



Procedures

Policy Name	Student Code of Conduct (Academic)		
Policy #	1211a	Category	Student Services
Policy Sponsor	Associate Vice President, Student Services	Previous Revision Date	August 31, 2010
Policy Approved by	President & CEO	Revision Date	September 1, 2018
Procedures Approved by	Provost & Vice President, Academic	Review Date	See Policy Review Date or As Required

See the related [POLICY](#).

1.0 PURPOSE

Saskatchewan Polytechnic is responsible for upholding the highest levels of academic integrity. The Student Code of Conduct (Academic) outlines the responsibilities of Saskatchewan Polytechnic students to act ethically, honestly, and in a manner that upholds academic integrity on all academic matters, and provides a framework for addressing cases where students fail to conduct themselves in this manner.

2.0 APPLICATION

- In this code, a “student” is any person registered in a program or course offered at Saskatchewan Polytechnic or any person who was a student at the time the alleged violation occurred. In this Code, an applicant to Saskatchewan Polytechnic is also considered a student. **Note:** *students from regional colleges are subject to this code.*
- A student has violated this code if the student either violates any provision of the code themselves or helps someone else violate the code.
- This code applies to academic student conduct. Refer to the Student Code of Conduct (Non-academic) for non-academic conduct.
- If student misconduct violates more than one code or policy, those acting within the scope of their position (per section 3.3) will determine which framework and process are most applicable and if multiple processes apply. Any conflict in procedures will be resolved between the code sponsors. Please refer to section 9.0 for a list of related policies/documents.
- This code is separate from any criminal proceedings the student may be facing connected with a case of academic misconduct. Saskatchewan Polytechnic may address violations of this code prior to, concurrently with, or after criminal arrest or civil/criminal proceedings at the discretion of those acting within the scope of their position. The outcome of a criminal or civil proceeding does not necessarily determine the outcome of the application of this code.
- Saskatchewan Polytechnic officials may refer any suspected violation of this code to the police or other outside authorities as they deem necessary.

3.0 RIGHTS & RESPONSIBILITIES

3.1 Definition of Academic Misconduct

Academic misconduct is conduct which undermines academic integrity by using illegitimate or dishonest means in order to achieve academic success. Acts of academic misconduct may create an unfair academic advantage for the student who committed the violation and compromise Saskatchewan Polytechnic's ability to assess a student's academic achievements. Violations include but are not limited to plagiarism, cheating, falsification of documents, impersonation, misrepresentation, and procurement. For specific examples and definitions, see 4.0.

3.2 Procedural Fairness

Students have the right to procedural fairness in the application of this code. Procedural fairness includes the right to a fair process (i.e. being made aware of the complaint and having the opportunity to be heard) as well as the right to an unbiased decision and reasons. The right to an appeal is outlined in Section 7.0. The student also has the right to have a support person present at any stage of the process.

3.3 Rights & Responsibilities of the Saskatchewan Polytechnic Community

- Saskatchewan Polytechnic students are responsible for being aware of and respecting the Student Code of Conduct (Academic). A lack of awareness, alcohol or substance use will not excuse academic misconduct.
- All Saskatchewan Polytechnic community members are responsible for upholding the principles of academic integrity and honesty, and promoting a learning environment where academic misconduct is discouraged.
- All Saskatchewan Polytechnic community members are expected to report any violations to this code.
- Saskatchewan Polytechnic instructors will inform students on this code.

3.3.1 Academic Schools

Academic School representatives (instructors, program heads, academic chairs, associate deans, and/or deans) will respond to and investigate cases of alleged academic student misconduct. Sanctions may be issued by program heads, academic chairs, associate deans, and deans.

3.3.2 Student Relations Office

The Student Relations Office promotes the rights, well-being and safety of students and the whole Saskatchewan Polytechnic community. The Office also offers information and guidance on this code and related processes to any members of the Saskatchewan Polytechnic community.

3.3.3 Registration Services

Registration Services coordinates and administers student records and transcripts, and maintains official student files including letters of sanction, as applicable.

4.0 VIOLATIONS OF ACADEMIC STUDENT CONDUCT

The following is a list of examples of prohibited conduct. This list is not exhaustive. Any conduct that violates the laws and regulations of Canada, Saskatchewan or the municipalities where Saskatchewan Polytechnic operates will be considered a violation of this code.

Type	Violation
Academic Dishonesty	<ul style="list-style-type: none">a) Plagiarism is a breach of academic integrity where the student represents someone else's idea and/or work as one's own. This includes, but is not limited to, print material, photos, drawings, computer code, and designs.b) Copying another person's answers to an exam question.c) Using someone else's data or research findings.d) Buying or selling essays, papers, or assignments.e) Copying from or using prohibited material in an assignment or examination including, but not limited to, textbooks or other documentary or electronic equipment, personal notes, or other aids not approved by the instructor, for example, accessing unauthorized test questions from an electronic database.

