

Academic Dishonesty Guidelines

Purpose

These guidelines are to assist faculty in determining the severity of an academic dishonesty offence, in grading the work accordingly, and in promoting sound academic practice and professional accountability. Students are expected to represent themselves with honesty and integrity, and to submit written or other course work that is the product of their own efforts.

Academic integrity refers to student and staff participation in academic activities that reflect honesty and accountability as fundamental principles.

- Respecting and following College academic regulations, policies, and provincial and federal legislation (copyright laws)
- Following expectations and course requirements outlined by faculty for referencing sources of information as well as for group work and individual work
- Asking for clarification of expectations as necessary. Students who are in any doubt as to whether an action on their part may be viewed as an academic violation should speak with their faculty
- Completing and submitting personally original work for evaluation
- Collaborating appropriately and participating actively in group work situations
- Acknowledging the contributions of others
- Ensuring that one's academic work is not used inappropriately by others (e.g., not lending print documents or electronic files of academic work to others, including assignments and research data)
- Confidentiality of material and questions covered in course testing formats
- Acting ethically and with integrity while conducting research and in the reporting of research results, as required by Sault College's Research Ethics Board
- Actively participating in the learning process

Determining Minor and Major Forms of Academic Dishonesty

The following examples of minor and major forms of academic dishonesty are guidelines only. Specific determinations may vary depending on the nature of the offence; the professor's ethical, academic consideration of the offence; and the needs of certain programs (see program codicils/addenda for details).

Examples of minor offences:

- Plagiarism or unauthorized assistance on an assignment, lab, etc., worth 10% or less of the course.
- Careless documentation of sources (e.g. inadequate citations and references).

Examples of major offences:

- Plagiarism or unauthorized assistance on an essay, report, etc., worth more than 10% of the course.
- Any plagiarism or unauthorized assistance on a test or exam.
- Stealing another student's work.

- Altering, fabricating, falsifying or tampering with College documents stating acquired privileges or rights conferred by the College.

Sanctions

For a minor offence of academic dishonesty, the work receives a zero or a deduction commensurate with the dishonest portion of the work. Any rewrite, if permitted by the professor, will receive a maximum grade of C.

For a major offence of academic dishonesty, the work receives a zero, no rewrites.

Reporting Procedures

In an instance of academic dishonesty, inform the student in writing, e.g. via email or on the graded work, of the policy breach. Email the student's program Coordinator regarding the offense, and retain a copy of the work and proof for your own records until after the last day for Academic Appeals for the semester has lapsed.

Rights and Responsibilities

Students and professors shall abide by the Academic Dishonesty Policy and its associated procedures.

In addition to following the Academic Dishonesty Policy, the professor has the duty to:

- inform the student of the sanction, and instruct the student on academic honesty and Article 2, Section 2 of the *Student Code of Conduct*--it is advised that this informing and instructing of the student be documented;
- inform the student's program Coordinator of the incident.

The professor also maintains the right to:

- use online plagiarism detection programs such as SafeAssign;
- confer with colleagues about the nature and severity of an offence;
- keep copies of the work in question;
- administer a reasonable evaluation tool such as a test to determine if an academic dishonesty incident has occurred;

As required by the *Student Code of Conduct*, students have a duty to cooperate with an academic dishonesty investigation. They may also:

- meet with the professor to discuss the work in question;
- view the Academic Dishonesty Report on the Student Portal;
- exercise their rights outlined in the *Student Code of Conduct*.