

DISCIPLINARY REGULATIONS ON ACADEMIC DISHONESTY

Aim

1.

- (a) The aim of the “Disciplinary Regulation on Academic Dishonesty” is to preserve the credibility of conferred certificates, diplomas or degrees by ensuring that the grade reports demonstrate the true competence of training of students.
- (b) This regulation shall be interpreted and applied in a manner that is consistent with this aim.
- (c) This regulation shall apply to any work submitted by a student in part or complete performance of any course requirement

Definitions

2.

For the purposes of this regulation, the following terms shall be defined as follows:

“failing grade of X”: a grade of academic dishonesty for the course;

“committee”: the Appeals Committee as provided by the regulations adopted by the AUC-Senate Appeals Committee;

“degree”: a certificate, diploma, degree or other attestation of academic accomplishment;

“expulsion”:

- The denial of the right to enrol for a minimum of three semesters and a maximum of three years with no right to request readmission during the minimum period of expulsion;
- The cancellation of all registrations and activities from the date set by the Committee;
- The denial of any type of academic assessment leading to a diploma or degree including any confirmation of previous studies or the completion of course equivalencies for his or her student record;
- The cancellation of academic assessments previously completed for courses which have not yet been completed;
- The cancellation of enrolment in courses and activities which have not yet been completed;
- The denial of any degree; and
- The denial of all student rights and privileges.

“probation”: a minimum of three semesters and a maximum of three years during which a student who has been found to have committed an act of academic dishonesty is subject to a further and greater penalty if he or she is found to have committed another act of academic dishonesty;

“professor”: the person or persons given responsibility by a Dean for the conduct of a course with regard to offences under sections 5 to 10 of this regulation;

“repeal of a degree of degrees”: the revocation of the degree by Senate upon recommendation by the AUC-Senate Appeals Committee;

“semester”: the period of an academic session from September to December, January to April, or May to August;

“suspension”:

- The interruption of the enrolment or of the right to enrol for a minimum of one semester and a maximum of three semesters;
 - The cancellation of all registrations and activities from the date set by the Committee;
 - The denial of any type of academic assessment leading to a diploma or degree including any confirmation of previous studies or the completions of course equivalencies for his or her student record;
 - The cancellation of academic assessments previously completed for courses which have not yet been completed;
 - The cancellation of enrolment in courses and activities which have not yet been completed;
 - The denial of any degree; and
 - The denial of all students rights and privileges;
- and

“work”: any activity, assignment, dissertation, document, essay, performance, presentation, project, rendition, thesis or any other work accomplished, performed, prepared or submitted by a student for evaluation

Determination of academic dishonesty

3.

- (a) Upon determining that a student has committed an act of academic dishonesty, the professor:
 - i. Shall assign a grade of “0” for the work in question;
 - ii. May assign a grade of “0” for the course;
 - iii. Shall inform the AU Academic Dean on the prescribed form set out as “Appendix A” to this regulation
- (b) If, in addition to the penalties set out in the above paragraph section 3 (a), the professor seeks to have imposed further penalties as set out in section 4 (a) iii to vi of this regulation, the

professor shall make a recommendation for the application of a sanction of academic dishonesty to the AU Academic Dean on the prescribed form set out as “Appendix A” to this regulation.

- (c) The AU Academic Dean shall forward the prescribed form to the Secretary of the AU Senate Appeals Committee and shall send a copy to the AU Registrar. The Secretary of the AU Senate Appeals Committee shall send a copy to the student.
- (d) When a hearing is held, the AU Senate Appeals Committee shall not impose a penalty which is more severe than the one recommended by the professor.
- (e) The AU Senate Appeals Committee may impose a combination of penalties for any single determination of academic dishonesty.
- (f) Where it is alleged that a student has committed an offence set out in sections 11, 12 or 13 of this regulation, the AU Academic Dean or the AU Registrar shall make a recommendation for the application of a sanction of academic dishonesty to the Chair of the AU Senate Appeals Committee on the prescribed form set out as “Appendix A” to this regulation. The Chair shall send a copy to the student. The AU Senate Appeals Committee shall not impose a penalty which is more severe than the one recommended by the AU Academic Dean or the AU Registrar.

