



Category: Education	Responsible Owner: Academic Board	Effective Date: January 2023
Policy Number: 2.6	Final Approval Body: Board of Directors	Policy Name Academic Misconduct Policy and Procedure

A. POLICY:

PURPOSE/COMMITMENT:

The College is committed to developing outstanding teaching and learning and providing world class education to meet the needs of all learners. This is grounded on a foundation of academic integrity.

This policy intends to identify areas of misconduct related to academic achievement that may not otherwise be captured by more traditional definitions of Academic Misconduct. To that end, this policy creates a new category of academic misconduct described here as Type 2, which reflects the evolution of Academic Misconduct in recent years. The two types of Academic Misconduct are differentiated below. Type 1 misconduct is covered in the Academic Misconduct policy. Type 2 misconduct is considered in this policy. Each type of misconduct includes, but is not limited to, the following actions:

Type 1) This is covered in the Cheating and Plagiarism Policy

1. Plagiarism: the deceptive practice of presenting another’s words, thoughts, or creations as one’s own or the faking or falsification of data
2. Cheating by any means
3. The use of forbidden electronic devices in exams
4. The use of unapproved tutoring services (also in Academic Misconduct Policy)

Type 2) This is covered in the Academic Misconduct Policy

1. Uttering false statements or submitting false documents to obtain unjustified academic concessions
2. Use of unapproved tutoring services (also in Cheating and Plagiarism Policy)
3. Respecting the integrity of assignments and exams (e.g., not uploading questions online)
4. Actions that benefit oneself or another, while disadvantaging others in their academic pursuits (e.g., seat saving or seat selling during registration)

SCOPE:

Students
Instructors
Academic Board

WHEN TO USE THE POLICY:

In an instance of suspected or proven Type 2 - Academic Misconduct.

DEFINITIONS:

ACADEMIC MISCONDUCT: an attempt to gain unfair academic advantage or concession, alone or in coordination with others.

ACCESSORY: the action of aiding and abetting another student in unjustly claiming academic advantage or concession.

CONTRACT CHEATING: purchasing a paper, assignment, or other form of material that will be submitted to an instructor for marks, or drafts of same.

FALSIFIED DOCUMENTS: notes, letters, and other documents that imply status or qualifications that convey a benefit upon the student, but which do not reflect these various conditions accurately or upon which an expert's authority or signature is wrongly applied.

PAY TO PASS: When a student pays someone else to undertake the course on the student's behalf.

UNAPPROVED TUTORING SERVICES: Using websites and other services that purportedly offer tutoring help, but in fact offer services such as on-demand answer completion, host copyright exam and assignment material, offer paid assignments on demand, and other tools to aid in Academic Misconduct. Tutoring services that simply offer tutoring are exempt from this policy, but students should ensure that these services do not violate the policy, either by checking the updated list of banned services or through consulting with their instructor.

TYPE 1 ACADEMIC MISCONDUCT: including but not limited to plagiarism, the presentation of another's words, thoughts or inventions as one's own, faking or falsification of data, cheating, and the use of forbidden electronic devices in exams.

TYPE 2 ACADEMIC MISCONDUCT: includes but is not limited to uttering false statements or submitting false documents to obtain unjustified academic concessions and use of unapproved tutoring services and websites. Failure to respect the integrity of assignments and exams (e.g., uploading questions online), actions that benefit oneself or another, while disadvantaging others in their academic pursuits (e.g., seat saving or seat selling during Registration)

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Category:

2.0 Education

B. PROCEDURES:

1. In instances of formally reporting Academic Misconduct of either type defined here, an Academic Misconduct Form will be filled out and submitted to Student Services.
2. In an instance of suspected plagiarism or cheating, the Plagiarism and Cheating Policy will be applied. Appeals will be handled as outlined in that document.
3. First offences in this policy will be applied as outlined in this document. Second and third offences will be considered by the Executive Committee (see Plagiarism and Cheating Policy for details on the Executive Committee).

