



## Academic Misconduct

The mission of the Diploma Programs at AAPS is to achieve excellence in the scholarly activities of teaching, discovering, preserving and applying knowledge.<sup>1</sup> The pursuit of this mission requires an adherence to high standards of honesty, integrity, diversity, equity, fairness, respect for human dignity, freedom of expression, opinion and belief, and the independence to engage in the open pursuit of knowledge.

The achievement of the mission of the program also requires a positive and productive living, working and learning environment. The guiding principles include freedom of expression, mutual respect and diversity, commitment to non-violence, justice and fairness, security, fairness, and integrity.

These expectations govern all members of the program, including faculty, students and supporting staff.

There is an onus on every student to become informed as to what does or does not constitute academic misconduct. Lack of awareness of the rules, cultural differences, mental health difficulties or impairment by alcohol or drugs are not defenses for academic misconduct

**The following constitute academic misconduct that may be the subject-matter of an allegation under this letter:**

1. Providing false or misleading information or documentation to gain admission to AAPS or any AAPS program;
2. Theft of lecture notes, research work, computer files, or other academic or research materials prepared by another student or an instructor or staff member;
3. Using work done in one course in fulfillment of any requirement of another course unless approval is obtained from the instructor by whom the material is being evaluated;
4. Presenting the work of someone else as one's own;
5. The supply of materials prepared by the student to another student for use by that student as the work or materials of that student;
6. Alteration or falsification of records, computer files, or any document relating to a student's academic performance;
7. Fabrication or invention of sources;
8. Failure to observe any stated rule with regard to the procedure used in an examination (or an activity undertaken for academic credit) where such a failure could result in the student gaining relatively greater credit;
9. Altering answers on a returned examination;
10. When prohibited, removing an examination from the examination room;
11. Seeking to acquire or acquiring prior knowledge of the contents of any examination question or paper with the intention of gaining an unfair advantage;
12. Possessing or using notes or other sources of information or devices not permitted by the course instructor in an examination;



13. Consulting or seeking the assistance of others when writing a "take home "examination unless permitted by the course instructor;
14. Providing false or misleading information with the intent to avoid or delay writing an examination or fulfilling any other academic requirement;
15. Failing to observe the terms of any agreement not to disclose the contents of an examination;
16. Misrepresenting or conspiring with another person to misrepresent the identity of a student writing an examination or engaging in any other form of assessment;
17. Knowingly doing anything designed to interfere with the opportunities of another person to have his or her contribution fully recognized or to participate in the academic program;
18. Preventing others from fair and equal access to AAPS facilities or resources.
19. Using or attempting to use personal relationships, bribes, threats or other illegal conduct to gain unearned grades or academic advantages;
20. Knowingly assisting another person engaged in actions that amount to academic misconduct;
21. **Plagiarism:** the presentation of the work or idea of another in such a way as to give others the impression that it is the work or idea of the presenter.

Adequate attribution of third party materials is required. What is essential is that another person has no doubt which words or research results are the student's and which are drawn from other sources. Full explicit acknowledgement of the source of the material is required.

**Examples of plagiarism are:**

- (i) The use of material received or purchased from another person or prepared by any person other than the individual claiming to be the author.
- (ii) It is not plagiarism to use work developed in the context of a group exercise (and described as such in the text) if the mode and extent of the use does not deviate from that which is specifically authorized.
- (iii) The verbatim use of oral or written material without adequate attribution.
- (iv) The paraphrasing of oral or written material of other persons without adequate attribution

22. Unprofessional conduct or behaviors that occur in academic or clinical settings or other work placements, or that are related to the student's area of professional practice.

If a student is found to have engaged in academic misconduct, the following actions may be taken.



## INFORMAL PROCEDURES

Many cases of alleged academic misconduct on the part of students result from misunderstanding or carelessness. When an infraction is suspected, the instructor or invigilator may, at his or her own discretion, speak informally with the student(s) to discuss the matter and to consider an appropriate remedy.

