

# CHEATING POLICY

## 1. Policy

Hanson Private Career College (hereinafter 'Hanson') has a responsibility to ensure that student success is not compromised by academic dishonesty. As a preventive measure, the impact of academic dishonesty will be communicated to students and faculty. Both faculty and students are expected to be familiar with the consequences and procedures associated with cheating, which will be outlined in this policy. Cheating is a serious accusation, therefore it is on the onus of the accuser to provide proof that cheating has occurred.

Students are reminded of the Student Rights & Responsibilities policy. The Cheating Policy does not supersede the Dismissal Policy.

## 2. Definitions

**2.1. Academic dishonesty** or 'academic misconduct' is any behaviour, whether it be intentional or otherwise, that may give a student(s) improper and unfair advantage on academic evaluation. It is any word, action, or deed that may be performed alone or with others. This may include the use of unauthorized assistance that may deceive any person(s) who may be evaluating a student's work, such as an instructor. Forms of academic dishonesty include cheating and plagiarism (a form of cheating).

**2.2. Cheating:** an act of dishonesty in an attempt to gain an improper advantage in an academic evaluation.

Actions that are considered cheating include, but are not limited to, the following:

- a. Copying from another student's test paper or computer data;
- b. Using materials not authorized by the person giving the test;
- c. Collaborating with another student during a test without permission;
- d. Falsifying ("modifying"), without authorization, an examination paper, record, or report;
- e. Knowingly using, buying, selling, stealing, soliciting contents of any assessment;
- f. Falsifying identification or taking a test for another student or permitting another student to take a task or assessment for oneself;
- g. Bribing a course teacher/instructor/college designate to obtain a passing grade or higher grade on an assessment;
- h. Presenting data which may have been falsified or concocted in any way (e.g. in lab reports);
- i. Attributing a statement or a reference to an invented source;
- j. Submitting the same work (or a large part of the same work) for more than one course, unless authorized to do so by the course teacher/instructor of each course;
- k. Supplying materials or data for another student or other students knowing the material will be used for cheating purposes;
- l. Any other action for the purpose of falsifying an academic evaluation;

- m. Using unauthorized technological aids;
- n. **Plagiarizing**, which means to represent the work, ideas, or other forms of intellectual property of others as one's own. This may be done intentionally or unintentionally. Plagiarism, which is a form of cheating, may include:
  - Word-for-word borrowing of material from another source without giving credit to that source;
  - The use of facts, ideas, and opinions from another source and re-wording to give the impression that they are one's own;
  - The use of another student's work, including computer data, as if it were one's own.

### **3. Penalties for Cheating and Plagiarism**

#### **3.1. First Offense**

- 3.1.1.** A student caught cheating for the first time will receive an automatic zero for the specific test or assignment.

#### **3.2. Second Offense**

- 3.2.1.** A student caught cheating for the second time, whether in the same course or a different course as the first offense, will receive an automatic "F" (fail) grade for that course.

#### **3.3. Third Offense**

- 3.3.1.** A student caught cheating for the third time, regardless of the course involved, will receive an automatic suspension from all Hanson programs for two years.

#### **3.4. Further Offenses**

If a student is re-admitted to a college program after a two-year suspension for cheating, and if such a student is caught cheating once again, the student will receive a further two-year suspension from all college programs and courses.

### **4. Procedures for Allegations of Cheating**

#### **4.1. Notification**

- 4.1.1.** If a course teacher/instructor/college designate has reason to believe cheating has taken place, he/she will not award a grade until after discussion with the student.
- 4.1.2.** The course teacher/instructor/college designate will inform the student that a meeting is required within five (5) working days from the first-day allegations of cheating were made.
- 4.1.3.** If the student does not meet with the course teacher/instructor/college designate within the five (5) day period, the cheating penalties will be invoked unless otherwise agreed to by the course teacher/instructor/college designate and the student.
  - 4.1.3.1.** The Cheating Offense Form will be submitted and will indicate that the student did not meet with the course teacher/instructor/college designate during the specified period.

#### **4.2. Resolution**

- 4.2.1.** The course teacher/instructor/college designate will gather evidence to support the charge of cheating and will submit this evidence and relevant documentation to Manager/Director.
- 4.2.2.** The Academic department designate will meet with the student to inform the student of the instance of cheating and will explain the Cheating Policy, outlining the consequences.
- 4.2.3.** The student and the course teacher/instructor/college designate will sign the Cheating Offense Form, indicating the discussion has taken place and will submit a copy to the Academic Director.
- 4.2.4.** Should the student **agree** to the cheating accusation, the teacher will notify the Academic Manager/Director. The Director will check the student's file for previous offenses and notify the teacher. The Academic Manager will flag the student's record.
- 4.2.5.** Should the student **disagree** with the Academic Director decision and the subsequent penalty, he/she should make an appointment to meet with the Academic Director within five (5) working days.
- 4.2.6.** If no resolution is reached, the student can appeal through the college's Academic Grievance Board within ten (10) school days of the meeting with the Academic Director.
- 4.2.7.** The Academic Grievance Board will consist of members appointed by the Academic Director or Vice President and may consist of administrative staff members and faculty members.
- 4.2.8.** At any time in the process, the student may seek advice from appropriate student Should the Academic Grievance Board find in favor of the student, the Academic Director will arrange to have the material graded by an independent party who will mark the material in question on its own merits as the student's original works. The Academic Director will ensure that all documentation related to the cheating accusation is destroyed.
- 4.2.9.** Should the Academic Grievance Board find in favor of the course teacher/instructor, the penalty will stand.
- 4.2.10.** If the cheating accusation is upheld, the Academic Director's office will check the student's file to determine if there are previous offenses. The Academic Manager will be advised and will flag the student's record.

#### **4.3. After the Second Offense or Allegation**

- 4.3.1.** The procedure will be the same as above with the following exceptions:
- 4.3.2.** For **second** or **third** offenses, the student must meet with the Vice President/designate. Instances of cheating and suspensions will form part of the student's permanent record in the Student File and will stay on file for two years after graduation.