

## POLICY AND PROCEDURES

POLICY NAME: Student Academic Responsibility	POLICY NUMBER: 2.2.1	CATEGORY: Academic
RESPONSIBLE EXECUTIVE: Principal	APPROVAL AUTHORITY: Academic Council	EFFECTIVE DATE: September 1, 2020
NEXT FULL REVIEW DATE: August 31, 2025	REVISED: August 31, 2022	REPLACES: 2.2.1 Academic Integrity

### PURPOSE

Coquitlam College (the College) has the right and responsibility to set academic standards for the College, and to enforce these standards. Failure to meet academic standards is a serious offence with serious consequences.

This policy sets out the College's standards for Student Academic Responsibility, the consequences for breaching these responsibilities, and the process by which an alleged action is reviewed. After the review, the College will implement an appropriate response.

### SCOPE

This policy applies to the individual or collective academic conduct of all students of the College. This includes academic conduct while students are engaged in course work on or off campus.

### POLICY STATEMENTS

1. The College will make every attempt to inform students of their obligations relating to the academic standards and the potential consequences of violating these standards.
2. Students are responsible for educating themselves about College policies and procedures, including academic standards. Ignorance of College policies and procedures does not excuse students from responsibility for their actions.
3. The College will actively investigate allegations of academic misconduct, will make informed decisions regarding the seriousness of an alleged misconduct, and will respond according to established College standards and practices.
4. Alleged matters of academic misconduct will be considered based on the frequency of events, the magnitude or impact of the event, and the impact on the academic integrity of the course, the program and/or the College.
5. The College reserves the right to review all academic work submitted by a student for authenticity and originality; such review may include but is not limited to the use of software tools and third-party services including internet-based services.
6. Students have the responsibility to report a known academic misconduct to their Instructor or other College Administrator.

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#### General

1. An Academic Misconduct Report (the Report) must be submitted to the Registrar in all instances where an Instructor has determined that an academic misconduct has occurred. The Report will include details of the misconduct, discussions with the student, any imposed penalties, if any, and the final resolution.
2. All persons who are involved in any procedures related to an alleged academic misconduct are expected to treat the matter confidentially.
3. Students are strongly encouraged to speak with Student Services for advice and guidance regarding allegations of academic misconduct.

#### Informal Resolution: First and Second Offence

4. If an incident of academic misconduct is suspected, the Instructor and Department Head will review the matter to determine whether or not to pursue an allegation of academic misconduct.
5. If the determination is no, the matter will be dropped, and no further action will be taken.
6. If no more than one previous incident has been reported within their class and the matter is not serious, the Instructor will review the situation with the student. If, after the discussion with the student, the Instructor determines that an academic misconduct occurred, they may:
  - a. direct that the work be resubmitted, or the exam taken again
  - b. reduce the grade or give a grade of '0' for the test/assignment
7. The Instructor will complete a Report and will forward a copy to the student, Department Head, and Registrar, to be included in the student file.
8. If the alleged misconduct is a serious offence, the Instructor or Department Head will complete and submit a Report to the Registrar, so the matter may proceed to an Academic Misconduct Review Committee.

#### Step 1: Academic Misconduct Review

9. For subsequent matters of academic misconduct, or for serious offences, the Registrar will forward the Report to the Principal, who will immediately notify the student, Instructor and Department Head of the nature of the allegations, and the anticipated timelines for completing the review.
10. The Principal will review the material, hear from all parties involved in the allegation.
11. The Principal will recommend appropriate course of action. The courses of action are:
  - a. an academic misconduct did not occur
  - b. an academic misconduct did occur and the student will:
    - i. resubmit the academic work, or retake the test/exam
    - ii. receive a reduced grade for the academic work
    - iii. receive a grade of '0' for the academic work
    - iv. be involuntarily withdrawn from the course and/or program
    - v. be suspended from the course or program, either permanently or for a specified period of time
  - c. in serious circumstances there may be a recommendation put forward to suspend the student from the College.

