

Student Academic Integrity Policy

Guildford College	#04470
Name of Institution	Institution Number
Student Academic Integrity Policy	October 7 th , 2024
Name of Policy	Effective Date
All approved programs offered by Guildford College	October 7 th , 2024
Name of Program	Revision Date

Introduction

As acknowledged in Guildford College’s policy on Academic Integrity throughout the Institution, the College is responsible for developing awareness among students, instructors, and staff of the need for the highest standards of integrity, accountability, and responsibility. The Student Academic Integrity policy, presented here, is intended to provide additional information for students who are newcomers to post-secondary academia. This policy defines prohibited conduct such as plagiarism, cheating, and contract cheating.

Guiding Principles

The concept of academic integrity involves relying on one’s own work for academic success and progress, in accordance with College policies and procedures. All suspected contraventions of academic integrity will be investigated. There are two general ways to demonstrate a lack of academic integrity: plagiarism and cheating. Disciplinary action may vary depending on the situation.



Plagiarism

Plagiarism occurs when an individual submits or presents the work of another person as his or her own. Scholarship quite properly rests upon examining and referring to the thoughts and writings of others. However, when excerpts are used in paragraphs or essays, the author must be acknowledged in the text, through footnotes, in endnotes, or in other accepted forms of academic citation.

Where collaborative work is permitted by the instructor, students must ensure that they comply with the instructor's requirements for such collaboration. Students are responsible for ensuring that any work submitted does not constitute plagiarism. Students who are in any doubt as to what constitutes plagiarism should consult their instructor before handing in any assignments.

Examples of plagiarism include but are not limited to:

- Using another person's words, ideas, theories, charts, photographs, etc. without citing them.
- Using any statistics, facts, opinions, or research without citing them.
- Incorrectly paraphrasing another person's ideas.
- Incorrectly quoting another person's words.
- Changing data or research or in any way misrepresenting research.
- Failure to properly use in-text citations and an MLA/APA citation style.
- Submitting any work that was done by another person (this includes papermills, cutting and pasting, unethical tutoring, etc.)
- Re-submitting work done previously or for another course, etc.



Cheating

Cheating includes, but is not limited to, falsifying any material that is subject to academic evaluation; having in an exam any materials other than those permitted by the examiner; and using unauthorized means to complete an examination or receiving unauthorized assistance. Cheating also involves:

- submitting the same, or substantially the same, essay, presentation, or assignment more than once (regardless of institution) unless prior approval has been obtained from the instructor(s) to whom the assignment is submitted.
- impersonating a candidate an examination or other evaluation or profiting from the results of such impersonation.
- Submitting false records or information or failing to provide correct and complete information when required.
- In all cases, facilitating academic misconduct by others, directly or indirectly, is also regarded as academic misconduct.

Contract Cheating and the Use of Tutors

Contract cheating “occurs when a third party makes a contribution to the work of the student, such that there is reasonable doubt as to whose work the assessment represents” (Draper & Newton, 2017, p.1):

- “Assessment” refers to term papers, projects, exams, quizzes, or any other assignment set by your instructor to evaluate (assess) your progress in their course.
- “Third party” refers to non-GC tutors, tutoring services offered online, translation, paraphrasing and summary apps, friends, former students, etc. who have not been authorized by Guildford College to provide tutoring assistance to our students. Students should be aware that unauthorized tutors tend to “over tutor” students, who can lead to an Academic Alert, suspension, or permanent expulsion from the College.



There have also been reports of blackmailing by some bad operators in the tutoring market.

In general, a student who cheats on an assignment or test will be given a grade of zero for that assignment or test. The instructor may allow the student to make up the work.

Third party tutors are prohibited at Guildford College. The Writing & Learning Centre specialists and the Write Away service tutors are the only authorised tutors for all GC courses. Use of outside tutors, without the consent of a Guildford College instructor will result in an Academic Alert. It may also lead to suspension or permanent expulsion from the College.

Forms of advertising that promote contract cheating will be regarded as communication that disrupts the normal functions of the College and will be removed where possible.

If students are encountering difficulties in their courses, they should consult with their instructors during office hours, the Writing and Learning Centre, and/or the library for assistance.

Process and Penalties

Cheating and plagiarism are forms of academic misconduct. The Guildford College policy on Student Misconduct Policy outlines disciplinary measures generally associated with academic misconduct such as cheating and plagiarism.