

Academic Misconduct Policy

POLICY NO.	GC-POL-15
EFFECTIVE DATE (THIS REVISION)	September 8, 2026
ORIGINAL ADOPTION	October 28, 2021
NEXT SCHEDULED REVIEW	September 2027
APPLIES TO	All students, all approved and non-approved programs
RESPONSIBLE OFFICE	Office of the Registrar
REGULATORY BASIS	Private Training Act (PTA); Private Training Regulation; PTIRU Policy Manual
INSTITUTION	Guildford College PTIRU Institution No. 04470

1. Purpose

Academic integrity is fundamental to Guildford College's mission and is expected of every student. This policy sets out the standards protecting the credibility of the College's credentials and the process for addressing violations.

2. Academic Integrity Registry

The Office of the Registrar maintains an Academic Integrity Registry recording substantiated violations of this policy.

3. Violation Categories

- Examination misconduct — unauthorized communication, copying answers, or possessing unauthorized materials during an assessment.
- Unauthorized collaboration — completing work with others without instructor permission, or sharing assignment content.
- Contract cheating — submitting work substantially prepared by another person or service.
- Falsification or fabrication — fabricating data or results, or misrepresenting one's contribution to a group work product.
- Plagiarism — presenting another's words, ideas, or work as one's own without proper attribution.
- Intellectual property violations — improper use of copyrighted material.

4. Standard of Responsibility

A student may be found to have violated this policy regardless of their intent; unintentional plagiarism or unauthorized collaboration is still a violation, though intent may be considered in determining an appropriate sanction.

5. Sanctions

Sanctions range from a formal warning, an educational requirement, or a mark deduction, through course failure, suspension, or denial of a credential, depending on the severity and history of violations, and are applied consistently with the Academic Alerts Policy and Student Dismissal Policy where applicable.

6. Appeal

A student may request an independent third-party review of a sanction imposed under this policy by submitting a written request to the Senior Educational Administrator within 10 business days of the decision.

Approved by: Firas Haddad
President & Senior Educational Administrator, Guildford College