

	Approved by: Academic Coordinating Committee
	Authorizer: Executive Dean, Academic Administration
	Effective Date: September 2012
Policy Title: Academic Integrity Policy	

Policy Statement:

Academic integrity is expected and required of all Conestoga students. Students are responsible and accountable for personally upholding that integrity and for maintaining control of their own work at all times so that breaches of this policy are less likely to occur. Academic dishonesty will not be tolerated. Students found guilty of violating Conestoga’s academic integrity principles will be disciplined in accordance with this policy.

Scope:

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

Definitions

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.

Policy Elaboration:

Offences include, but are not limited to, the following:

- Copying from another student in any evaluation situation.
- Copying and submitting, as one’s own, in whole or in part in any format, the work of another/others.
- Using unauthorized material or aids in the preparation of an assignment or other method of evaluation.
- Possessing unauthorized material or aids in a test or examination situation.
- Claiming to have completed assigned tasks that were, in fact, completed by another person.
- Plagiarizing materials or works, in whole or in part.
- Allowing another person to take a test or examination in one’s place.
- Altering or falsifying academic records in any way.
- Submitting false medical, academic or other documentation.
- Improperly obtaining through theft, bribery, collusion or other means, any test

or examination paper prior to the date and time for writing such test or examination.

- Aiding or abetting anyone in an act of academic dishonesty.
- Submitting the same work in one course that has also been submitted, presented or graded in a previous course without the prior written agreement of all involved faculty members.
- Fabricating information or other types of material to meet course or program requirements.
- Misrepresenting the reasons for deferring an exam or assignment.
- Unauthorized collaboration, for example, working together without permission.
- Submitting work prepared collaboratively with (an) other person(s) without explicit permission from the faculty member.

References:

Academic Integrity Procedure

Revision Log:

Revision Date	Summary of Changes
2007-03-28	Additional offences listed
2007-06-19	Content/language revisions as approved at Academic Forum
2007-06-25	Academic Forum - Approved
2007-07-16	Policies and Procedures Task Force - Validated
2007-09-05	Academic Coordinating Committee - Approved
2012-09-12	Policies and Procedures Committee - Approved
2012-09-18	Academic Coordinating Committee - Approved