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12. The Principal will communicate the decision, with rationale, and any course or action or outcome, in writing, to the student. A copy will be sent to the Instructor, Department Head and the Registrar to be included in the student's file.

### **Step 2: Appealing the Decision of the Academic Misconduct Review**

13. A student may appeal the Principal decision through an appeal to the Vice-President. This appeal does not apply to a recommendation to suspend the student from the College. See section on *Suspension from the College*.
14. The grounds for appealing the decision of the Committee are limited to the following:
  - a. the decision process lacked procedural fairness;
  - b. there is relevant new information that was not available at the time the decision was made and that may have influenced the outcome.
15. The student must submit a completed Academic Misconduct Appeal Form to the Office of the Registrar no later than 10 business days from the date the Committee decision was made.
16. An Appeal Fee of \$50 must be paid at the time the Form is submitted. If an Appeal is successful, the Appeal Fee will be refunded.
17. An extension of the deadline may be provided in extenuating circumstances. The student must provide a written explanation for requesting a discretionary extension of the deadline to appeal. The Registrar will decide whether to accept the extension.
18. The Registrar will review the Form to confirm that it is fully completed and that the required documentation is attached. Incomplete forms will be returned to the Student along with a specified timeline for submitting the completed form; usually 5 business days. If the form is not fully completed and submitted within the specified timeline, the Academic Misconduct Appeal Form will become null and void. The Appeal Fee is non-refundable in this circumstance. If time permits, the student may submit a new Form and pay another Appeal Fee.
19. The Vice-President will review all relevant information and, if necessary, may request further information from any of the parties involved.
20. The Vice-President will convene a Committee consisting of the Principal or designate as chair, and three additional members chosen by the Vice-President. The Principal will be a non-voting member. The Vice-President will seek a non-voting subject matter expert should the misconduct warrant one. No member shall be from the same department as the student filing the appeal.
21. The Committee review will be attended by:
  - a. Members of the Committee
  - b. Principal
  - c. The student. The student is expected to fully participate in the review and answer any direct factual questions asked by the Committee
  - d. The relevant Instructor
  - e. The relevant Department Head

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- f. Other persons as indicated below may attend the review:
  - i. a support person may accompany the student, Instructor, or Department Head. The support person may not speak during the tribunal.
  - ii. Witnesses. The student and/or the Instructor may call in witnesses to the hearing. Witnesses will remain outside until called in by the Chair and will leave when directed by the Chair.
- 22. The Student will be informed of any additional information or submissions that are collected by the Committee and will be given an opportunity to provide comments before a decision is made.
- 23. If the grounds for an appeal are established, the Committee will determine how the appeal will be resolved. The courses of action are:
  - a. uphold the Stage One decision
  - b. return the Stage One decision to the Committee for reconsideration, with comments and direction
  - c. Reverse the Stage One appeal decision and submit a new decision
- 24. The Chair will communicate the final decision with rationale and any course of action/outcome, in writing, to the student. A copy will be sent to the Instructor, Department Head and the Registrar to be included in the student's file.
- 25. The decision by the Committee is final and may not be appealed.

### **Suspension or expulsion from the College**

- 26. A recommendation to suspend or expel a student from the College, either permanently or temporarily, is taken very seriously.
- 27. The Vice-President will review all supporting documentation including the original allegation and discussions. If necessary, the Vice President/Principal may request further information from any of the parties involved, and/or arrange to meet with any of the parties involved to discuss their case.
- 28. The Student will be informed of any additional information or submissions that are collected by the Vice-President and will be given an opportunity to provide comments before a decision is made.
- 29. The Vice-President will communicate the decision with rationale, in writing, to the student. A copy will be sent to the Board of Governors and the Registrar to be included in the student's file.
- 30. The decision by the VP/P is final and may not be appealed.

