

Document No:	
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Academic Misconduct Policy

Purpose & Scope

The purpose of this Academic Misconduct Policy is to maintain the highest standards of academic integrity at ACT, ensuring that the educational environment is fair and conducive to learning. Academic misconduct is a serious violation of these principles.

This policy applies to all students enrolled at ACT and extends to all academic activities, including but not limited to examinations, assignments, research, and collaborative work.

Definitions

An academic offence (or breach of academic integrity) includes any action or behavior likely to confer an unfair advantage, whether by advantaging the alleged offender or by disadvantaging another or others. Examples of such misconduct are plagiarism, collusion, cheating, impersonation, use of inadmissible material and disruptive behaviour.

Responsibilities

Students

Students are responsible for upholding academic integrity and reporting any instances of academic misconduct. They must familiarize themselves with the college's Academic Misconduct Policy and adhere to it.

Faculty and Staff

Faculty and staff are responsible for preventing, detecting, and addressing academic misconduct. They are expected to educate students on academic integrity, report any suspected cases, and follow the procedures outlined in this policy.

Procedures

Reporting Suspected Misconduct

Charges against a student for violating academic integrity may originate from any source: a faculty member, an administrator, a staff member, a fellow student, or from the community at large. Anyone who suspects academic misconduct must report it to the appropriate academic authority (Department Chair, Associate Deans) and provide evidence. In case of plagiarism, it should also be reported through the OUCMS. In this way, students are immediately notified. Students may also report academic misconduct by another student to the faculty or staff member responsible for the course.

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Investigation

Upon receiving a report of academic misconduct, the academic authority shall forward the case to the Academic Standards and Performance Committee (ASPC). If a member of the Committee originates the charge, then that member will be excluded from the decision-making process, and any other process related to the case.

The ASPC will either itself investigate the charge or establish from its own membership a panel to conduct the investigation. In establishing whether a breach of academic integrity has occurred, the Committee should consider oral and/or written evidence supplied by the individual(s) making the charge and the alleged offender. The alleged offender shall have the right to appear before the Committee.

Determination and Consequences

After the investigation, the ASPC shall determine whether academic misconduct occurred. If academic misconduct is confirmed, sanctions will be imposed based on the severity and frequency of the offense.

The following list of sanctions is indicative and can be imposed by majority vote of the Committee:

1. Admonishment Letter (or Letter of Warning): The student is advised in writing that their behavior violates rules of academic and/or personal integrity and that a recurrence will lead to more serious sanctions. The Committee will deliberate on whether the letter should or should not appear in the student's file permanently or for a lesser period of time.
2. First Offense File: The student's name and a description of the offense is filed in a shared electronic folder, accessible by the Provost, the Deans, the department chairs and the area coordinators. Second offenses automatically result in a hearing.
3. Disciplinary Probation: The student is advised in writing that their behavior violates rules on academic and/or personal integrity and is given a probationary period (to be decided upon by the Committee) to show by good behavior that a more stringent penalty should not be imposed. During the period of the probation, the student is required to terminate association with all extra-curricular activities and resign from any student office.
4. Suspension: The student's relationship with the College will be discontinued until the end of the semester or term. The student will forfeit any fees involved with the College.
5. Dismissal: The student's relationship with the College will be terminated indefinitely. The right to apply for re-admission shall be denied.

Appeals

Students found in violation of this policy may appeal the decision, provided they follow the college's established appeal process.

