

**TITLE: STUDENT ACADEMIC INTEGRITY AND ACADEMIC MISCONDUCT**

**POLICY STATEMENT:**

Red Deer College (RDC) fosters an educational environment committed to the principles of Academic Integrity. Alleged incidents of Academic Misconduct are investigated and resolved in a manner that is transparent, fair, and timely.

**PURPOSE:**

This policy defines the standard of Academic Integrity, the process for determining and addressing non-compliance by students, and the consequences of non-compliance with those standards.

**SCOPE:**

This policy, and the procedures outlined in the accompanying policy Guidebook, applies to all students and to faculty and staff responsible for implementing the policy. Although Academic Integrity has many facets, the focus of this policy is on student Academic Integrity in the teaching and learning environment both on and off campus.

**PRINCIPLES:**

1. Policies at RDC:
  - 1.1 Treat all persons fairly and respectfully.
  - 1.2 Are non-discriminatory and non-intrusive.
  - 1.3 Incorporate open, honest and timely communication.
  - 1.4 Are made in a timely manner.
  - 1.5 Provide appropriate confidentiality and privacy.
  - 1.6 Provide appropriate access to the College and education.
  - 1.7 Ensure that all persons have access to informed support regarding policies, procedures, rights and responsibilities.
  - 1.8 Operate with clear written expectations for conduct and handling of complaints.
  - 1.9 Meet all regulatory standards.
  - 1.10 Maintain and clearly state a high standard of instruction and administration in all areas of educational programs and services.
  - 1.11 Are communicated in alternate forms to those who require such accommodation.
2. The following principles apply specifically to this policy:
  - 2.1. RDC fosters Academic Integrity through prevention and education.

## **DEFINITIONS:**

**Academic Integrity:** the values that underlie post-secondary education and research. These values include honesty, trust, fairness, respect, and responsibility (modified from the definition of Academic Integrity from the [International Centre for Academic Integrity](#)). Maintaining Academic Integrity involves expressing original ideas, citing sources, working independently, and reporting results accurately and honestly.

**Academic Misconduct:** the giving, taking, or presenting of information or material that unethically or dishonestly aids oneself or another on any work. This normally concerns work which is to be considered in the determination of a grade, the fulfillment of academic requirements, or the enhancement of the student's record or academic career. Academic Misconduct includes, but is not limited to, Plagiarism, Cheating, Improper Collaboration, Falsification, and Impersonation.

Academic Misconduct also applies when working on group projects. If the instructor discovers or suspects one member of the group of being involved in academic misconduct, everyone in the entire group may be subject to the disciplinary decisions made as a result of an investigation of the alleged Academic Misconduct.

**Decision Maker:** the Instructor, Associate Dean, Dean, Registrar or Vice President Academic who made the decision that impacts the student.

**Disciplinary Decision:** includes actions or consequences that may or may not affect the student's academic standing and can include (but is not limited to): a verbal warning, a written warning, a reduced or failing mark on the work submitted, requirement to withdraw from a course or program, suspension or expulsion. In extreme cases, Disciplinary Decisions may result in the rescinding of a credential.

## **GUIDELINES:**

1. Allegations of Academic Misconduct should be resolved as soon as practicable and in accordance with RDC policies.
2. Students are allowed to proceed in courses until the investigation into the alleged Academic Misconduct is complete except in situations where safety to self or others is an issue or there is disruption to the learning environment.
3. It is expected that the student is informed of consequences and presented with the evidence gathered when Academic Misconduct is alleged.
4. Allegations of harassment, discrimination or sexual violence at any time are referred to the Harassment and Discrimination Policy or Sexual Violence Policy.

## **PROCEDURE:**

1. All incidents of Academic Misconduct are reported to the Registrar and Associate Dean, prior to the instructor making a disciplinary decision, to determine if it is a repeat incident.
2. First Incident – Instructors normally address a first incident of Academic Misconduct with a verbal warning and, if warranted, assign a reduced mark or failing mark on the work submitted. The Instructor provides to the student, in writing, the disciplinary decision with a copy to the Associate Dean and Registrar.

