

AA18**Academic Dishonesty and Discipline**

Classification:	Academic Affairs
Responsible Authority:	Dean, Academic Development
Executive Sponsor:	Senior Vice President, Academic
Approval Authority:	Algonquin College Executive Team
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PURPOSE

To document the penalties to be imposed for an act of academic dishonesty associated with cheating, exclusive of plagiarism.

SCOPE

This policy applies to all students.

DEFINITIONS

Word/Term	Definition
Academic Dishonesty	Cheating as defined in Policy Section 3.
Academic Administrator	Program Chair, Academic Manager, Course Chair, or Dean
Plagiarism	Defined as presenting someone else's work, in whole or in part, as one's own. A specific act of academic dishonesty addressed under Policy AA20 Plagiarism.

POLICY

1. Adherence to acceptable standards of academic honesty is an important aspect of the learning process. Academic work submitted by students is evaluated on the assumption that the work presented by the student is his or her own.
2. Students who commit acts of academic dishonesty, also known as cheating, will be subject to disciplinary action. The disciplinary action will reflect the severity of the offence, up to and including suspension from the College. Repeated offences by the same student will result in a more serious penalty than the one previously imposed.
3. Academic Dishonesty (cheating) includes, but is not limited to, the following:
 - a. Taking a test or examination for another student, or having a student take a test or examination on one's behalf.

- b. Giving students answers to questions during a test/examination or while leaving the test/examination room; or providing information on questions/scenarios/simulations used during testing to students being examined at a later time.
 - c. Obtaining answers to test/examination questions through unauthorized materials, unauthorized information or from another student.
 - d. Possessing unauthorized material or electronic devices during a test/examination.
 - e. Knowingly helping another student to commit an act of academic dishonesty by letting your answers be viewed, by lending your work, or by working together on a project that is specifically deemed to be an individual effort. All students involved will receive the same penalties under the Academic Discipline policy unless the work in question can be directly credited to a specific student in the group. In such instances grade weighting adjustments may be considered.
 - f. Students submitting the same work previously submitted for grading in another course without the professors knowledge and/or permission.
 - g. Obtaining a test/examination, in whole or in part, in advance of its administration, without the permission of the professor.
 - h. Changing grades or answers on an assignment for the purpose of regrading.
 - i. Forging a signature or altering an assessment or report.
 - j. Deliberately damaging any academic work of another student.
 - k. 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.
 - l. 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.
 - m. 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. Depending on the nature and extent of the act of academic dishonesty, disciplinary actions can be imposed. These include, but are not limited to, the following:
- 4.1 Failing grade given for the test/examination with no opportunity to re-write. This may result in a failure for the course. This penalty will be awarded following consultation with the program coordinator.
 - 4.2 Failing (F) grade awarded in the course. This penalty will only be awarded with the approval of the Chair.
 - 4.3 Requirement that the student complete a course on 'Ethics for Academic Integrity';
 - 4.4 Immediate suspension 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 (F) grades in all courses in which the student is registered, and no fees will be refunded for that semester. This penalty will only be awarded with the approval of the Dean of the School.
 - 4.5 Suspension from the College for a period of no less than the end of the academic year in which the student is registered. This penalty will result in automatic failing (F) grades in all courses in which the student is registered, and no fees will be refunded for that semester. This penalty will only be awarded with the approval of the Vice President, Academic. Students who have been suspended from the College must apply for readmission to a program.
 - 4.6 Expulsion from the College resulting in a permanent notation on the student's record. This penalty will result in automatic failing (F) grades in all courses in which the student is registered, and no fees will be refunded for that semester. This penalty will only be awarded 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 College program.

5. A record of any disciplinary action taken as a result of an act of academic dishonesty will be kept on the student's file in the Registrar's Office. Records will be held intact for five (5) years following the student's last academic activity.
6. Students may appeal being found guilty of an act of academic dishonesty and/or the disciplinary actions taken under Policy AA 19 *Academic Appeal*.

PROCEDURE

<u>Action</u>	<u>Responsibility</u>
1. Witnessing an act of Dishonesty	
1.1 Inform the student of an observation of an alleged act of academic dishonesty.	Professor
1.2 Confiscate the test/examination, along with any incriminating evidence, immediately or as soon as it is appropriate depending on the testing situation.	Professor
1.3 Complete a written report of the incident giving rise to a charge of academic dishonesty using the Academic Discipline Report form (Appendix 1).	Professor
1.4 Submit a written report of the incident giving rise to a charge of academic dishonesty to the Academic Administrator as soon as possible after the incident has taken place and no later than two (2) working days following the incident, providing details of the situation and circumstances.	Professor
2. Academic Dishonesty Review	
2.1 Upon receipt of an Academic Discipline Report, schedule a meeting in-person (teleconference or virtually when necessary), to include the professor or College staff who witnessed the incident and the student(s) within four (4) working days. At the request of the student(s) or College staff, the Academic Administrator may extend the time line by an additional five (5) working days.	Academic Administrator
2.2 Provide the student(s) with a copy of the Academic Discipline Report prior to the meeting along with a copy of Policy AA18 for their reference.	Academic Administrator
2.3 Contact the Registrar's Office to determine if the student has any previous academic offences.	Academic Administrator
2.4 At the meeting in-person (teleconference or virtually when	Academic Administrator

necessary), provide the professor or College staff the opportunity to present the details of the alleged act of academic dishonesty.

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| 2.5 | Provide the student(s) an opportunity to respond to the allegations of academic dishonesty. | Academic Administrator |
| 2.6 | Ask the student(s) to provide a written response to the allegations of academic dishonesty within four (4) working days of the meeting being held. Should the student(s) choose not to respond to the allegations, the Academic Administrator may proceed with the imposition of a disciplinary action. | Academic Administrator |
| 2.7 | Within four (4) working days of receiving the response from the student(s), notify the student(s), in writing, of the disciplinary action to be imposed. Notify the student(s) of the right to appeal under Policy AA 19 <i>Academic Appeal</i> . | Academic Administrator |
| 2.8 | Forward a record of the circumstances, a copy of the Academic Discipline Report, and the disciplinary action taken to the Dean of the School, and to the Registrar's Office who will place the documents in the student's file. Records will be held in tact for five (5) years following the student's last academic activity. | Academic Administrator |

SUPPORTING DOCUMENTATION

Appendix 1 Academic Discipline Report Form

RELATED POLICIES

AA19 Academic Appeal
AA20 Plagiarism

RELATED MATERIALS

None

AA18: APPENDIX 1

ACADEMIC DISCIPLINE REPORT FORM

TO BE COMPLETED BY THE COLLEGE STAFF

Name of Student(s): _____

Student Number(s): _____

Date: _____

Course: _____

Program: _____

Name of Professor/Staff _____

Description of alleged act of academic dishonesty:

Student's comments (optional):

Student's Signature
(Only to acknowledge receipt)

Professor/Staff Member's Signature

Please forward the completed form to the Academic Administrator within two working days of the incident.