

OLDS COLLEGE POLICY

Olds College recognizes the need for Policies and Procedures, and the need for staff and students to be familiar with and follow such policies and procedures. It is the intent of Olds College that breach of College policies or procedures shall result in disciplinary measures up to and including suspension or termination. This applies to all College staff and representatives.

CATEGORY:	D. Student and Academic
SUBJECT:	Academic Integrity
POLICY NUMBER:	D31
CROSS REFERENCE:	D30 Complaints A25 Code of Conduct

NEW \ REVISED	
Administrative Services Committee	Academic Council
	June 9, 2016

POLICY STATEMENT

Olds College is committed to creating an environment that fosters learning, training and inquiry. Our mission and values require that we ensure all members of the college community strictly adhere to the highest principles of Academic Integrity. The college will review and investigate any allegations of academic misconduct in a timely and impartial manner and take appropriate action when it finds that misconduct has occurred.

SPECIFIC GUIDELINES

All members of the college community are considered partners in creating an environment with the highest standards of academic integrity. It is the student's responsibility to be informed of relevant college policies and to ensure they are accountable for their academic conduct. The onus is on the student to seek information and clarification from available resources or a faculty member if they are uncertain as to the expected standards.

Academic Integrity at Olds College is built on four agreements that speak to both the environment we strive to create and the expectations for students, faculty and the greater college community. These agreements highlight that academic integrity is both the creation and sustaining of an environment that is optimized for learning, training and inquiry. This is done by agreeing to the following:

1. I will help co-create openness in the learning environment

For students, this means:

- Taking shared responsibility for their learning experience

For instructors, this means:

- Helping students avoid academic misconduct but also empowering them to share their original thoughts and ideas

2. I will be authentically engaged in teaching and learning

For students, this means:

- Own your learning (be committed, informed, motivated, and proactive)

For instructors, this means:

- Communicate expectations of academic integrity and assessment

3. I will ethically demonstrate my knowledge and skills

For students, this means:

- Originality in authorship (if a student places his/her name on the work, we can confidently say they did the work)
- Taking responsibility for submitted work and appropriately acknowledge the contribution of others

For instructors, this means:

- Modeling the same behaviour and standards expected of students

4. I will strive to demonstrate professional standards in my conduct

For students, this means:

- Practice academic integrity and ensure necessary skills and knowledge are obtained

For instructors, this means:

- Modeling the professional and ethical principles of my discipline
- Maintaining currency and relevancy of the materials provided in my courses

Any act or action that can reasonably be considered a deviation from the principles in agreement 3 or 4 may be considered an act of academic misconduct and is potentially subject to investigation and consequences. These explicitly include cheating, fabrication and plagiarism (or aiding and abetting others in any of these activities) but may also include fraud, misrepresentation or unethical practices such as lying or stealing. Olds College faculty and staff will adhere to the procedures herein attached for investigating and applying appropriate consequences for academic misconduct.

Cheating is defined as any dishonest means of obtaining answers to assignment questions, tests or exams. It may include, but is not limited to the following:

- copying from another student's assignment, test or exam
- obtaining unauthorized information about an exam
- consulting resources during the exam that were neither permitted or provided with the exam
- submitting an assignment completed (or partially completed) by someone else
- obtaining a deadline extension or makeup exam under false pretenses

Fabrication involves falsifying or making up data, or bibliographic information and presenting it as fact.

Plagiarism is defined as copying another person's work or ideas (from another student, a book, article, or on line resource) without acknowledging the work of the other individual with the appropriate reference or citation.

IMPLEMENTATION AND ADMINISTRATIVE RESPONSIBILITY

Vice-President, Academic and Research. This policy will be reviewed at least every five (5) years.

OLDS COLLEGE PROCEDURES

Olds College recognizes the need for Policies and Procedures, and the need for staff and students to be familiar with and follow such policies and procedures. It is the intent of Olds College that breach of College policies or procedures shall result in disciplinary measures up to and including suspension or termination. This applies to all College staff and representatives.

SUBJECT AND POLICY NUMBER	D31 Academic Integrity
----------------------------------	------------------------

NEW \ REVISED

Vice President Student and Support Services	Vice President Academic and Research	Vice President Advancement
--	---	-------------------------------

	June 9, 2016	
--	--------------	--

Academic Integrity - Investigation and Consequences

1. The college reserves the right to use any and all reasonable means to conduct an investigation including: interviews, electronic plagiarism tools, etc. Individuals involved in academic misconduct that are not currently in the course or program in question, are subject to the same scrutiny and potential consequences should they be found to be involved any form of academic misconduct.
2. **Instructor led investigation:** In the event that an instructor suspects a student (or students) of academic misconduct, the instructor is required to conduct an investigation. The instructor gathers all pertinent information regarding the alleged breach. Student(s) meets with instructor to discuss. A Student Improvement Form or written report is completed that summarizes the agreed facts and discrepancies and recommends consequence(s) and is dated and signed by all participating parties.
3. **Program Coordinator/Chair review of the investigation:** Coordinator/Chair receives the Student Improvement Form or written report and reviews the provided information & verifies student conduct/ performance in other courses. The Coordinator/Chair meets with student(s) to discuss situation and possible consequences & process and to inform them that a written decision will go to them within 5 working days. The Coordinator/Chair provides written decision to student and cc's the Dean and the Registrar. The student has 5 working days to appeal the decision to the Dean.

The program coordinator/chair must have the following documents ready to forward to the Dean immediately in the event of an appeal:

- A copy of the instructor's investigation including documents gathered
 - A copy of the instructor's contact form and any pertinent information gathered from the instructor meeting with the student(s)
 - A copy of the coordinator's Student Improvement Form or written report and any pertinent information gathered from the coordinator meeting with the student(s)
 - A copy of the program coordinator's/chair's written decision
4. The consequences may include one or more of the following:
 - a mark reduction on a piece of academic work
 - a mark of zero on a piece of academic work
 - a grade reduction in a course
 - requirement to take a remedial course in Academic Integrity
 - a grade of F in a course

- a grade of F in a course with a transcript notation
 - disciplinary probation
 - requirement to withdraw from a program for a specified period of time with transcript notation
 - rescission of the credential with transcript notation
 - requirement to withdraw from the college for a specified period of time with transcript notation
 - expulsion with transcript notation
5. In deciding on the seriousness of academic misconduct, consideration may be given to the following:
- The extent of the misconduct
 - Whether the act in question is an isolated incident or part of repeated acts of misconduct
 - The student's awareness of the inappropriateness or seriousness of the acts
 - Any other mitigating or aggravating circumstances
6. In all circumstances the student has the right to appeal the decision as outlined in policy D30 – Complaints and Appeals. The initial appeal should be made to the Dean. Final appeals should be made to the Chair of the Appeals Committee as per policy D-30- Complaints and Appeals.
7. **Appeals to Dean:** Upon receipt of an written appeal the Program Coordinator/Chair will provide the Dean with the following:
- A copy of the instructor's investigation including documents gathered
 - A copy of the instructor's contact form and any pertinent information gathered from the instructor meeting with the student(s)
 - A copy of the coordinator's Student Improvement Form or written report and any pertinent information gathered from the coordinator meeting with the student(s)
 - A copy of the program coordinator's/chair's written decision
- a) The Dean will arrange a meeting with the student within 5 working days of receiving the appeal.
- b) Following the Appeal the Dean will notify in writing the following people of his/her decision:
- The student
 - The Registrar
 - The Program Coordinator/Chair
 - The instructor

No student shall be allowed to withdraw from a course, or a program, or the College, to avoid penalties based on academic misconduct. Any attempt to do so will be subject to an 'F' grade being recorded on the student transcript for the course(s) in question and any other consequences as determined in the process.