

Academic Misconduct Policy

Guildford College		ID-04470
Name of Institution		Institution Number
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Purpose

Academic integrity is fundamental to our mission and expected from all Guildford College students. Acts that undermine academic integrity contradict our core values, erode educational inquiry and diminish the quality of our scholarship and reputation.

This policy provides the foundation for fostering and maintaining high academic standards and protecting the integrity of Guildford College's credentials. It outlines the actions that constitute academic integrity violations, the procedures for investigating and resolving concerns, the sanctions for violations, and the procedures for appealing those sanctions. A student's lack of familiarity with the College's policy on academic integrity does not constitute a defense against its application.

Definitions



Academic integrity – refers to the values on which good academic work is founded and include honesty, trust, fairness, respect and responsibility. Academic integrity includes a commitment not to engage in acts of falsification, misrepresentation or deception. Such acts of dishonesty violate the fundamental ethical principles of the College community and compromise the worth of work completed by others.

Academic integrity violation – a variety of practices that include acts of deceit, misrepresentation, distortion of the truth in assignments, examinations, or other academic activities, or improper use of one’s own or another person’s effort to obtain an academic advantage. See Appendix A for examples.

Academic Integrity Registry – a record of students reported to have violated this policy housed in the Office of Registrar.

Appeal – a process that provides a student who has been sanctioned or suspended for violating the Guildford Academic Integrity Policy an opportunity to have the decision reviewed by a previously uninvolved third party.

Grade – is the measure of the overall level of achievement in a course or program of study. A grade is usually determined by combining the marks from individual assessment items within the course.

Instructor – the individual or individuals responsible for providing instruction and/or evaluation in a course or program at the College.

Investigation – an information gathering and assessment process used to determine the nature and circumstances of an alleged academic integrity violation, matters of credibility, and whether it is more probable than not that a violation of this policy occurred.

Mark – a measure of level of achievement in an individual assessment item within a course. Marks from multiple assessments are usually combined to form the overall grade for the course.

Sanction – a consequence imposed on a student for a violation of this policy.



Student – an individual is who is registered in a course or program at the College or who was registered in a course or program at the time the alleged breach occurred.

Suspension – a complete interruption of the educational progress of a student for a specified period.

General Policy

- 1.1 The College will investigate alleged academic integrity violations according to the procedures appended to this document and will impose sanctions when an academic integrity violation occurs.
- 1.2 Investigations into alleged violations of this policy will be completed in a timely manner.
- 1.3 A student may be found to have violated this policy regardless of their intent.
- 1.4 In determining the severity of the sanction, consideration will be given to previous academic integrity violations.
- 1.5 Withdrawal from a course does not exempt a student from responsibility for, or the consequences of, an academic integrity violation.
- 1.6 Sanctions imposed because of a violation of this policy will not qualify as grounds for a tuition refund for the course and/or semester in which the violation occurred.
- 1.7 A student who fails to comply with a sanction may be subject to additional sanctions or restrictions.
- 1.8 The Academic Integrity Registry will be maintained in the Office of the Registrar.

Sanctions



1.9 If it is deemed that a student has committed an academic integrity violation, one or more of the following sanctions may be imposed in accordance with the nature and severity of the violation.

- a) Formal warning
- b) Remedial sanctions (including the resubmission of work)
- c) Educational sanctions (including mandatory academic integrity training)
- d) Reduced mark, up to and including zero, on an assignment or any other form of evaluation
- e) Reduced grade in the course
- f) A grade of "F" in a course
- g) Suspension
- h) Rescinding or denial of a college credential

1.10 Students found responsible for successive violations will generally receive increasingly severe sanctions

Appeal

1.11 A student may appeal sanctions in accordance with the appeal procedures associated with this policy.

RESPONSIBILITY

For inquiries relating to this policy, contact the Office of the registrar.



REGULATIONS/PROCEDURES

Appendix A

Examples of Academic Integrity Violations: Cheating and Plagiarism

An Academic Integrity Violation occurs when a student attempts to get academic credit in a way that is dishonest, disrespectful, irresponsible, untrustworthy, or unfair.

1. Cheating on tests and examinations

Tests and examinations are intended to assess a student's learning and understanding of the course material. Cheating on tests and examinations includes, but is not limited to:

- a. Communicating with or trying to communicate with any individual other than the instructor or invigilator during an examination.
- b. Copying all or part of another student's examination or allowing another student to copy all or part of a student's examination.
- c. Failing to take steps to prevent the use of one's answers by other students in current or future examinations.
- d. Possessing information or materials without authorization that may be used during an examination, including concealing materials/information on the body, in clothing, washrooms, furniture, devices, objects, or any other places in or around the examination room.
- e. The obtaining, possessing, and/or sharing of examinations, examination materials, or information related to an examination without the instructor's and/or publisher's authorization.
- f. The unauthorized sharing or use of material such as notes, textbooks, or computer screens during an "open book" examination.



