

DISCIPLINARY REGULATIONS ON ACADEMIC DISHONESTY

STUDENT CODE OF CONDUCT (ACADEMIC)

The university takes a most serious view of such offences against academic honesty as plagiarism, cheating, and impersonation. Penalties for dealing with such offences will be strictly enforced. Regulations and procedures stipulated in the Algoma University Student Code of Conduct apply. See below for summaries of definitions, penalties, procedures, and policies.

Plagiarism

Essentially, plagiarism involves submitting or presenting work in a course as one's own when in fact it is not. More specifically, plagiarism is defined by Algoma University as the presentation of work as one's own which originates from some other unacknowledged source. In examinations, term papers and other graded assignments, verbatim or almost verbatim presentation of someone else's work without attribution constitutes plagiarism. This is deemed to include the presentation of someone else's argument in the student's own words as if it were their own, without acknowledgement. Other forms of borrowing, including the purchase of essays, the use of fellow students' written work, essays submitted in more than one course without permission of instructors, the borrowing of answers in take-home examinations, and the unapproved submissions of group efforts as individual work, also come under the designation "plagiarism".

Cheating

Cheating on tests or examinations includes, but not limited to, dishonest or attempted dishonest conduct such as speaking to other candidates or communicating with them under any circumstances whatsoever; bringing into the examination room any textbook, notebook, or memoranda not authorized by the examiner; referring to any textbook, notebook, electronics (such as laptops, smartphones and smart watches) or memoranda while being excused to leave the room temporarily (e.g. to use the bathroom), during a test or exam; or, leaving answer papers exposed to view of other candidates. Any self-misrepresentation in order to avoid attendance, meeting of assignment deadlines, writing of tests or examinations and/or completion of assignments, will be deemed to be dishonest.

1.0 Aim

The aim of the “Disciplinary Regulations 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.

- (a) These regulations shall be interpreted and applied in a manner that is consistent with this aim.
- (b) These regulations shall apply to any work submitted by a student in part or complete performance of any course requirement

2.0 Definitions

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

“committee”: the Senate Appeals & Academic Standards Committee as provided by the regulations adopted by the Algoma University Senate Appeals & Academic Standards 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 their 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 Algoma University Senate Appeals & Academic Standards 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 their 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;

“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.

3.0 Determination of academic dishonesty

- (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 further sanctions 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 student and the AU Registrar.
- (d) The AU Senate Appeals & Academic Standards Committee may impose a combination of penalties for any single determination of academic dishonesty.
- (e) 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 & Academic Standards 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 & Academic Standards Committee shall not impose a penalty which is more severe than the one recommended by the AU Academic Dean or the AU Registrar.

4.0 Penalties

- (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. Probation;
 - iv. Suspension;
 - v. Expulsion; and

- vi. 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.

5.0 Work Infractions

- (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.
 - vii. Collaborate with other students, without the explicit permission of the professor.

5.1 Work Infractions: 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 probation;
 - iv. Subject to suspension;
 - v. Subject to expulsion; and
 - vi. Subject to the repeal of their degree.

6.0 Exam Infractions

- (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.

6.1 Exam Infractions: 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 probation;
 - iv. Subject to suspension;
 - v. Subject to expulsion; and
 - vi. Subject to the repeal of their degree.

7.0 Final Evaluation Infractions & Penalties

- (a) 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. Subject to probation;
 - ii. Subject to suspension
 - iii. Subject to expulsion; and
 - iv. Subject to the repeal; of their degree.

8.0 Masters & Doctoral Degree Infractions and penalty

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. Suspended
- ii. Subject to expulsion; and
- iii. Subject to the repeal of their degree.

9.0 Unauthorized access/distribution Infractions

- (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.

9.1 Unauthorized access/distribution Infractions Penalties

- (a) A student who is found to have committed any of the above acts of academic dishonesty in section 9 (A) shall be:
 - i. Suspended;
 - ii. Subject to expulsion; and
 - iii. Subject to the repeal of their degree.

10.0 Impersonation Infractions

- (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 another student in order to accomplish work in their name.

10.1 Impersonation Infractions: Penalties

- (a) 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. Placed on probation;
 - ii. Subject to expulsion; and
 - iii. Subject to the repeal of their degree.

11.0 Advantage Infractions

- (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.

11.1 Advantage Infraction Penalties

- (a) 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 their degree.

12.0 Failure to disclose Infractions

- (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.

12.1 Failure to disclose infractions: Penalties

- (a) 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 their degree

13.0 Impersonation of AU Faculty or Administration Infractions

- (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.

13.1 Impersonation of AU Faculty or Administration Infractions :Penalties

- (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.

14.0 Second offence penalty:

- (a) On finding that a student has committed a second act of academic dishonesty or two acts of academic dishonesty, the AU Senate Appeals & Academic Standards 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: suspension, expulsion and repeal of their 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.

