to the Registrar within seven (7) calendar days of the decision.

- 2.4.2 **Notification by the Registrar:** Upon receiving the appeal, the Registrar must inform all relevant parties involved in the appeal process within seven (7) calendar days. This notification serves to inform them of the appeal and their opportunity to provide additional relevant information. All relevant parties are given fourteen (14) calendar days from the date of the Registrar's notification to submit any additional relevant information in writing. This additional information could include evidence, arguments, or any other pertinent details related to the appeal. All parties involved in the appeal have the option to opt for in-person meetings as part of the appeal process.
- 2.4.3 **Registrar's Decision:** Within fourteen (14) calendar days of receiving the written statements and, if applicable, hearing oral presentations, the Registrar must carefully consider all the evidence presented as part of the appeal. Based on the evidence and considerations, the Registrar must either confirm or dismiss the decision made by Student Services. The Registrar is then responsible for notifying all relevant parties in writing of the final decision within the same fourteen (14) calendar day timeframe.
- .1 **Imposition of Disciplinary Actions (if applicable):** If the Registrar dismisses the decision made by Student Services, they have the authority to impose any of the disciplinary actions outlined in Article 2.3.3 Section .1
 - .2 **Finality of Registrar's Decision:** The decision made by the Registrar is deemed final, meaning it concludes the appeal process within the institution. However, it is noted that this finality does not prevent any party from pursuing the matter through other appropriate legal means.