George Brown College is mandated by law and by the community it serves to provide an educational environment that demonstrates professionalism and academic currency, that values diversity, and that respects the processes and traditions of learning.

The terms of this mandate are prescribed by:
- the founding documents of the College;
- the laws to which the College is subject;
- the collective agreements that govern academic employees and support staff; and
- the operational policies and procedures that the College has adopted.

Central to these documents and the processes that created them is an implicit assumption about the maturity and appropriate academic conduct of all full-time and part-time students studying at the College. George Brown College assumes that all students attending the College are adult learners who have accepted the principle that they share, with the College, responsibility for creating and maintaining a respectful and productive learning environment.

This code of conduct is designed to provide an explicit definition of the minimal standards of academic conduct that the College expects of all its students including those who are distance students. It represents, for the College, a benchmark of expectations regarding students, and defines the boundaries within which a rewarding and mutually supportive learning environment can be created. This policy is based on the assumption that most students in the College already uphold these statements of conduct and can, without reservation, endorse them.

The College’s approach to discipline is an educative one aimed at helping students to understand their actions and their impact.

1 ADHERENCE TO POLICIES

Students are expected to:

- familiarize themselves with the College policies relevant to them;
- adhere to those policies to the best of their ability and assist and encourage fellow students to adhere to the policies;

Students will take responsibility for their own academic achievement. Students will demonstrate their commitment to their own goal of educational advancement by attending class, completing assigned work, and complying with copyright legislation, as outlined below.

2 ATTENDANCE

Students should attend class. The College recognizes that, as adult learners, students will make individual decisions regarding attending classes. The College expects that students understand and accept that there may be consequences resulting from their decision not to attend. There may be instances where attendance in classes, labs, demos or work placements is required. Students are required to adhere to the attendance policy where stated.
3 CLASSROOM ACTIVITIES

Students should complete assignments, projects, and any other classroom activities set by the faculty for evaluation, on time. If a student is unable to complete the work in the designated time, he/she should discuss this matter with the faculty in advance of the due date.

Students should feel free to ask fellow students for help with or clarification of course content. However, they should be aware that there are limits to the kind of help that fellow students and support services, such as peer tutoring and peer learning, can reasonably be expected to provide.

4 ACADEMIC INTEGRITY

George Brown College believes that the development of self-discipline and acceptable standards of academic integrity are fundamental aspects of the learning process. Individuals and groups must uphold the values of academic integrity - fairness, honesty, trust, respect and responsibility.

All members of the college community must be committed to academic honesty including college staff and students. Breaches of academic integrity are considered a serious offence and disciplinary action will be taken in response to acts of academic dishonesty.

4.1 Offences Warranting Disciplinary Action

The following offences are acts of academic dishonesty warranting disciplinary action:

Fabrication

- improper Research Practice
- academic research includes the collection, analysis, interpretation and publication of information or data obtained in the scientific laboratory or in the field.
- forms of improper research practice include but are not limited to:
  - dishonest reporting of investigative results, either through fabrication or falsification;
  - taking or using the research results of others without permission or due acknowledgement;
  - misrepresentation or selective reporting of research results or the methods used.

Cheating

- the use or possession of an unauthorized aid or aids or use of unauthorized assistance in any academic examination or term test or in connection with any other form of academic work (e.g. cheating during a test or an examination or theft of an examination); this also includes collaborating when faculty's instruction was to work independently.
Forging or Falsification of Documents

- forging, altering, or in any other way falsifying any document or evidence required for admission to the College, or circulating or making use of any such forged, altered, or falsified document, whether the record be in print or electronic form; forging a document or the signature on a document such as a doctor's note, letter of recommendation or letter of permission.

Impersonation

- the impersonation of, or the act of having another person impersonate, another student at any academic examination or term test or in connection with any other form of academic work;

Plagiarism

Plagiarism is defined as:

- a direct quotation, paraphrasing or expressing an idea that was articulated by someone else from a text or paper without identification as to source.
- submission of a work as one's own when it has been prepared by someone else, and
- contraction for assignments or submission of reports that are not the work of the student
- not giving credit for work that was done in collaboration
- the submission, without the knowledge and approval of the faculty to whom it is submitted, of any academic work for which credit has previously been obtained or is being sought in another course or program of study in the College or elsewhere;
- the submission for credit of any academic work containing a purported statement of fact or reference to a source that has been concocted;
- engaging in any form of cheating, academic dishonesty or misconduct, fraud or misrepresentation not herein otherwise described, in order to obtain academic credit or other academic advantage of any kind.

Click on the link for full explanation and guidance:
http://www.georgebrown.ca/saffairs/stusucc/plagiarism/whatisitallabout.aspx

Facilitating Academic Dishonesty

- Encouraging, enabling, or causing others to do, or attempt, any of the above with intent to mislead faculty, an academic unit, program, office or committee as to a student's academic status, qualifications, actions or preparation shall be considered a breach of academic honesty.