- g. The unauthorized use or possession of devices, such as mobile phones or watches/wearables, during an examination.
- h. Using textbooks, materials, websites, “tutor” services, “homework help” sites, or any other technologies during an examination that are not expressly allowed by the instructor.

2. Unauthorized Collaboration

Students must complete all academic work independently unless otherwise stated by an instructor. Working with or getting help from someone else without the instructor’s explicit permission is called unauthorized collaboration. Unauthorized collaboration includes, but is not limited to:

- a. Asking a student or former student who took the course in a previous semester for their assignments or for help on assignments.
- b. Asking another student for their answers or coursework.
- c. Cooperating, collaborating, or otherwise giving or receiving unauthorized help from someone when completing academic work.
- d. Loaning, selling, showing, or sharing academic work to another student, including showing another student your answers or coursework.
- e. Sharing computer code, mathematical equations, or lab results with another student.
- f. Submitting work prepared collaboratively without explicit permission from the instructor.
- g. Using a file sharing website to access completed assessments or share completed assignments you or others have authored.



- h. Working with other students or someone else to complete an assignment intended to be done independently.

3. Outsourcing and Contract Cheating

Academic outsourcing and contract cheating occur when a student arranges for someone else to complete their academic work and then submits the work for assessment/credit. The following are some examples:

- a. Having another individual replace a registered student during any examination, class, lab, academic meeting, or in connection with any other type of assignment or placement associated with a course or academic program.
- b. Offering all or part of graded assignments to other students, including offering them for free, for sale, or by electronically sharing them with individuals or file sharing sites.
- c. Preparing work, in whole or in part, for another student that is submitted by the student to meet course requirements.
- d. Producing work for a student to submit as their own, whether for free or in exchange for money or something else.
- e. Submitting a paper from any so-called “tutoring” service, “essay mill”, or paper writing “services” as your own work.
- f. Submitting academic work that someone else prepared for you (for example, a friend, a family member, a classmate, or a tutor) as your own, no matter if you paid for it or not.
- g. Unauthorized or undisclosed use of an unauthorized editor, whether paid or unpaid. An editor is an individual or service, who manipulates, revises, corrects, or alters a student’s written or non-written work.



4. Falsification, Fabrication and Misrepresentation

Falsification is changing or distorting someone's work or ideas. Fabrication is making up information without supporting data. Misrepresentation is giving misleading information about someone or something.

- a. Dishonest reporting of investigative results, either through fabrication or falsification.
- b. Making up information used in academic work.
- c. Misrepresenting one's contributions to group projects.
- d. Submitting any academic work containing a reference to a source that has been fabricated.
- e. Taking or using the research results of others without permission or due acknowledgement.

5. Other Cheating

- a. Altering work that was given a mark and requesting the work be re-marked without prior agreement from an instructor.
- b. Enabling, aiding, conspiring with, or allowing another student to commit an academic integrity violation, or attempt to commit an academic integrity violation.
- c. Submitting, in whole or in part, an essay, presentation, or assignment more than once, whether the earlier submission was at this or another institution, without prior approval from the instructor(s).
- d. Violating any procedures set by the instructor to protect the integrity of an assignment or other evaluation.



6. Plagiarism

The presentation of words, codes, images, and/or ideas from another person or source as if they were one's own. Plagiarism ranges from an entire assignment to portions of an assignment taken from a source without acknowledgment. Plagiarism includes, but is not limited to:

- a. Any use of the work of others, whether published, unpublished, or posted electronically, attributed, or anonymous, without proper acknowledgement.
- b. Borrowing all or part of another student's paper or using someone else's outline to write one's own paper.
- c. Copying all or part of an essay or other assignment from an author or other person, including a tutor or student mentor, and presenting the material as the student's original work.
- d. Directly quoting the words of others, without using quotation marks or indented format to identify them or otherwise indicating that words are directly quoted.
- e. Paraphrasing materials or ideas of others without identifying the sources.
- f. Presenting as one's own computer code, creative or other work developed by another person.
- g. Submitting or presenting the work of another person, including artistic imagery, as that of the student without full and appropriate accreditation.
- h. Submitting work that another individual, including a tutor, has prepared, edited or partially written, without prior permission from the instructor.
- i. The use of paraphrasing software to conceal the use of the works of others without proper attribution.



- j. Using paragraphs, phrases, sentences, or ideas taken from another source without referring to or citing the author.

7. Violating Intellectual Property Rights

Intellectual Property is work resulting from intellectual or artistic activity that can be protected by rights such as patent, copyright, and trademark. Violating intellectual property rights can include the following:

- a. Using, modifying, altering, or misrepresenting the intellectual property of a creator in a way that is contrary to the terms of copyright or license.
- b. Using intellectual property without accurate attribution.