4. Penalties and Demerits:

Academic Misconduct is considered a more serious offence. Students engaging in Academic Misconduct may receive one or more sanctions. Cases of Type 1 academic misconduct are addressed in the Cheating and Plagiarism Policy. This policy outlines the implication for actions that may be considered a form of Academic Misconduct but are not covered by the breadth of Type 1 misconduct. Within Type 2, there are actions that are class-specific and those that are more general. Some of these types of infractions are

unlikely to be identified by the instructor and will primarily fall to Student Services to identify. In those cases, it is up to the Counsellor or Rights and Responsibilities Coordinator to inform the student and the instructor of such an event:

- 1. Where the actions undertaken by a student are designed to gain academic concessions unfairly or to advantage themselves or other students academically or financially e.g. submitting a falsified Doctor's note, the following sanctions may be applied**
 - a. For a first offence: an F on the impacted assignment (1 demerit)
 - b. For a second offence: an F in the impacted Courses (1 demerit)
 - c. For a third offence: suspension or expulsion (1 demerit)

- 2. For students who are accessories to behavior covered by Academic Misconduct policy e.g. providing falsified Doctors' notes, providing writing services for other students, uploading exam or assignment information to the internet:**
 - a. For a first offence: a written warning (2 demerits)
 - b. For a second offence: expulsion (1 demerit)

- 3. For students who save or sell seats in classes during registration:**
 - a. For a first offence: a written warning
 - b. For each subsequent offence: 1 demerit

- 4. For students who are found to have used websites that provide services for contract cheating or "pay to pass" "tutoring" services:**
 - a. Where the student has not followed through on a contract cheating agreement but has paid for the service:**
 - i. For a first offence: a written warning
 - ii. For a second offence: 0 on the assignment and 1 demerit
 - iii. For a 3rd offence: F in the course and 1 demerit
 - iv. For a 4th offence: suspension or expulsion, F in all courses, and 1 demerit.
 1. In this specific case, concurrent accusations across classes will be considered as one case. A second offence in a single class or in the next semester will constitute a second offence.

 - b. Where the student has followed through on contract cheating or "pay to pass" agreements, the Plagiarism and Cheating Policy will be applied.**
 - i. For pay to pass and contract cheating, the evidence must extend beyond a reasonable doubt to stand as an accusation. If the information is easily accessible elsewhere online (e.g. a test bank question that's been around for a long time), the benefit of the doubt will be extended to the student.
 - ii. Studying using online sources outside of course material, unless from the list of unacceptable services, cannot be considered Academic Misconduct.
 - iii. A second offence will carry a 2 demerit penalty.

5. Timelines:

Timelines established in the Plagiarism and Cheating Policy will be applied.

5. Non-sanctioned Websites and Services:

The College will maintain a list of services at the start of each semester outlining websites and services that are considered off-limits to all Columbia College students.

- i. New websites and services may be added at the start of subsequent semesters.

- ii. The list will be considered “Final” at the start of term and students using services and new websites will not be added during term. Students cannot be reprimanded for the use of tools that are not listed, except for misconduct that falls under the Plagiarism and Cheating Policy.

6. Appeals:

Appeals can be undertaken through the same process as outlined for the Academic Integrity Appeals Committee (AIAC) in 2.5 Cheating and Plagiarism Policy and Procedure. Where misconduct is identified by a student’s Counsellor, the Director of Student Services will appoint a representative to support the Student in the Appeal Committee from a pre-approved list of advocates.

LINKS TO SUPPORTING FORMS, DOCUMENTS, WEBSITE:

Academic Integrity Flowchart
 Academic Integrity Reporting Form
[Appeal Form](#)

REFERENCE TO EMPLOYMENT AGREEMENT CLAUSES:

REFERENCE TO BYLAWS or ARTICLES:

RELATED ACTS AND REGULATIONS:

RELATED POLICIES:

2.5 Cheating and Plagiarism Policy and Procedure

APPROVALS:

Responsible Owner:	Date:
Principal or Designate:	Date:
IF APPLICABLE:	
Chair, Academic Board	Date:
Chair, Marketing and Recruitment Committee:	Date:
Chair, Finance Committee:	

APPROVAL FOR ALL POLICIES

Chair, Board of Governors	Date:
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Revision Date(s): January 2028	Replaces Policy Number: December 2020
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