



Ashton College

POLICY No: 1009

RESPONSIBILITY: Vice-President

POLICY

TITLE: Academic Dishonesty

CATEGORY: Student

APPROVED BY: Vice-President

EFFECTIVE: January 19, 2004

REVISED: December 21, 2007; February 26, 2008

RELATED POLICIES: N/A

PURPOSE:

The purpose of this policy is to describe the informal and formal mechanisms available whereby a student may have academic dishonesty decisions reviewed and reconsidered.

POLICY STATEMENT:

All levels of formal review will follow the principles of natural justice and will have been preceded by attempts to informally resolve the dispute.

PROCEDURE:

If an instructor believes that academic dishonesty may have taken place, the instructor must outline the nature of the concern with the student and give the student an opportunity to discuss this matter with the instructor.

If the instructor finds that a student has been academically dishonest, the instructor can take one or more of the following courses of action:

- a. give the student a warning;
- b. require the student to redo the work or do supplementary work;

- c. assign a failing grade for the work;
- d. refer the matter to the Vice-President.

If the course instructor takes action (a) through (c) above, the student is advised that a copy of the action taken will be placed on the student's file and that in the event of any further reports of misconduct, the report may be used to determine a penalty to be imposed. A student who feels aggrieved by the action taken by the instructor, may appeal this decision to the Vice-President within seven days of receipt of such decision.

If the matter is referred to the Vice-President by the instructor or if the student files an appeal with the Vice-President, both the instructor and student shall be given notice that they may submit written statements to the Vice-President within seven days of such notice. The student and the instructor may also request to be heard in person.

Within fourteen days of the deadline for receiving the statements and /or oral representations, the Vice-President must make a decision. The Vice-President may confirm or dismiss the decision of the instructor (if applicable) or may impose the following penalties:

- a. a warning;
- b. a verbal or written reprimand;
- c. suspension;
- d. dismissal.

In deciding the appropriate penalty to impose, the Vice-President shall consider the following:

1. the extent of the academic dishonesty;
2. the accidental or deliberate nature of the dishonesty;
3. whether the act in question is an isolated incident or part of a number of repeated acts;
4. any other aggravating or mitigating circumstances.

If any party is dissatisfied with the decision of the Vice-President, that party may refer the matter in writing to the College President within seven days of the decision of the Vice-President. Within seven days of receiving the notice, the College President shall give notice to the appropriate parties and to the Vice-President that they may submit written statements to the President within fourteen days of such notice. The parties and the Vice-President may also request to be heard in person.

The College President must consider the written statements (if any) as well as the oral presentations (if any) within fourteen days of receiving the written statements or hearing the oral presentations, whichever is the later.

The College President can decide to confirm or dismiss the decision of the Vice-President. In the case of dismissal, the College President may impose a penalty mentioned in (a) to (d) above as an alternate penalty.

The decision of the College President shall be final from which no appeal may lie. This shall not detract from any party's right to pursue the matter through other appropriate legal means.

Appendix

The following are considered by the College to be examples of academic dishonesty but are in no way the only situations which the College will regard as cases of academic dishonesty:

- a. Plagiarism: this is a form of academic dishonesty where an individual submits or presents the work of another person as his or her own. Plagiarism also exists when all or part of an essay is copied from another author or person and presented as original work or when a student does not give sufficient recognition to the author for phrases, sentences or ideas.
- b. Submitting the same essay, presentation or assignment as another student.
- c. Cheating on an examination or falsifying material subject to academic evaluation.
- d. Unauthorized possession or use of an examination or assignment.
- e. Submitting as one's original work, essays, assignments or presentations, which were purchased or otherwise obtained from another source.
- f. Providing answers to other students or using or attempting to use other student's answers.
- g. Submitting identical or virtually identical assignments to those submitted by another student.
- h. Impersonating a student in an examination.
- i. Submitting false records or information.
- j. Stealing or destroying another student's work.
- k. Unauthorized or inappropriate use of the College's internet connection, computers, printers or any other equipment.