



# PROCEDURE

Procedure Number: <b>AOP 216</b>	Procedure Title: <b>Academic Integrity</b>
Supersedes Existing Policy? N	Procedure Owner: Senior Vice-President Academic
Associated Policy: Y	Date Last Approved by CET: April 2019

## 1 Purpose

Loyalist College believes that the development of self-discipline and acceptable standards of academic integrity are fundamental to the learning process. The establishment and maintenance of professional behaviour is the responsibility of all members of the Loyalist College community.

## 2 Application

This policy applies to all Loyalist College students.

## 3 Procedure

Loyalist College will penalize acts that demonstrate disregard for the standards of academic integrity:

- 3.1 First documented offence will result in a grade of zero on any material that can be demonstrated to be dishonest.
- 3.2 Second documented offence will result in a grade of zero for the course.
- 3.3 Third documented offence will result in suspension from the College for one calendar year (two academic terms).
- 3.4 Fourth documented offence will result in permanent expulsion (debarment) from the College.

## 4 Process for Faculty

If a professor has reasonable cause to suspect that a student has plagiarized, submitted false materials, cheated on an exam, or in any way behaved in an academically dishonest manner, they will:

- 4.1 Notify the student of their suspicion and provide evidence.
- 4.2 Provide the student an opportunity to respond to the allegation.
- 4.3 If the student is found to have committed the offence, the professor will complete a Breach of Academic Integrity form and provide this form in electronic format to the Dean within five working days of notifying the student of the offence.
- 4.4 The professor will complete a separate Breach of Academic Integrity form for each student, even if multiple students are involved in committing the same offence.

## 5 Process for Test Centre Invigilator

If an invigilator, who is not the student's professor, has reason to believe that a student is cheating during an examination, they will:

- 5.1 Notify the student of their suspicion and provide evidence.

- 5.2 Retain the examination and require the student to leave the examination area immediately.
- 5.3 Inform the student that should their professor find them culpable based on evidence provided, they will be unable to write in the Test Centre in the future.
- 5.4 Submit a written report to the professor of events, requesting written confirmation of the actions taken.

## **6 Process for Students**

If a student has reason to counter allegations of academic dishonesty, they will:

- 6.1 Respond to allegations of academic dishonesty within five working days of notifying the student of the offence.
- 6.2 Appeal the decision as per the College Appeal Process (AOP 231).

## **7 Process for International Students**

Incidents of academic dishonesty may result in poor academic standing and as a result, students will NOT be eligible to work part-time in on-campus positions or apply to, or maintain the Off-Campus Work Permit (OCWP). If at any time international students become ineligible for the OCWP, it is their responsibility to surrender the OCWP to Canada Immigration. More information is available at [www.cic.gc.ca](http://www.cic.gc.ca).

## **8 Process for Enrolment Services**

In order to accurately track the number of breaches of academic integrity, Enrolment Services will record the breaches on the student's record.

- 8.1 The Registrar/Designate and Enrolment Services Officer will receive the completed Breach of Academic Integrity form via email from the Dean.
- 8.2 The Enrolment Services Officer will determine if this is the student's first, second, third, or fourth offence and note this on the Breach of Academic Integrity Form.
- 8.3 The Enrolment Services Officer will save the Breach of Academic Integrity form on the P Drive (P:\Registrar\Academic Integrity\Forms Submitted).
- 8.4 The Enrolment Services Officer will record the offence on the student's Banner record on the SPACMNT screen:
  - 8.4.1 If it is a second offence, the Enrolment Services Officer will change the grade in the course to zero
  - 8.4.2 If it is a third offence, the Enrolment Services Officer will change the grade in the course to zero, withdraw the student from all courses currently in progress using the appropriate withdrawal code, and add the appropriate hold code to the student's record. The Enrolment Services Officer will inform the appropriate Student Success Mentor who will complete a withdrawal form.
  - 8.4.3 If it is a fourth offence, the Enrolment Services Officer will change the grade in the course to zero, withdraw the student from all course currently in progress using the appropriate withdrawal code, and add the appropriate hold code to the student's record. The Enrolment Services Officer will inform the appropriate Student Success Mentor who will complete a withdrawal form.
- 8.5 The Enrolment Services Officer will inform the Registrar/Designate if it is the student's first, second, third or fourth offence.

- 8.6 The Registrar/Designate will inform the Dean, Registrar, Administrative Coordinator, and Strategic Enrolment Services if it is the student's first, second, third or fourth offence and the resulting sanction.
- 8.7 The Administrative Coordinator and Strategic Enrolment Services will complete the Statement of Breach letter, save as a PDF and email it to the student, copying the Dean.
- 8.8 The Administrative Coordinator and Strategic Enrolment Services will save the Statement of Breach letter on the P Drive (P:\Registrar\Academic Integrity\Statement of Breach Letters Issued).

## **9 Related Documents or Links**

- AOP 206 Copyright Ownership
- AOP 209 Student Code of Conduct: Positive Learning and Living Environment
- AOP 231 Appeal Process

## **10 References**

N/A