Student Academic Code of Conduct: Academic Honesty Policy

Purpose

This policy defines the standard of academic honesty required of students, the consequences of non-compliance with those standards, and the processes for determining and addressing non-compliance.

Scope / Limits

This policy applies to all students registered in Lethbridge College courses regardless of course type, delivery method, or location and student work or behavior that impacts a student’s grade or standing in a particular course or program of study. This policy also applies to applicants who are participating in pre-admission testing.

Policy Statements

1. Lethbridge College is committed to academic honesty and does not condone academic dishonesty;

2. Lethbridge College and its employees will take reasonable steps to communicate to the student the College’s standard of academic honesty. Students have the right to access applicable policies and procedures through the College website (www.lethbridgecollege.ca).

3. Every reasonable step will be taken to discover incidences of academic dishonesty;

4. Lethbridge College’s Testing Services will report suspected incidents of academic dishonesty to the applicable instructor or department;

5. Upon concluding academic dishonesty has likely occurred, Lethbridge College will consider the alleged offence in a fair, just, and equitable manner, and if the alleged offence is confirmed in that process, will impose a sanction or penalty on the student commensurate with the seriousness of the offence. The violation and the sanction being imposed will be communicated to the student through the Notification of Academic Dishonesty form or a written letter.
6. The student has the right to appeal the decision using the appeal process outlined in the notification he/she receives. If the completed Academic Appeal process upholds the initial decision, the sanction or penalty will then be imposed.

7. Withdrawal from a course will not prevent proceedings with respect to academic offences committed in the course, and the right to withdraw may be refused where an academic dishonesty offence is alleged.

8. Students have the right to expect that all records, including their official student record, will be managed consistent with the Alberta Freedom of Information and Protection of Privacy (FOIP) Act.

Definitions

**Academic Dishonesty**: behavior which circumvents the accepted process for earning a grade or credential, and includes

- **Plagiarism**: a serious academic offence. It involves submitting work (words, ideas, images, or data) as if it were the student's own work when, in fact, it is not. Academic work often involves reference to ideas, data and conclusions of others, intellectual honesty requires that such references be accurately, explicitly and clearly noted. Plagiarism also exists when a student submits or presents the work in one course which has also been submitted in another course (although it may be completely original with that student) without the prior agreement of the instructor;

- **Cheating**: the breaking of rules or standards of acceptable behaviour to gain an unfair advantage. It is an act of deception done with the intent to gain an unearned advantage or grade.

**Appeal Process**: the process whereby a student has the opportunity to challenge a decision regarding academic standing or penalties for academic dishonesty. Refer to the Academic Appeals Policy.

**Confirmed evidence**: the proof that academic dishonesty has been committed.

**Expulsion**: a required withdrawal from all learning activities and may include the denial of access to the College campus.

**Extreme Academic Dishonesty**: academic dishonesty which is repetitive, or engages others in the offense, or breaches other rules of law, may be broad in scope or severe in impact upon others, including Lethbridge College.

**Instructor**: the teacher compensated by Lethbridge College and assigned to instruct specific course(s). This person communicates expectations to students about this policy through the course outline and instigates the process of dealing with academic dishonesty.

**Suspension**: a period of time in which a student may be suspended from participating in course, program and/or other College activities for a specified period of time. On occasion, a suspension may be for an indefinite period of time pending investigation of an alleged misconduct.
A: Policy Supports

Academic Dishonesty Penalties (Appendix A)
Notice of Academic Dishonesty form (Appendix B)
Examples of Academic Dishonesty (Appendix C)

B: Legislated References

C: Other References

Student Appeals Committee Terms of Reference
Campus Alberta Quality Control
National Research Council of Canada - Research Ethics Board

D: Related Policies

Assessment
Academic Calendar
Copyright Compliance
Ethical Conduct for Research Involving Human Participants
Grading
Graduation Requirements
Issuance of Credentials
Integrity in Research and Scholarship
Intellectual Property and Copyright Ownership
Student Discipline
Student Records
Student Rights and Responsibilities
Board of Governors
  EL-1 Treatment of Students

Please direct any questions regarding this document to the Policy Administrator or policy@lethbridgecollege.ca