



**HERITAGE COLLEGE
POLICY #33**

**CONCERNING
ACADEMIC INTEGRITY**

COMING INTO FORCE: February 10, 2004
REVISED: September 28, 2009
ADMINISTRATOR: Academic Dean

HERITAGE COLLEGE POLICY #33 CONCERNING ACADEMIC INTEGRITY

Preamble¹

Heritage College believes that the academic value of the diplomas and attestations it grants rests upon the integrity of the students' work. Any act of academic dishonesty, such as those outlined below, must not be tolerated.

ARTICLE 1 Purpose

The purpose of the present policy is to outline the actions to be taken with respect to incidents related to academic dishonesty.

ARTICLE 2 Application

The present policy applies to all students of Heritage College.

ARTICLE 3 Provisions

3.1 Offences

Examples of academic dishonesty considered to be offences include, but are not limited to:

3.1.1 Cheating

It is an offence to:

- obtain, distribute, or use academic material such as exams, tests, lab exercises, etc., unless authorized by the teacher;
- use or modify another student's arguments, data, results, solutions, or answers unless authorized by the teacher;
- use information from an unauthorized source;
- knowingly falsify the academic evaluation of another student's work,

or allow such falsification of one's own work;

- assume the identity of another student or allow another person to assume one's own identity;
- submit any academic work containing purported or falsified facts, laboratory data, and references to fictitious sources;
- resubmit an assignment such as an essay, lab report or take-home test, without the permission of the teacher(s);
- submit as one's own work material purchased or obtained from other sources such as the Internet.

3.1.2 Plagiarism

It is an offence to use deliberately someone else's words or ideas as one's own. This includes directly quoting, summarizing, or paraphrasing someone else's work, in whole or in part, without proper acknowledgement of the source.

3.1.3 Aiding and Abetting

It is an offence for any student to assist knowingly in any act of academic dishonesty.

3.2 Sanctions

In all instances of academic dishonesty, the teacher will inform the student of the infraction and potential sanction(s), which may include one or more of the following:

3.2.1 Grade of Zero for Assignment/Exam

The teacher, having notified the Academic Dean and Program/Department Coordinator, may assign a lower grade or a zero for the examination or assignment, with or without the permission to rewrite.

¹ See the Glossary for explanations of frequently-used terms.

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3.2.2 Grade of Zero for Course

The teacher, after consultation with the Academic Dean, may assign a grade of zero in the course.

3.2.3 Suspension or Expulsion

The Academic Dean, based on recommendations of the teacher, or after repeated offences, may suspend or expel the student from the facilities, course, program, or College.

3.3 Student Appeal Process

If a sanction is to be administered, the student will receive written notification, outlining the infraction, the investigation, and subsequent sanction.

If the student does not agree with the sanction, that student may appeal to the Associate Academic Dean or the Director of Continuing Education no later than two weeks after having been informed of the offence(s) and sanction(s).

The Associate Academic Dean or the Director of Continuing Education will convene a committee to hear the appeal. The Appeal Committee will forward its recommendation(s) to the Academic Dean.

3.3.1 Membership of the Appeal Committee

The Appeal Committee may comprise the following members:

- the Associate Academic Dean or the Director of Continuing Education, or a designate,
- the Program/Department Coordinator² or a designate,
- the Director of Student Services or a designate,
- an Education Advisor.

² The Program/Department Coordinator must be someone other than the teacher directly involved in the case.

3.3.2 Appeal Committee Decision

The Appeal Committee decision is final and will be delivered and documented by Academic Services.

ARTICLE 4 Roles and Responsibilities

4.1 Board of Governors

The Board of Governors adopts the present policy and all revisions thereto.

4.2 Academic Senate

With respect to the adoption and revision of the present policy, in accordance with article 4.1 of *Heritage College Bylaw #4*, the Academic Senate makes recommendations to the Board of Governors which relate to matters within its jurisdiction.

4.3 Academic Dean

The Academic Dean has the duty to:

- a) disseminate the present policy;
- b) apply the present policy;
- c) administer sanctions in accordance with article 3.2;
- d) send a letter to the student when sanctions as per articles 3.2.2 and/or 3.2.3 have been imposed and place a copy in the student's permanent file;
- e) revise the present policy as deemed necessary.

4.4 Director of Student Services

The Director of Student Services has the duty to:

- a) coordinate a meeting of concerned parties, when two or more students are implicated in an alleged offence;
- b) act as a neutral third party facilitator;
- c) maintain an official record on the student's permanent file, when sanctions have been imposed.

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4.5 Associate Academic Dean or Director of Continuing Education

The Associate Academic Dean or the Director of Continuing Education has the duty to:

- a) receive the appeal from the student;
- b) convene and chair the Appeal Committee;
- c) forward the recommendation of the Appeal Committee to the Academic Dean;
- d) maintain records (see *Reference Document #P33.1, Report on Incidence of Academic Dishonesty*) of offences and sanctions within Academic Services.

4.6 Appeal Committee

The Appeal Committee has the duty to:

- a) adjudicate an appeal by a student;
- b) ensure fairness and equity in the appeal process;
- c) decide the outcome of the appeal;
- d) issue recommendations regarding the application of sanctions to the Academic Dean.

4.7 Program/Department Coordinators

The Program/Department Coordinators:

- a) reinforce the values inherent to the standards of the academic integrity of the College;
- b) acquaint themselves with the provisions of the present policy;
- c) may strike a departmental committee to investigate alleged offences;
- d) recommend sanctions to the Academic Dean.

4.8 Teachers

Teachers have the duty to:

- a) reinforce the values inherent to the standards of the academic integrity of the College;
- b) acquaint themselves with the provisions of the present policy;
- c) investigate alleged offences;
- d) inform the student of the purported offence and related sanction;

- e) apply sanctions 3.2.1 and 3.2.2, as appropriate;
- f) recommend the application of sanction 3.2.3 to the Academic Dean, as appropriate;
- g) provide a written report to the Academic Dean and Program/Department Coordinator in all cases where sanctions have been levied (see *Reference Document #P33.1*).

4.9 Students

Students have the duty to:

- a) conduct themselves in accordance with the standards of academic integrity of the College;
- b) acquaint themselves with the provisions of the present policy.

ARTICLE 5 Revision

The present policy will be reviewed at least every five (5) years, and revised when deemed necessary.

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GLOSSARY

Aiding and abetting: to assist in the commission of an offence.

Academic integrity: a fundamental value of teaching, learning, and scholarship, encompassing honesty, trust, fairness, respect, and responsibility.

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Related Documents

This document is to be used in conjunction with:

- *Heritage College Bylaw #4 concerning Academic Senate.*³
- *Reference Document #P33.1, Report of Incidence of Academic Dishonesty.*⁴

³ Copies of this document are available from Academic Services.

⁴ Ibid.