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Policy Title:	Academic Honesty	Policy Version:	V3
Policy No:	5600	Approval Date:	April 18, 2016
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## Policy Statement

Academic honesty is the foundation upon which academic integrity rests. Academic honesty demands that the pursuit of scholarly activity is free from fraud, deception and unauthorized collaboration with others. Acsenda School of Management (ASM) expects integrity, ethical conduct, and intellectual and academic honesty from its students. Any violation of Academic honesty is treated as a serious offence with consequences that are commensurate with the severity and frequency of the offense. An individual alleged to have committed an act of academic misconduct will be the subject of a full investigation with fairness and without bias.

## Purpose

Acsenda School of Management (ASM) seeks to inspire in its faculty, students and staff a sincere appreciation for genuine and honest student scholarly work. The educational objectives of ASM can only be meaningfully fulfilled with strict compliance to the highest standard of academic honesty. Violations of academic honesty not only undermine the learning process and disadvantage students who earn credit honestly, but also put in question the assessment and certification of students' scholastic progress and claimed educational achievements. This policy outlines the process to be followed in responding to student incidents of academic dishonesty. The policy also indicates the range of penalties that may be applied in any case

## Scope

The instructor will clearly define expectations associated with academic honesty and must ensure that students read the section titled "Plagiarism and Academic Misconduct" in the ASM Official Course Outline. The expectation of academic honesty does not mean that students must work, study and learn in isolation. Students are encouraged, both in and out of class, to work, study and learn together and to incorporate into their own explorations, views, and analyses the work of others as may be found in books, journal articles, electronic media, interviews, private conversations and the like. Incorporating the knowledge of others with one's own work is integral to learning. Quotations, references, citations, and other acknowledgements of the work of others, as well as acknowledgement of collaboration and citing of collaborators, ensure that all research is appropriately credited. The instructor will evaluate each piece of work in the context of the course and the instructions given to students. These instructions might include, but are not limited to, specification of a particular style for documenting primary or secondary sources, guidelines for using peer evaluators and tutors, citation of group work, and guidelines surrounding the use of the Internet. ASM follows the *Publication Manual of the American Psychological Association (APA)*. All assignments must be submitted with the correct APA formatting and all sources cited in accordance with APA standards (6<sup>th</sup> edition).

## Academic Misconduct

Academic Misconduct or Academic Dishonesty is any type of cheating that occurs in relation to a formal academic exercise and includes, but is not limited to, the following offenses:

- Plagiarism: Defined below
- Cheating: defined below
- Fabrication or falsification of data, information or citation; or falsely claiming to have submitted work for any academic exercise; or falsely claiming another student's identity.

## Consequences of Academic Misconduct

The consequences of a confirmed academic misconduct may include, but are not limited to, the following:

- Requiring the student to rewrite the assignment
- A letter of reprimand
- Requiring the student to complete another assignment or take another exam
- A zero percent grade assigned to the relevant evaluation component
- A failing grade in the course as a whole
- Suspension from the program and/or Acsenda School of Management for a specified period of time of no less than 1 term
- Permanent expulsion from Acsenda School of Management
- A notation on a student's academic record

Students have the right to appeal a decision regarding the violation of academic honesty and/or the penalty imposed therefore

## Definition

These definitions apply to terms as they are used in this policy.

Word/Term	Definition
<b>Academic Honesty</b>	Academic honesty requires that students: <ul style="list-style-type: none"> <li>• Create and express their own ideas in course work;</li> <li>• Acknowledge all sources of information;</li> <li>• Complete assignments independently or acknowledge collaboration;</li> <li>• Report accurately the results of their own research; and</li> <li>• Write examinations without assistance from any source</li> </ul>
<b>Academic Misconduct</b>	Any type of cheating that occurs in relation to a formal academic exercise which includes, but is not limited to, plagiarism, fabrication or falsifying on data, information or citation; falsely claiming to have submitted work for any academic exercise; or falsely claiming another student's identity.
<b>Plagiarism</b>	The formal presentation by whatever form or submission of another person's work, research, words, ideas, illustrations, or diagrams as one's own without explicit citation or credit.
<b>Cheating</b>	The use or provision of unauthorized aids, assistance, or materials during examinations, or in the preparation of assignments, or in the completion of practical work (in clinical, practicum, or lab settings). This includes, but is not limited to; <ul style="list-style-type: none"> <li>• copying from another person's work in an examination;</li> <li>• communicating answers by whatever means to others during, before or following an examination;</li> <li>• submitting one's own work for more than one course without instructor's permission; or</li> <li>• re-submitting work, in whole or in part, for which credit has already been granted.</li> <li>• submitting work that was completed by another person as a paid or unpaid service</li> </ul>