Penalties

4.

- (a) For the purposes of this regulation, the following penalties, in order of severity from least to greatest, shall apply when it has been determined by the Committee that the student is found to have committed an act of academic dishonesty:
 - i. A grade of “0” for the work in question;
 - ii. A grade of “0” for the course;
 - iii. A failing grade of X for the course in which the offence was committed;
 - iv. Probation;
 - v. Suspension;
 - vi. Expulsion; and
 - vii. Repeal of the degree
- (b) The committee or the Senate Committee on Student Appeals may impose a combination of penalties for any single determination of academic dishonesty.
- (c) Suspension may be retroactive to the date of the infraction, may be immediate from the date of the decision, or may take effect at the end of the session from which the final decision is rendered.
- (d) Repeal of the degree shall only be allowed when the act of academic dishonesty allowed the student to obtain the degree.
- (e) Readmission after suspension shall be according to normal procedures to complete studies or to obtain the degree which may have been withheld during this period.
- (f) Readmission after expulsion shall be subject to the absolute discretion of the Algoma University Senate Committee on Academic Regulations and Petitions, and, if granted shall be subject to a period of probation as the Senate Committee on Academic Regulations and Petitions may determine in its absolute discretion.

- (g) The mention of academic dishonesty shall be struck from the file of the student when the first of either of the following occurs:
- i. The student successfully completes all the requirements for graduation; or
 - ii. A period of five years has elapsed since the determination of academic dishonesty.

Infractions

5.

(a) A student shall not:

- i. Falsify a work submitted for evaluation;
- ii. Use in whole or in part the work or significant passages drawn from the work of another person, in a work submitted to evaluation, without having expressly identified these as quotations;
- iii. Submit the same work or several similar documents to two or more professors responsible for a university activity for evaluation, without their knowledge of it;
- iv. Submit for evaluation a work which contains data that the student has falsified;
- v. Modify, without approval of the professor, a work already submitted for evaluation, in order to make corrections or additions; or
- vi. Submit, without the approval of the professor, projects, essays, dissertations or these for evaluation which have essentially been previously submitted for evaluation to the university or to another post-secondary institution with the intention of obtaining a different degree on the strength of the same work.

Penalties

(a) A student who is found to have committed any of the acts of academic dishonesty in subparagraphs section 5 (a) i to vi shall be;

- i. Assigned a grade of "0" for the work in question;
- ii. Subject to the grade of "0" in the course;
- iii. Subject to the failing grade of X for the course in which the offence was committed;
- iv. Subject to probation;
- v. Subject to suspension;
- vi. Subject to expulsion; and
- vii. Subject to the repeal of his or her degree.

Infractions

6.

(a) During the evaluation or exam period, a student shall not:

- i. Obtain, whether individually or collectively, any kind of unauthorized help;
- ii. Use, view or refer to the copy of another student, even if its contents are proven to be erroneous or useless; or
- iii. Have or use any unauthorized document or apparatus.

Penalties

- (a) A student who is found to have committed any of the acts of academic dishonesty in paragraphs section 6 (a) i to ii shall be:
- i. Assigned a grade of "0" for the work in question;
 - ii. Subject to the grade of "0" in the course;
 - iii. Subject to a failing grade of X for the course in which the offence was committed;
 - iv. Subject to probation;
 - v. Subject to suspension;
 - vi. Subject to expulsion; and
 - vii. Subject to the repeal of his or her degree.

Infractions and penalties

7. Where the work in question constitutes the method of final evaluation in the course, the student who is found to have committed any of the acts of academic dishonesty in paragraphs 5 (a) or 6 (a) shall be:
- i. Assigned a failing a grade of X for the course in which the offence was committed;
 - ii. Subject to probation;
 - iii. Subject to suspension
 - iv. Subject to expulsion; and
 - v. Subject to the repeal; of his or her degree.