	<p>f) Improper academic practices including the falsification, fabrication, or misrepresentation of material that is part of academic evaluation, the learning process, or scholarly exchange. This would include reference to resources that are known not to exist or the listing of others who have not contributed to the work.</p> <p>g) Co-operating or collaborating in the completion of an academic assignment, in whole or in part, where the work is to be completed individually.</p>
Misrepresentation of Personal Performance	<p>a) Submitting false, fraudulent or purchased assignments, research or credentials, or falsifying or withholding records, transcripts, letters of reference, letters of support, or other academic documents.</p> <p>b) Impersonation by having someone impersonate oneself, either in person or electronically, in class, in an examination, or in connection with any type of course assignment or material or availing oneself of the results of such impersonation. Both the impersonator and individual impersonated (if aware of the impersonation) are subject to the academic dishonesty process.</p> <p>c) Submitting a false medical or compassionate certificate, or presenting other such documentation under false pretenses.</p> <p>d) Improperly obtaining, through theft, bribery, collusion or otherwise, access to privileged information, or examination paper or set of questions.</p> <p>e) Submitting the same course work, research, or assignment for credit on more than one occasion in two or more courses without the prior written permission of the faculty members in all of the courses involved; misrepresenting the amount of work an individual has contributed to a group assignment or activity.</p> <p>f) Possession or use of an unauthorized aid, to use or obtain unauthorized assistance in any academic examination, term test, assignment, or in connection with any other form of academic work. Such aids or material may include, but are not limited to, specific documents, electronic equipment or devices, and commercial services (such as writing, editorial, software, or research survey services).</p>

5.0 PROCESS

5.1 Responding to a Possible Violation of Academic Conduct During a Quiz, Test, or Examination

In a suspected case of academic misconduct during a quiz, test, or examination, the instructor or invigilator will exercise discretion in assessing the situation. Instructors and invigilators may receive input from others to verify detection of academic misconduct. The student who is alleged to have violated this code may be permitted to complete the exam, and/or the instructor or invigilator can exercise one of the following options:

- Given a case of impersonation, the student in question will be asked to remain in the examination area until the student's identity is correctly identified.
- Given a suspected case of cheating, the student may be requested to complete the examination at another location if it is determined that the student in question is causing disruption to other students.
- Given a serious academic offence (e.g. student caught using an electronic device to cheat), all suspected materials will be confiscated, the student will be removed from the examination area and asked to leave until further notice. The instructor will undertake follow-up steps, per 5.2.

5.2 Investigating a Possible Violation of Academic Conduct

For a case of suspected academic misconduct, the instructor, in consultation with the program head from the program in which the student is registered, will meet with the student who has allegedly violated this Code to notify the student of the allegation and provide the opportunity for the student to give a response. If it is determined that there was no violation to this code, the case will be dismissed. If it is determined that further investigation is required, the instructor may undertake steps, such as:

- a) Gathering further information by consulting with the appropriate individuals and obtaining documentation and evidence;
- b) Delaying the submission of the student's grades;
- c) Informing the Registration Office to hold changes to the student's record.

If an individual refuses to participate in an investigation, the investigation and outcome(s) will be based on the available information.

Note: for unclassified students (student not registered in a specific program), the investigation is the responsibility of the program which houses the course.

5.3 Determining Decision(s)/Outcome(s)

Cases are assessed based on the balance of probabilities - whether the evidence shows it is more likely than not that the alleged events and/or violation occurred.

The outcome of an investigation, reasons for the decision, and any sanctions will be provided to the student in writing. If a sanction is issued, the student will be notified of the option to appeal. If the investigation concludes that there has been no violation to this code, the student will be notified of the decision and there will be no further proceedings.

Cases which require the application of sanctions will be forwarded to the program head who will determine and apply the sanction(s) or refer the matter to the Dean, as applicable (see Section 6.0).

Note: A student accused of a violation of this code in a particular course or courses will not be allowed to withdraw from the course(s) in question during the investigation. If the student is found to have violated this code and receives a sanction other than an official warning, the student will not be allowed to drop the course(s).

6.0 SANCTIONS

For cases where the student is found to have violated this code, a number of factors can contribute to the determination of the sanction(s) to be imposed:

- The severity of the violation.
- Whether first case of misconduct or repeated misconduct.
- Acceptance of responsibility.
- Willingness to resolve the situation.
- Mitigating factors.