3. Second incident – Instructors encountering a second incident of Academic Misconduct (whether in their course or as a result of consultation with the Office of the Registrar) may recommend to the Associate Dean assigning a failing grade in the course or withdrawal from the course. The Instructor discusses with the student and provides, in writing, the disciplinary decision with a copy to the Associate Dean and Registrar. Should the second incident occur in a different course or School, the Registrar will inform the appropriate Associate Dean (see Guidebook).
4. **Third incident OR where the Academic Misconduct is deemed to be deliberate, deceptive and/or significant – the Instructor refers the matter to the Associate Dean.** The Associate Dean discusses with the Instructor and student and recommends to the Dean a disciplinary action which may include withdrawal of the student from the program or expulsion from the College. The Dean approves, denies or refers the recommendation to the Dean of the student’s program if applicable. The Dean notifies the Vice President Academic if the decision is to expel the student from the College in advance of issuing the disciplinary decision. The Dean notifies the student, in writing, of the disciplinary decision, with a copy to the Vice President Academic, Registrar, Associate Dean and Instructor.
5. If a student has been accused of Academic Misconduct, and it is determined that the misconduct did not occur, the student will be given an opportunity to complete or rewrite the work submitted, or receive the grade to which they would have been entitled.

**REFERENCE:** Guidebook for Student Academic Integrity and Academic Misconduct Policy

**OFFICER RESPONSIBLE:** Chair, Academic Council

**POLICY CATEGORY:** Academic

**RECOMMENDING AUTHORITY:** Academic Council

**CONSULTATION FOR REVIEW:** Associate Vice President Academic, Deans’ Council, Faculty, Registrar, School Councils, Students’ Association, and Vice President Academic

**POLICY REVIEW DATE:** March 2023

**EFFECTIVE DATE:** July 1, 2018

**REVISION HISTORY:** November 16, 1983 (Policy on Student Conduct)  
 July 1, 2004 (revised and renamed Student Dispute, Appeal and Misconduct Process Policy and Standard Practice)  
 January 1, 2005  
 March 1, 2011 (Student Dispute, Appeal and Misconduct Process Policy and Standard Practice rescinded and replaced with Student Misconduct: Academic and Non-academic; Appeals: Informal Resolution; Appeals: Formal)  
 July 1, 2018 (Student Misconduct: Academic and Non-academic, Appeals: Informal Resolution, and Appeals: Formal rescinded and replaced with Student Appeals: Academic and Administrative Policy;

Student Appeals: Academic and Administrative Guidebook; Student Appeals: Non Academic Policy; Student Appeals: Non-academic Guidebook)

**RELATED POLICIES:**

- [Academic Accommodations for Students with Disabilities](#)
- [Academic Freedom](#)
- [Academic Standing](#)
- [Access to Student Academic Records](#)
- [Admission of Students to Credit Programs](#)
- [Assessment and Grading](#)
- [Conflicts of Interest and Mandatory Disclosure](#) (New policy has been approved)
- [Course Add, Drop and Withdrawal](#)
- [Course Outline](#)
- [Graduation and Completion](#)
- [Harassment and Discrimination](#)
- [Information Access and Protection of Privacy](#)
- [Integrity in Research and Scholarship](#)
- [Reporting Fraudulent or Unethical Conduct in the Workplace and Protection of Informants](#)
- [Research and the Promotion of Innovation](#)
- [Research Involving Animals](#)
- [Research Involving Humans](#)
- [Scholarly Activity](#)
- [Sexual Violence](#)
- [Student Appeals](#)
- [Student Misconduct: Non-Academic](#)
- [Student Rights and Responsibilities](#)

**CONNECTION TO BOARD POLICIES:**

All RDC policies support relevant Board of Governors policies.