Infraction and penalty

8. Where the work in question is a dissertation or a thesis for attaining a Master's or Doctoral degree, the student who is found to have committed any of the acts of academic dishonesty in paragraphs 5 (a) or 6 (a) shall be:
- i. Assigned a failing grade of X for the course in which the offence was committed;
 - ii. Suspended
 - iii. Subject to expulsion; and
 - iv. Subject to the repeal of his or her degree.

Infraction

- 9.
- (a) A student shall not obtain or accept from any source whatsoever, or distribute, the questions or answers to a test, an exam or laboratory experiments, without previous authorization from the professor.

Penalty

- (a) A student who is found to have committed any of the above acts of academic dishonesty in section 9 (A) shall be:
- i. Assigned a failing grade of X for the course in which the offence was committed;
 - ii. Suspended;
 - iii. Subject to expulsion; and

- iv. Subject to the repeal of his or her degree.

Infraction

10.

- (a) A student shall not conspire to substitute oneself, attempt to substitute oneself, or substitute oneself for another student in order to accomplish work in that other student's name.
- (b) A student shall not conspire to allow another student to attempt to substitute oneself, allow a student to attempt to substitute oneself, or allow a student to substitute oneself for herself or himself in order to accomplish work in her or his name.

Penalty

- (c) A student who is found to have committed any of the above acts of academic dishonesty in section 10 (a) or (b) shall be:
 - i. Assigned a failing grade of X for the course in which the offence was committed;
 - ii. Placed on probation;
 - iii. Subject to expulsion; and
 - iv. Subject to the repeal of his or her degree.

Infraction

11.

- (a) A student shall not attempt to obtain or obtain an advantage with respect to the requirements or the applicable regulations of the programme of study or with respect to the course in which she or he is attempting to enrol, is enrolled, or has been enrolled, by means of a threat or any other illicit means.

Penalty

- (b) A student who is found to have committed any of the above acts of academic dishonesty in section 11 (a) shall be subject to:
 - i. Suspension and a further period of probation;
 - ii. Expulsion;
 - iii. The repeal of his or her degree.

Infraction

12.

- (a) A student shall not:
 - i. Fail to disclose or submit all information or documentation needed for admission to the University which has been requested by the University;
 - ii. Alter, fabricate, falsify, forge, or tamper with a document in any way whatsoever which is destined for the University, or to use or submit such a document to the University;
 - iii. Alter, fabricate, falsify, forge, or tamper with University documents stating acquired privileges or rights conferred by the University.

Penalty

- (b) A student who is found to have committed any of the above acts of academic dishonesty in section 12 (a) shall be subject to:
- i. Suspension for three semesters and a further period of probation;
 - ii. Expulsion; and
 - iii. The repeal of his or her degree

Infraction

13.

- (a) No student shall produce a document which may lead another person to believe that she or he is a faculty or administrative member of the University.

Penalty

- (b) A student who is found to have committed any of the above acts of academic dishonesty in section 13 (a) shall be subject to:
- i. Suspension for three semesters and a further period of probation; and
 - ii. Expulsion.

Second offence penalty:

14.

- (a) On finding that a student has committed a second act of academic dishonesty or two acts of academic dishonesty, the AU-Senate Appeals Committee may impose a penalty which is more severe than the one recommended by the Professor.
- (b) A student who is found to have committed a second act of academic dishonesty or two acts of academic dishonesty shall be subject to further penalties including a failing grade of X for the course in which the offence was committed, suspension, expulsion and repeal of his or her degree.
- (c) When the AU-Registrar receives the prescribed form set out as "Appendix A" to this regulation and the AU-Registrar is in possession of a previous form with regard to the same student, the AU-Registrar may initiate a recommendation for further and more severe penalties to section 11 (a) and (b) by using the prescribed form set out as "Appendix A" to this regulation.

Approved by the Algoma University Senate: