

**STUDENT CODE OF INSTRUCTIONAL BEHAVIOUR**

<b>Title: Student Code of Instructional Behaviour</b>	<b>Number: 6.04.0217.1</b>
<b>Approved by the Board of Governors Date: February 21, 2017</b>	<b>Implementation Date: March 1, 2017</b>
<b>History: Scheduled Review Date: March 2020</b>	<b>Origin: Student Code of Conduct Policy</b>

**RATIONALE**

It is the policy of the College to recognize that students have rights as individuals and these rights are shaped through the framework of a sound philosophy of education. It is expected that the College will regard the rights of its students within the context of fairness and trust. The College administration and faculty are committed to guarding and securing these rights. The purpose of the Student Code of Instructional Behaviour is to define a student's rights within the College community, state what actions students may expect from the College to protect those rights, and explain the College's expectations of its student members, including the standards by which the instructional behaviours of students are assessed. This statement describes unacceptable student behaviours and outlines the procedures by which students are disciplined if they engage in such conduct.

**DEFINITIONS**

**Student** - a person must be officially admitted and/or currently registered for course(s) at the College in order to be considered a student under this policy.

**Jurisdiction** - any property in use by the H. Lavity Stoutt Community College, or any person designated with responsibility or authority for carrying out a function or enforcing any aspect of a policy.

**Cheating** - falsifying data on a report, exam, summary, or paper; the giving or receiving of aid in an examination situation; and/or the use of unauthorized materials as an aid during an examination.

**Plagiarism** - offering as one's own work, the words, ideas, or arguments of another person, without appropriate attribution by quotation, reference, or footnote. Plagiarism occurs both when the words of another are reproduced without acknowledgment, and when the ideas or arguments of another are paraphrased in such a way as to lead the reader to believe that they originated with the writer.

**Academic Review Board** - appointed by the Vice President for Academic and Student Affairs, the Board shall have jurisdiction over all appeals that are made by students in connection with the policy.

**POLICY**

Cheating or plagiarism on written or oral examinations, quizzes, papers, or other academic work is prohibited. All faculty or test invigilators shall have the right to examine materials in the student's possession during any academic exercise. Faculty or test invigilators shall have the right to immediately suspend from further work on an academic exercise if they are suspected of engaging in cheating or plagiarism.

## PROCEDURES

### A. Faculty Actions

If the faculty member has substantial evidence that a student has cheated or plagiarized academic work the faculty member, at his/her discretion may impose one or more of the following sanctions:

1. Warning. Verbal notice that continuation or repetition of wrongful conduct may result in further disciplinary action.
2. Reprimand. A written notice for breach of the Student Code of Instructional Behaviour, which includes the possibility of more severe disciplinary actions if there is further violation of any part of the code. A copy of the reprimand shall be copied to the student's file, the Dean and the student advisor and the faculty.
3. Course-level Sanctions. A variety of course-level sanctions may be imposed by the faculty:
  - Repeating the course
  - A reduced grade
  - Failure of the assignment/exam
  - Failure of the course
4. The faculty member must provide the students with a written description of the course-level sanction.
5. The faculty at his/her discretion may forward a written description of the incident to the Chair of the Department for action.

### B. Department Actions

The act of academic dishonesty is reported to the Chair of the Department and one of the following actions may occur:

1. Conferences with the student and the faculty member to try and resolve the matter.
2. Determine if one of the actions that could have been imposed by the faculty.
3. A report to the Dean for action

### C. Dean's Actions

If the violation is reported to the Dean, he/she may impose one of the following sanctions:

1. Any option that could have been exercised by the faculty or the Chair.
2. Suspension from the College for a specified period of time not to exceed two semesters.
3. Dismissal from the College, which constitutes ineligibility to continue in the College, normally with no opportunity for readmission.

4. The decision of the Dean is final concerning the matter. A student may, however appeal to an Academic Review Board.

### **APPEAL PROCESS**

The student may appeal the decision to the Academic Review Board. Notice of appeal must be submitted to the office of the Vice President, in writing, within five (5) College business days after a student has received notice of the decision of the Dean.

### **ACADEMIC REVIEW BOARD**

The purpose of the Board shall be the discovery of the truth and the rendering of a just and fair decision. The Chair shall have the right to make appropriate judgments about procedural questions as they arise. These judgments shall be made in light of the need for fair, expeditious, and orderly reviews or hearings.

The Academic Review Board shall be composed of the relevant Department Head; one faculty member from the area; two faculty members (not from the area) selected by the Vice President; and one student selected by the Director of the Student Success Centre. If the Department Head is the instructor involved in the complaint, the Vice President shall appoint an alternate for the Department Head.

### **APPEAL PROCEDURES:**

1. The student, within five (5) College business days, must file a written notice of appeal stating the reasons for the appeal and any evidence supporting his/her position with the Vice President.
2. The Vice President shall serve as the Chair of the Academic Review Board and shall set a date for a meeting of the Board within five (5) business days of receiving the appeal.
3. The student and the faculty involved should be advised of the meeting date and may be invited to be available to meet with the Academic Review Board during the meeting.
4. Not less than two (2) business days prior to the hearing, the Board shall receive
5. the complaint, (2) any material used by the Academic Dean upon which his/her decision was based, and (3) the notice of appeal along with any evidence supplied by the student.
6. The decision of the Academic Review Board shall be based upon the written or verbal evidence available to them during the meeting.

### **THE ACADEMIC REVIEW BOARD MAY:**

- uphold the findings of the Academic Dean;
- reverse the decision of the Academic Dean and dismiss the original complaint;
- find a violation but reduce or increase the sanctions as warranted.

Notice: A written explanation shall be given to the student of the decision and reason(s) for the decisions of the

Academic Review Board. The records of the proceedings are regarded as confidential. They are to be kept for a minimum of three years in the office of the Vice President. A record of the decision must be sent to the student and the Registrar's office for filing in the student's record.