15.0 Process

- a. The Notice of Offence Form should first be completed by the Professor.
- b. The Professor should then send the Notice of Offence Form, the student's work, and clearly documented evidence of academic dishonesty to the Academic Dean, at dean@algomau.ca.
- c. The Academic Dean will forward the Notice of Offence to the student and the AU Registrar.
- d. On receipt, if the student has clear evidence that there was no case of Academic Dishonesty (i.e. the evidence that the faculty member provided in the form is incorrect), the student may choose to appeal using the following procedure.

Initiating an Appeal of a Notice of Offence of Academic Dishonesty

A student may initiate an appeal of a Notice of Offence of Academic Dishonesty at any time within 15 days after the release of the official Notice of Offence Form.

Students are permitted to bring one person who may act in a supportive or advisory capacity during an appeal. Student union representatives may act in this role. No Algoma University employees, except student employees, may act in this capacity.

Resolution Procedures

Strict adherence to the following stages is mandatory.

Informal Resolution

Stage One

A student who wishes to appeal a Notice of Offence of Academic Dishonesty must first contact the faculty member teaching the course in question. The student and the faculty member should meet to review the Notice of Offence form.

It is recommended that both the student and the faculty member keep records of the informal contacts made.

If such a meeting is not feasible, or is unacceptable to either party, the student may proceed directly to stage two.

Stage Two

If the student and the faculty member cannot come to a satisfactory solution, the student may appeal to the Faculty Chair within ten days of the meeting between the student and the faculty member. In the event that such a meeting has been deemed not feasible or unacceptable, the student may appeal to the Faculty Chair within ten days of such determination.

The Faculty Chair should try to resolve the dispute in any way that s/he feels is fair and appropriate to the satisfaction of both parties. This will normally involve a meeting with both the student and the faculty member, unless such a meeting is unacceptable to either of the parties. It is recommended that the student, the faculty member, and the Faculty Chair keep records of this informal meeting.

The Faculty Chair may not direct that the Notice of Offence be redacted.

If a satisfactory solution is not reached, a formal appeal may be initiated within 30 days of the informal meeting/attempt.

Formal Resolution

Stage Three

If satisfactory results are not achieved in either of the two previous stages, the student may initiate a formal appeal process.

A formal appeal comprises a written statement by the student detailing the grounds for the appeal and what would constitute a satisfactory outcome from his/her point of view, and any supporting documentation or evidence that the student wishes to be considered. Copies of these materials should be given both to the Faculty Chair and to the Dean.

Upon request from the Dean, the faculty member will provide documents in cases where this is relevant to the appeal.

At this point, the Dean (in consultation with the Faculty Chair) will normally attempt further mediation between the student and the faculty member. This will normally involve bringing all parties together face-to-face. If such a meeting is considered unacceptable or futile by either party, written reasons must be given to the Dean by the party in question.

If the student's identified grounds for an appeal are considered outside of the remit of the Senate Appeals and Academic Standards Committee, the Academic Dean can deny the appeal and direct the student to the correct policy/committee.

Stage Four

If mediation does not produce a satisfactory result, or if either party refuses to attempt mediation, the appeal is sent to the Appeals Committee by the Dean, with a record of the mediation attempt, or the reason for the refusal of mediation.

APPEALS COMMITTEE PROCEDURES

The Committee has the right to do whatever is reasonable and fair, including interpreting and applying this policy. The appeals process is an informal, internal mechanism that relies on the cooperation of all parties concerned. It is not, and is not meant to be, a juridical or quasi-judicial process.

The Committee shall at all times perform its duties in an equitable and fair manner.

A Committee member who has a conflict of interest with, or bias for or against either the student or the faculty member in an appeal shall identify such conflict at the first reasonable opportunity and shall remove him/herself from further proceedings connected with the appeal. Both the student and the faculty member shall be made aware of the members of the Committee, and shall be given the opportunity to identify any real or perceived conflict of interest or bias on the part of any Committee member.

In response to a formal appeal forwarded to the Chair of the Appeals Committee by the Dean, the Committee will meet and:

1. will ensure that stages one through three have been completed; if they have not, the appeal will be suspended until they have been completed
2. will ensure that both parties have a copy of these procedures
3. will examine the formal statement of the student and satisfy itself that it falls within the guidelines and timeframe as indicated above and that it is not frivolous
4. will provide the faculty member with a copy of the written appeal statement of the student
5. will invite the faculty member to submit a written response to the student's appeal statement, and any additional documentation or evidence that the faculty member wishes to be considered
6. may request that the faculty member provide further documentation, materials, or information relevant to the appeal
7. if deemed necessary, may hold a meeting, or meetings, with both the student and the faculty member separately and/or present together, to afford them the opportunity to answer each other's claims. If no prior meeting between faculty and student has been held, it is imperative to hold one at this point; if such is deemed unacceptable or futile by either or both parties, they must give written reasons for this. Failure to meet this requirement cannot halt proceedings, but may affect the outcome.
8. will arrive at a final decision and report it to the Dean. The Dean will implement the decision, and may report to the Senate concerning the case, keeping the names of the parties involved confidential.
9. may make general recommendations intended to prevent future appeals.
10. after completing an appeal, the records will be kept for as long as is required by applicable statutes of limitations.
11. The decision of the Appeals Committee is final and binding.

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