### **DEFINITIONS**

**Academic Work:** Any product, process or project that is graded or required for the completion of a course or program.

**Academic Misconduct:** Behaviour that undermines the college's ability to fairly evaluate students' academic achievements, or behaviour that a student knew, or reasonably ought to have known, could gain them or others unearned academic advantage or benefit. Academic Misconduct includes, but is not limited to the following:

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- (i) An act of deception or misrepresentation in a student's academic work. This includes but is not limited to:
  - a. using notes, electronic devices, or other aids during a test, examination or other evaluation, without permission from the Instructor
  - b. exchanging information with another person during an examination
  - c. copying the academic work, including tests, examinations or assignments, of another student, with or without their permission, or allowing another student to copy one's work and submit it as their own for evaluation
  - d. accepting credit for group work or a group project for which the student did not provide assistance or participate
  - e. obtaining and/or distributing unauthorized tests, examinations or other course materials before they have been provided to students in a specific class or course
  - f. disregarding instructions and guidelines set forth by the Instructor for take-home or online assignments or examinations
  - g. collaborating with others on any student work product without the Instructors consent
- (ii) Purchasing or otherwise obtaining, with or without payment, work prepared by another person and submitting all or a portion of the work as one's own.
- (iii) This includes but is not limited to the following:
  - a. obstructing, altering and/or disturbing the academic activities of others
  - b. preventing another student from completing a task for academic assessment
  - c. tampering with, stealing or destroying another student's academic work
  - d. altering a grade on academic work for the purposes of having the recorded grade changed
  - e. removing, altering, misusing or destroying College property to obstruct the work of others
  - f. persisting with bias to influence others for academic gain, such as a change in grade
- (iv) Assisting or attempting to assist another person to violate the standards of academic integrity
- (v) Taking credit or presenting the work of others as one's own without identifying and giving proper credit to the original source. This includes but is not limited to the following:
  - a. submitting academic work that has been, entirely or in part, copied from or written by another person, including information found on the Internet, without full and proper acknowledgement
  - b. using the exact wording of a source without putting the borrowed words in quotation marks, or following the syntax (structure) or wording of the source too closely
  - c. paraphrasing someone else's ideas or work by changing only a few words, without full and proper acknowledgement of the source
  - d. submitting academic work which has been written, rewritten or substantially edited by another person
- (vi) Submitting an assignment for which previous academic credit was given, or submitting the same assignment, in whole or in part, for credit in two or more courses, or in the same course more than once, without the prior written permission of the Instructor. Self plagiarism can also include presenting one's own previously published work as though it were new
- (vii) With respect to personal identity or academic performance, this includes but is not limited to the following:
  - a. submitting stolen or purchased assignments, research or creative work

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- b. representing or impersonating another or permitting oneself to be represented or impersonated by another in person, in writing, or electronically, in taking an examination or submitting academic work for the purpose of academic evaluation
- c. falsely identifying oneself or misrepresenting one's personal performance outside of a particular course, in a course in which one is not officially enrolled, or in the admissions process (e.g. submission of portfolios, essays, transcripts, or documents)
- d. providing altered, forged, or falsified medical or other certificates, or documents for academic consideration, or making false claims for such consideration, including in or as part of an academic appeal, or the academic misconduct investigation process.

Student: A person who has completed an application to the College and has received a student number.

Student File: A record held by the Office of the Registrar, that contains a student's general academic information, including admission information, study permits, grades, attendance, standardized assessment reports, appeal reports and decisions, and other information from a student's time at the College.

Suspension from a College course/program: Removal of a student from a course/program for a specified period of time or for the duration of the course/program.

Suspension from the College: Removal of a student from the College for a specified period of time, indefinitely, or permanently.

### Related Documents

- [Procedural Fairness Best Practice Guidelines for Independent Schools, 2007, Federation of Independent School Associations British Columbia \(FISABC\)](#)
- Academic Misconduct Appeal Form
- Academic Misconduct Incident Report