Sanction	Description
Sanctions imposed by the program head or above:	
Resubmission of new piece of work	<ul style="list-style-type: none">• Students will receive permission in writing to submit a new piece of work (e.g. an assignment or project).
Reprimand	<ul style="list-style-type: none">• A reprimand is a written notice that advises a student that he or she has violated this Code. It will specify the prohibited academic misconduct and advise the student that future violations will result in further disciplinary action.
Partial or total loss of marks on exams or course work	<ul style="list-style-type: none">• A partial loss of marks may result in the loss of specific percentage on the exam or course work based on the discretion of the program head. A total loss may result in a mark of zero (0%). A letter of reprimand will also be issued.
Partial or total loss of course credit	<ul style="list-style-type: none">• Total loss of course is a mark of zero (0%) for the course.• A letter of reprimand will also be issued.
Academic Probation	<ul style="list-style-type: none">• Period of time (minimum one (1) consecutive academic term not including the term of the incident or minimum of four (4) months for non-semestered programs where the student is given the opportunity to modify unacceptable behavior. The student is subject to further disciplinary action for any further violations. After

	the specified period of time, the student may apply for a review of the probationary status to the program head of the school which the student was initially enrolled in. The student will meet with the program head and demonstrate significant contributions, both of an academic and co-curricular nature, to the institutional community and no further violations to this Code. The program head will determine if the student's status will be lifted within ten (10) business days of the meeting. The decision of the program head is final and not subject to appeal.
Sanctions administered with the approval of the Associate Dean or designate, in collaboration with the Associate Vice President, Student Services:	
Suspension	<ul style="list-style-type: none"> Suspension from the institution for a period of up to two (2) years from the date of incident. The student will not be permitted to register and will retain none of the privileges accorded to students. Suspensions will result in a notation on a student's academic record and transcript. This notation will be expunged from the student's record and transcript upon graduation or following the suspension period.
Expulsion	<ul style="list-style-type: none"> Expulsion from the institution. The notation of expulsion is permanent on a student's academic record and transcript, unless a student makes a request to the Office of the Registrar and receives approval to have the notation expunged from their academic record no sooner than five (5) years after the date of the expulsion.
Rescinding a credential	<ul style="list-style-type: none"> Saskatchewan Polytechnic may request the return of an award or credential that was acquired through dishonest or inappropriate means.

Notes: Students who have been expelled or suspended will not receive credit for any studies partially completed at Saskatchewan Polytechnic during the semester that the suspension or expulsion was assigned. A student who wishes to be considered for readmission after a suspension must make an application to the Registration Office for readmission that will be evaluated on the basis of eligibility to continue. Students readmitted after suspension or expulsion, will be placed on probation.

Sanctions may be applied retroactively if an offence is discovered after the completion of a course or after graduation.

Submission of false documents, statements or transcripts in support of admission/registration activities will result in the immediate rejection of the application or immediate suspension if the student has already started their program. The student or applicant will not normally be considered for re-application to a Saskatchewan Polytechnic program or course for a period of two (2) years.

7.0 RECORDS & REPORTING

Records of academic misconduct are filed in the Registration Office for three (3) years, and noted on the academic file and transcript as indicated in Section 6.0. As appropriate, copies will be forwarded to the Associate Dean of the Academic School where the student is registered and the campus Health, Safety, and Security manager. All files are confidential and subject to the Local Authority Freedom of Information and Protection of Privacy Act and accompanying regulations.

The Registration Office shall report annually to the Provost & Vice President, Academic summarizing the number of incidents and students involved, including the categories of prohibited conduct, the range of outcomes imposed by the institution, the number of appeals and the outcome of such appeals. The report will contain no identifying personal information. Portions of the report will be made publicly available.

8.0 DEFINITIONS

- **Advocate:** assists, advises and advocates on behalf of a student who is facing concerns that have a negative impact on his/her academic standing, or to aid in non-academic dispute resolution. Employed by Saskatchewan Polytechnic Students' Association.
- **Appeal:** the process where a student challenges a decision in accordance with the specific grounds outlined in the Academic Appeal policy and the related procedures.
- **Appellant:** a student who is appealing an initial decision.
- **Complainant:** an individual (e.g. a student, faculty, staff, etc.) initiating the complaint process, where applicable.
- **Community member:** any person affiliated with Saskatchewan Polytechnic including, but not limited to students, faculty, staff, administration, and contracted service providers.
- **Informal resolution:** an approach to resolve issues without implementing the formal process.
- **Investigating officer:** a representative of the Academic School responsible for gathering and reviewing information related to the academic misconduct allegations.
- **Misconduct:** a violation identified in the Student Code of Conduct (Academic).
- **Procedural error:** the misapplication of the Student Code of Conduct (Academic), which includes but is not limited to a flawed investigative process.
- **Respondent:** a student who is identified to have committed an alleged violation.
- **Sanction:** a decision or outcome issued to a student who is found responsible for a violation.
- **Support person:** an individual chosen by the student who may attend meetings, including those related to the investigation, hearing and appeal process for the sole purpose of supporting the student. They cannot, however, speak on behalf of the student. Legal representatives are not permitted at any stage of the misconduct process.

9.0 RELATED POLICIES/DOCUMENTS

Student Code of Conduct (Non-academic) (1211b).
Academic Appeals (1210)
Academic Progress (1202).