

ALGONQUIN COLLEGE DIRECTIVE	NO. OF PAGES 2	DIRECTIVE NO. E16
	ORIGINATOR Vice-President, Academic	
	APPROVED BY President's Executive Committee	
TITLE ACADEMIC DISCIPLINE	EFFECTIVE DATE 2005.08.29	REPLACES 2002.08.26

PREAMBLE

Adherence to acceptable standards of academic honesty is an important aspect of the learning process at Algonquin College. Academic work submitted by a student is evaluated on the assumption that the work presented by the student is his or her own, unless designated otherwise.

Definitions

The term "Academic Dishonesty" or "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 for you.
- b. Giving students answers to questions during a test/examination or while leaving the test/examination room, or telling other students in a later sitting of the questions that appear on the test/examination.
- 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 him/her view your answers, by lending your work, or by working together on a project that is specifically deemed an individual effort. (All students involved will receive the same penalties under the Academic Discipline directive).
- f. Obtaining a test/examination, in whole or in part, in advance of its administration, without the permission of the professor.
- g. Changing grades or answers on an assignment for the purpose of regrading.
- h. Forging a signature or altering an assessment or report.
- i. Deliberately damaging any academic work of another student.
- j. 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.

- k. 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.
- l. 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.

POLICY

Students who commit acts of academic dishonesty will be subject to disciplinary action. The disciplinary action will reflect the severity of the offence, will be in the form of an academic sanction, and may include suspension from the College.

PROCEDURES, ROLES AND RESPONSIBILITIES

1. The professor or College staff member, when observing or discovering an act of academic dishonesty, will:
 - Inform the student of his or her observations and confiscate the test/examination immediately, along with any incriminating evidence.
 - Inform the Program Chair in writing within two (2) working days of the incident using the Academic Discipline Report form (Appendix 1), providing details of the situation and circumstances.
2. The Program Chair will call a meeting of the professor or College staff and the student within two (2) working days following receipt of the Academic Discipline Report form. At the request of the student or College staff, the Program Chair may extend the time line by an additional five (5) working days.
3. At the meeting, the professor or College staff and the student will present their cases. The student will also provide a response in writing to the allegation and will sign-off on the Report form, a copy of which will be provided to the student.
4. At the conclusion of the meeting, the Program Chair will advise the student that he/she will be notified, in writing, of the disciplinary action to be imposed.
5. Should the student choose not to respond to the allegation, the Program Chair may proceed with the imposition of a disciplinary action.
6. Disciplinary action will take the form of an academic sanction assigned according to the nature and extent of the act of academic dishonesty. The academic sanction may include, but is not limited to, the following:
 - a failing grade in the examination,
 - a failing grade in the course,

- suspension from the Program, or
 - suspension from the College
7. The Program Chair will forward a record of the circumstances and disciplinary action to the Executive Dean's Office and to the Registrar's Office to be placed on the student's file. An academic sanction(s) is to be kept on the student's file in the Registrar's Office. Records will be held intact for one year following the student's last academic activity.
 8. Students may appeal the disciplinary action using Directive E15 - Academic Appeal.

RELATED DIRECTIVES

E15 - Academic Appeal

(original signed by)

Vice-President, Academic



APPENDIX 1: ACADEMIC DISCIPLINE REPORT

TO BE COMPLETED BY THE COLLEGE STAFF

Directive E16 - Academic Discipline deals with acts of academic dishonesty (cheating).

Name of Student(s): _____

Student Number: _____

Date: _____

Course: _____

Program: _____

Name of Professor/Staff Member: _____

Description of alleged act of academic dishonesty:

Student's comments (optional):

Student's Signature
Only to acknowledge receipt

Professor/Staff Member Signature

Please forward the completed form to the Program Chair.