## Related Policies

Policy Number	Policy Title
5001	Turnitin Policy
5010	Student Appeals
5660	Examinations

## Responsibility

1. Students – are responsible for knowing ASM’s policies related to academic honesty. Students are provided with information about these policies and the consequences for any violation of academic honesty when they register each term, during the orientation to the program, in the Academic Calendar, in the course syllabi, and in the classroom. Lack of knowledge of this policy is not an acceptable defense for any violation of academic honesty.

2. Faculty members (course instructors) - have the primary responsibility to promote academic honesty on the part of students who are in their class or under their supervision, for informing students about violations of academic honesty and its consequences, and for creating a learning environment, to the best of their abilities, that encourages academic honesty.

Faculty members are responsible for keeping up to date on all policies related to academic honesty.

Faculty members are responsible for completing an incident report detailing the particulars of a violation of academic honesty and for recommending a course of action to the Dean.

3. The Dean of Business or the appropriate Program Head thereafter referred to as “Dean” - is responsible for reviewing the written incident report and for ensuring that the investigation to determine if an offense has occurred is fair and unbiased and in accordance with this policy.

The Dean determines what penalty should be applied based on the recommendation from the faculty member. The Dean may delegate this authority to another Academic Program Head. The Dean may also request the assistance of Subject Matter Experts accordingly.

The Dean is responsible for updating and revising this policy and for presenting the policy changes to the Academic Standards Committee of Academic Council.

4. The Registrar – is tasked to receive from the faculty concerned the written incident report on student violation of academic honesty.

The Registrar is responsible for maintaining all documentation related to penalties for violations of academic honesty on the student record.

5. The Academic Standards Committee - is responsible for reviewing and recommending revisions of this policy to the Academic Council.

6. Academic Council - is responsible for reviewing and approving this policy.

7. Faculty, staff and administrators - are responsible for ensuring confidentiality of communications and records regarding any violation of academic honesty.

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1. Upon the discovery of a potential violation of Academic Honesty, the instructor will approach the student, hear the student's account in private, and discuss the incident in relation to the Academic Honesty policy. A resolution may be achieved at this point.
2. If, after the discussion of the incident with the student, the instructor remains concerned about or confirms a deliberate act of dishonesty, or believes that the breach of academic honesty warrants further action, the instructor will document and report the incident in writing to the Dean within 5 business days after the occurrence of the incident.
3. The Dean will review the written documentation and will notify or meet with the student. The student may elect to bring an advocate to this or to subsequent meetings related to the alleged violation of academic honesty. The Dean will confer with another Academic Program Head or other Subject Matter Experts where applicable.
4. The Dean will also contact the Registrar to determine whether a previous violation of academic honesty is documented in the student's file, which may affect the disposition of this case.
5. The Dean will document the confirmed incident, the process of resolution, and the consequences, in writing within 10 working days upon receipt of the instructor's incident report. One copy of this documentation will be forwarded to the Registrar for academic placement in the student's file for a time period specified by the Dean. A second copy will be sent to the student and another to the faculty concerned. When it is a second confirmed offense, the Dean, subject to the confirmation of the President, will formally notify the student on the requirement to discontinue studies for a specified period of time of no less than 1 term.
6. Students who wish to appeal the decision of a first or second confirmed violation of academic honesty reached under this policy may do so in accordance with the Academic Appeals policy.