

	Approved by: Academic Coordinating Committee
	Authorizer: VP Academic
	Effective Date: September 1, 2007
Procedure Title: Violation of Academic Integrity Procedure	

Procedure Statement:

Academic integrity is expected and required of all Conestoga students. This procedure directs the actions to be taken in the event of a violation of this policy.

Scope:

This procedure applies to all students, full time and part time, and all clients of Conestoga.

For a list of offences, see the Academic Integrity Policy.

Responsibilities:

Students are responsible and accountable for personally upholding their own integrity and for maintaining control of their own work at all times so that breaches of this policy are less likely to occur.

All members of the College community are responsible to report any breach of academic integrity to a member of facultyⁱ or to a member of the College academic team.ⁱⁱ

Faculty members and academic team have the right and the responsibility to assess sanctions against students who violate the Academic Integrity Policy.

Procedure:

Section 1.

- 1.1 When a student is suspected of academic dishonesty, the faculty member assigned the course in which this has or may have occurred will, at the earliest opportunity, investigate the situation, discuss with the student(s) involved, come to a decision regarding the student's guilt or innocence and consult with the chair / associate vice-president (as appropriate).
- 1.2 In the event a decision is made that the student is guilty, but before determining an appropriate penalty, the faculty member will ascertain from the registrar's office whether the student has been found guilty of any previous offence while enrolled at the College.
- 1.3 If it is determined that this is a first offence, the faculty member will apply an appropriate penalty as set out in Sections 2 and 3 below, complete the

Academic Offences Form and notify the student promptly, either through e-mail, in person or by telephone.

- 1.4 Where the instructor has determined that this is not a first offence, the faculty member will complete the College's Academic Offences Form, excluding the penalty portion and forward all copies of the form to the Chair (or designate) responsible for the course in which the violation occurred.

Section 2

Penalties

A student guilty of violating the Academic Integrity Policy will be subject to a penalty appropriate to the nature and seriousness of the offence. A record of all such cases will be kept in the registrar's office. Subsequent offences by the same individual will be subject to a more serious penalty than the one(s) previously imposed.

The following penalties may be applied:

- A) A reprimand or a requirement to repeat/re-submit an assignment will be given if the member of faculty believes that the student committed the offence through ignorance of correct procedure or through carelessness (e.g. puts quotes around a passage but fails to cite the author in the footnotes). The member of faculty will also give instruction on correct practice to avoid this happening again. A subsequent violation will be treated as a subsequent offence.
- B) A mark of "0" will be given for the assignment, with no opportunity to re-submit. This may result in failure of the course.
- C) A failing grade (F) may be assigned for the course.
- D) Immediate suspension from the College for a period not less than the end of the current semester in which the student is enrolled nor more than one year. 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 may only be imposed by the student's Chair or Associate Vice-President (or designate) upon consideration of the recommendations put forward by the staff members investigating the incident.
- E) Discontinuance from the College, permanently recorded 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 imposed by the student's Associate Vice President on the recommendation of the staff member involved in investigating the incident.

Section 3

Appropriate Penalties

To ensure as consistent a treatment as possible, consideration should be given to the extent to which the student was aware, or ought to have been aware, that what he/she was doing was a violation of academic integrity.

The following penalty ranges for academic offences under this policy must be followed:

Academic Offence	Appropriate Penalty
A violation of the Academic Integrity Policy that occurred as a result of student ignorance of appropriate practice or procedure	A
Submitting the work of another as one's own and/or plagiarism and/or unauthorized resubmission of work	B, C
Submitting false documentation	B, C, D
In a test or examination situation, copying from others or possessing unauthorized materials or aids	C, D
Improperly obtaining a test or examination	D, E
Allowing another person to take a test or examination in one's place	E
Altering or falsifying academic records	E
Any second offence under this policy	Second offences by the same individual will attract a more serious penalty than the one previously imposed
Any third offence under this policy	E
Aiding or abetting anyone in any offence	The academic penalty imposed will apply to both/all parties

References:

Academic Integrity Policy and Procedure
Academic Offences Form

Revision Log:

Revision Date	Summary of Changes
	Initial Issue
2007-03-28	Additional offences, revised penalties
2007-06-19	Content / language changes as approved at Academic Forum
2007-06-25	Academic Forum - Approved
2007-07-16	Policy and Procedures Task Force – Validated
2007-09-05	Academic Coordinating Committee - Approved

ⁱ Faculty are person/s responsible for the teaching/learning process. This includes Technologists who, under the direction of faculty, perform specific functions related to the academic process.

ⁱⁱ Academic team includes heads of schools, program heads, program co-ordinators and faculty members who are responsible for the academic content.