1. If the student concedes having committed academic misconduct, and if the infraction is deemed by the instructor to be minor enough not to warrant a formal hearing, then the instructor and student may agree on an appropriate remedy.
2. Remedies available to an instructor are limited to the following:
  - a. The grade on the work that is the subject of the infraction may be reduced to a failing grade or a zero, or by a percentage appropriate to the degree of the academic misconduct; or
  - b. The student may be asked to resubmit or re-write the examination, assignment or other work. The instructor must inform **the student in writing** of the nature of the remedy to be imposed.
3. Remedies applied under this section are considered to be informal measures and do not result in a permanent record of academic misconduct

## FORMAL ALLEGATIONS OF ACADEMIC MISCONDUCT

1. In the case that the student is engaged repeatedly into misconduct where there is documented evidence of the misconduct. An allegation letter will be filed by the instructor together with the supporting documents.
2. A formal procedure will be initiated, where the student will have the opportunity of a formal hearing with the Dean and the instructor.
3. The Dean will send a copy of that letter to the student and schedule a formal hearing.
4. The student must attend in person
5. The allegation and the evidence allegedly supporting it, and supporting documentation and/or witnesses, shall be presented by the person who made the allegation, or that person's advocate.
6. After a thorough discussion and supported by the evidence presented it has been determined by the Dean that the student committed academic misconduct, the following penalties may be imposed, otherwise the case will be dropped and no permanent record will be generated:
  - a) that the student be reprimanded or censured;
  - b) that a mark of zero or other appropriate grade be assigned for the entire course, for an assignment or for an examination, or
  - c) that a credit or mark for the course be modified or cancelled;
  - d) that an examination be rewritten, an assignment be redone or any other academic performance be repeated;
  - e) that the student(s) be required to submit an essay or assignment relating to the topic of academic misconduct, or to prepare and/or deliver a presentation on that topic;
  - f) that the student(s) be suspended from the College for a specified period of time;
  - g) the student will not be eligible t the internship
  - h) that the student(s) be expelled from the College ; or



- i) That the conferral of a diploma or certificate be postponed, denied or revoked.

Once a formal proceeding was initiated and the misconduct was demonstrated during the proceeding, an appeal can be granted if there are basis to consider that the student did not commit the misconduct (e.g. evidence may be inconclusive)

The appeal process involves academic staff other than the involved in the proceeding and the Dean. The decision to the appeal will be final.

Once the Dean decides on a penalty imposed due to the academic misconduct, a permanent the student record will be generated.

All parties will be notified in writing of the record.



## Informal Resolution of Academic Misconduct

AAPS **rules on Student Academic Misconduct** allow an instructor and student to agree on an appropriate remedy for misconduct due to misunderstanding or carelessness, in cases where

- the student does not dispute the charge or the remedy, and
- Where the instructor deems that the infraction is minor enough not to warrant a formal hearing.
- When an infraction is suspected, the instructor or invigilator may, at his or her own discretion, speak informally with the student(s) to discuss the matter and to consider an appropriate remedy.

Course and section: \_\_\_\_\_

Term and year: \_\_\_\_\_

Instructor: \_\_\_\_\_

Student(s): Student number(s):

\_\_\_\_\_

Type of assignment (essay, exam or other academic work): \_\_\_\_\_

### Notification of remedy proposed by instructor:

\_\_\_ Grade reduction in the identified assignment

Reduction of assignment grade to \_\_\_\_\_

And/ or

\_\_\_ Requirement for resubmission of the identified assignment

Resubmission deadline \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

**Instructor signature**

### I accept the remedy described above:

\_\_\_\_\_ Date: \_\_\_\_\_

**Student signature**

Within 14 days of the date shown above, the student or instructor has the right to request that a formal hearing be held about this misconduct allegation. To request a formal hearing, the student or instructor must contact the Dean of the College responsible for the course. This form will be retained by the instructor as a component of the grading materials for this course but will not be made part of the student's official record. The student should also keep a copy of this form for his or her records.

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