

| Policy Information | |
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| Policy No.: | E-1.29 |
| Policy Category: | Academic |
| Approving Body: | Education Council |
| Approval Date: | August 15, 2023 |
| Date of Next Review: | August 2024 |

ACADEMIC CONDUCT

Policy Statement

The College of New Caledonia provides access to lifelong learning and facilitates the achievement of personal and educational goals. To promote student success, the College has established academic standards of conduct which contribute to a successful learning environment. The College takes an educative approach to academic conduct aimed at helping students understand their actions and their impacts.

Purpose

The College of New Caledonia expects integrity and academic honesty of its students. It is assumed that the vast majority of students conduct themselves and their scholarly activities with integrity. However, any instance of academic misconduct is serious. This policy provides examples of academic misconduct that may be subject to disciplinary action by the College and outlines the actions the College may take in response to academic misconduct.

Scope

This policy applies to students and applicants of the College and addresses expectations related to academic conduct only. Non-academic student conduct is addressed in a separate policy, Student Conduct (non-academic).

Principles

1. The College requires that students conduct themselves in an honest and trustworthy manner in all aspects of their academic career. Students share, with the College, the responsibility for creating a respectful and productive learning environment.
2. It is the responsibility of all students to be aware of and to comply with the College's standards for academic conduct. Not being aware of this policy is not an excuse for violating it.

3. All suspected breaches of this policy will be investigated in accordance with the procedures supporting the policy. If a student is sanctioned, all documentation related to the misconduct will be permanently saved to the student's file.
4. Students are encouraged to use academic or non-academic support services available to them in order to prevent academic misconduct, or during the resolution of academic misconduct issues.
5. Where a breach of this policy is established, sanctions will be imposed progressively based on the severity of each incident and in consideration of past infractions.
6. If an instructor suspects that a student has acted in a manner that would normally be perceived as a violation of this policy, but the instructor believes that the student may not reasonably have known, the instructor shall consult with the student. The instructor may apply corrective consequences to support the student in learning appropriate academic conduct, and to avoid future violations of this policy. These consequences range up to but not including a zero in the affected work. Examples of corrective consequences include but are not limited to a written letter of warning, a learning contract, a reduced grade, a make-up assignment, or an online tutorial.
7. If an instructor believes that a student's academic conduct is deserving of a sanction, they will apply or propose a sanction based on the nature and severity of the incident, and in consideration of past incidents.
8. If multiple and similar instances of academic misconduct occur and sanctions or corrective consequences have not yet been applied, each instance may be treated as a first offence to allow the student to first learn and understand the application of this policy before being penalized further.
9. Sanctions applied for academic misconduct may only be appealed using the appeal process described within this policy's associated procedures.
10. Sanctions are defined in levels, and include but are not limited to:
 - Level 1: Grade of zero for the affected work, i.e. assignment, test, project, lab, etc.
 - Level 2: Failing grade (either Fail or Unsuccessful) in the affected course
 - Level 3: Suspension from the course or program
 - Level 4: Suspension from the College for an identified period of time, indefinitely, or permanently

Definitions

Academic Misconduct

Includes, but is not limited to:

Cheating, which includes (but is not limited to)

- using or attempting to use another person's answers/work;
- purposely exposing or providing answers to another student(s), or failing to take reasonable measures to protect answers from use by another student(s);
- unless permitted by the instructor, a student submitting identical or virtually identical assignments/materials for evaluation;
- sharing information or answers when doing any assignments, lab reports, tests or examinations, except where the instructor has authorized collaborative work;
- consulting with another person or unauthorized use or possession of materials or equipment in a lab, test, or examination, including, concealing and accessing such aids outside the evaluation room during the evaluation period (e.g. emergency evacuation, washroom break, etc.);
- resubmitting altered test or examination work after it has already been evaluated;
- communicating with any person during an exam or test other than the instructor or invigilator;
- accessing or attempting to access examinations or tests before the student is authorized to do so;
- impersonating another student on a lab, examination or test, or benefiting from the results of such impersonation.

Plagiarism is when students claim, use, and or submit work that is not their own. It may be deliberate or accidental. Examples may include (but are not limited to):

- an idea, phrase, sentence or longer passage taken from someone else's work is submitted as one's own work;
- words, ideas or images are generated on technology and submitted as if they were one's own.
- a partial or entire paper, whether bought, stolen or acquired and/or generated on any mode of technology, is submitted as one's own work;
- ideas are summarized or paraphrased without acknowledgement in in-text citations, footnotes/endnotes or by other accepted academic practices; and
- sources of thought and writing are not referenced.

Fabrication is the invention of information or citations in academic work.

Preventing access to information or material occurs when a student denies others from fair and equal access to college facilities or resources, including library resources.

Facilitating academic dishonesty is knowingly or negligently making academic work available to others to copy, or concealing information related to an incident of academic misconduct.

Resubmission of marked work occurs when the same or substantially the same essay, project or research paper is submitted for credit in more than one course without instructor permission, whether the earlier submission was at CNC or another institution.

Other: Any behaviour that undermines the College's ability to evaluate a student's academic achievement, or any behaviour that a student knew, or reasonably ought to have known, could gain them or others unearned academic advantage or benefit, is a violation of academic integrity.

Removal (from a course or program)

The involuntary removal of a student from the affected course or their current program for the balance of the semester, and a specified period of time, indefinitely or permanently thereafter. This includes being assigned a failing grade (either Fail "F" or Unsuccessful "U") in the relevant course/program. A written record is kept in the student's file in the Office of the Registrar.

Suspension

An involuntary separation of the student from the College. This includes being assigned a failing grade (either Fail "F" or Unsuccessful "U") in all registered courses. A written record is kept in the student's file in the Office of the Registrar. Suspension can be for a specified period of time, indefinitely, or permanently.

Corrective Consequences

Consequences applied at the discretion of the instructor if the instructor believes that a sanction is too severe of a consequence, based on the circumstances surrounding the student's behaviour. Please refer to the Corrective Consequence Guidelines document for more information.

Links to Other Related Policies, Documents, and Websites

- Academic Conduct procedures E-1.29
- Academic Misconduct Corrective Consequences Guidelines available from the Centre for Teaching and Learning
- Student (Non-Academic) Conduct policy and procedures E-1.45
- [BC College and Institute Act](#)

Policy Amendment Log

| Amendment Number: | Date: |
|--------------------------|---|
| 0 | November 1990 |
| 1 | January 2001 |
| 2 | April 2008 |
| 3 | August 2019 (previously Standards of Conduct: Student Responsibility and Accountability) |
| 4 | August 15 2023 |