



CONESTOGA
Connect Life and Learning

Approved by: **Academic Coordinating Committee**

Authorizer: **Executive Dean, Academic Administration**

Effective Date: **September 2012**

Procedure Title: **Violation of Academic Integrity**

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.

Scope:

This procedure applies to all full-time and part-time students as well as all clients of Conestoga.

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

Definitions:

Academic Team

- Heads of schools, program heads, program co-ordinators and faculty members who are responsible for academic content and delivery.

Faculty

- 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.

Transcript

- An official academic record produced by the Office of the Registrar which includes all courses with a formal assessment taken by a student. The official transcript details a student's permanent academic record and bears the official seal and signature of the Office of the Registrar.

Responsibilities:

Students

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

Members of the Conestoga community

- Responsible for reporting any breach of academic integrity to a member of faculty or a member of the academic team.

Faculty members/Academic team

- Responsible for discharging their respective responsibilities fairly and according to established procedures.

Procedure:

Section 1

1. When a student is suspected of having committed an academic offence, the faculty member assigned to the course in which this may have occurred will, at the earliest opportunity, investigate the situation, and notify the student that an academic offence is pending. The student will be given five (5) business days to respond.
 - 1.1 In the event a decision is made that the student has committed an academic offence, and before determining an appropriate penalty, the faculty member will ascertain from the Office of the Registrar whether the student has a previous academic offence on record.
 - 1.2 If it is determined that it is a first academic offence with a penalty of A or B then the faculty member will consult with the Chair or designate, apply an appropriate penalty as set out in Sections 2 and 3, complete and distribute the Academic Offences Form and notify the student either through e-mail, in person or by telephone. This process will be completed within five (5) business days.
 - 1.2.1 If the first academic offence could result in a penalty of C, D or E the faculty member will complete the Academic Offence Form and forward copies of all supporting documentation to the Chair/designate.
 - 1.2.2 Within five (5) business days, the Chair/designate will investigate and apply the appropriate penalty, notify the student, faculty member, and forward all documentation to the Office of the Registrar.
 - 1.3 Where the faculty member has determined that it is not a first offence, the faculty member will complete the Academic Offences Form, and forward all copies to the Chair/designate responsible for the course in which the violation occurred within five (5) business days.
 - 1.3.1 The Chair/designate will apply the appropriate penalty, complete and distribute the Academic Offences Form and notify the student either through e-mail, in person or by telephone within five (5) business days.

Section 2

Penalty Descriptions

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 Office of the Registrar. Subsequent offences by the same individual will be subject to more serious penalties than the one(s) previously imposed.

The following penalties may be applied:

Penalty Code	Penalty Description
A	A verbal/written reprimand and/or a requirement to repeat or re-submit the assignment/project.
B	A mark of zero or partial marks given for the evaluation (e.g., assignment/project/test/examination) with no opportunity to re-submit. This may result in failure of the course.
C	A failing grade (F/0) assigned for the course.
D	A failing grade (F/0) assigned for the course and a suspension from Conestoga imposed by the Chair/designate. <ul style="list-style-type: none">• Following consultation with the Associate Registrar, the length of the suspension (number of days and timing) is at the discretion of the Executive Dean/Chair.• During the period of suspension, a student may not submit academic work for evaluation/grading nor will academic accommodations for late or missed evaluations be provided.• A student is not eligible for a refund of fees as a result of a suspension.
E	Discontinuance from Conestoga for a minimum of 12 months/one academic year, permanently recorded on the student's record. This penalty results in automatic failing grades (F/0) for all courses in which the student is registered, and no fees will be refunded for that semester. This penalty is imposed by the student's Executive Dean on the recommendation of the staff member(s) involved in investigating the incident. <ul style="list-style-type: none">• A student may not apply for or register in any full-time and/or part-time courses/programs offered/delivered by Conestoga during this Discontinuance.

Section 3

Appropriate Penalties

To ensure maximum possible consistency in treatment, consideration should be given to the extent to which the student was aware, or ought to have been aware, that his/her actions constituted a violation of academic integrity.

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

Academic Offence	Penalty
A violation of the Academic Integrity Policy that occurred as a result of student ignorance of appropriate practice or procedure	A, B
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
Copying from others or possessing unauthorized materials or aids during an evaluation	B, C, D
Improperly obtaining evaluation information	D, E
Allowing another person to take an evaluation in one's place	E
Altering or falsifying academic records	E
Any second offence under this policy	Second offences by the same individual will result in a more serious penalty than the one previously imposed
Any third offence under this policy	E
Aiding or abetting anyone in any offence	A, B, C, D, or E, as appropriate.

References:

Academic Integrity Policy
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
2012-09-12	Policies and Procedures Committee – Revisions Approved
2012-09-19	Academic Coordinating Committee – Revisions Approved