Inappropriate Use of Digital Technology

- This may be a violation of academic honesty. Forms of inappropriate use of digital technology may include but are not limited to:
  - Unauthorized entry into a computer file for the purpose of using, reading or changing its contents;
  - Unauthorized transfer of one or more files or part of the data contained within a file;
  - Unauthorized use of another's identification and password;
  - Use of computing facilities to interfere with, or alter the work of another student, faculty member, or College staff member.
Copyright

- Students must comply with the laws regarding copyright and trade mark, as well as with licensing agreements pertaining to the use of print materials, software, databases, etc., and with the College’s copyright policy. Students should be aware that the College will not provide assistance or protection relating to charges arising from copyright infringement.

4.2 Consequences

The College is committed to academic integrity and will, without hesitation and without exception, penalize acts that demonstrate disregard for the standards governing honesty in academic performance. The minimal consequence for submitting a plagiarized, purchased, contracted, or in any manner inappropriately negotiated or falsified assignment, test, essay, project, or any evaluated material will be a grade of zero on that material.

If the College discovers that a student has knowingly provided illegal assistance to a fellow student in an examination or assignment, then that student will also receive a mandatory grade of zero on the examination or assignment in question.

5 ASSESSMENT OF ACADEMIC DISHONESTY

5.1 Process for Course Faculty

If faculty has cause to believe that a student has plagiarized, submitted false materials, cheated on an exam, or in any other way behaved in an academically dishonest manner, he/she will:

1. Immediately inform the student of the act of dishonesty and give the reasons.

2. Give the student an opportunity to present his or her side of the story and, if appropriate, write an on-the-spot précis of the material in question. Faculty will also be sensitive to the needs of ESL students or students with disabilities in this instance. In the case of group assignments, the faculty may interview students to determine the extent of their involvement in the dishonesty and to determine a course of action.

3. Assign a mandatory grade of zero to the material in question if the student is unable to:
   - provide a credible explanation to account for the behaviour that has caused the concern to be raised;
   - refute the evidence provided, or
   - provide an accurate précis.

4. Provide the appropriate Chair/Director of the student’s program with an Academic Discipline Report (see Appendix A) that:
   - outlines the nature of the offense,
   - summarizes the interactions, and
   - documents that a grade of zero has been assigned.

5.2 Process for Invigilator (Exam Supervisors)

If an invigilator who is not the student’s professor and who may not be a faculty member has reason to believe that a student is cheating during an examination, he/she will
1. Inform the student immediately that he/she believes that an act of dishonesty has taken place and give reasons.

2. Require the student to leave the examination.

3. Provide a full report in the form of a memo to the student’s faculty member, who will follow up according to the provisions provided in this policy.

6 DISCIPLINE

Students are at all times responsible for their own actions. Ignorance of this policy is not a defence against disciplinary action. Lack of intention to violate College policy will not generally excuse an infraction. The College reserves the right at all times and at any time to discipline, suspend, expel, place terms or conditions upon, or refuse admission or registration to any individual whose action or influence is considered contrary to this policy.

6.1 Reports and Records

The Academic Discipline Report (see Appendix A) will remain with the Chair for the duration of the student’s participation in that program of study to ensure documentation of repeated incidents of academic dishonesty.

The Chair may recommend a sanction or combination of sanctions commensurate with the seriousness of the academic infraction, including suspension of up to ten instructional days.

The Dean, or designate may impose suspension for a period of longer than ten days, expulsion from the program, or expulsion from the College. A copy of the suspension letter must be sent to the Registrar and Security.

Disciplinary records (with the exception of expulsion, refusal for re-admission or suspension beyond 10 days) may be held for three years following the student’s graduation from the College and will then be destroyed in compliance with the provisions of the Freedom of Information and Protection of Privacy Act (see Code of Conduct: Academic Employees).

6.2 Appealing Infractions

Students may request that the Dean, or designate review a disciplinary intervention regarding an academic infraction within five working days. This request must be in writing and:

• outline their concerns, and
• include the name(s) of any person(s) who could corroborate their point of view.

Upon receipt of the written request, the Dean, or designate will meet:

• with the student and the Chair;
• interview parties who may be able to provide relevant information;
• give the student and the Chair an opportunity to comment upon those facts considered important in this decision-making process;
• determine whether to uphold or deny the student’s appeal, or impose a modified sanction;
• advise the student of the decision, in writing, within 10 days of the interviews.
6.3 Suspension

A suspension is when a student has been asked to leave the college for a period of time due to a breach of a policy, but may be allowed to return based on the conditions set by the Chair.

- Suspensions can be for a period of between one day and one year.
- Students are not permitted to attend class(es) or field work during a suspension.
- Suspended students are solely responsible to arrange with faculty that any work or examinations missed during the period of suspension are completed upon their return to the College.
- Specific restrictions may be set by the Chair.

6.4 Expulsion

An expulsion is when a student has been asked to leave the college. This may be for a period of 12 months or more.

6.5 Re-admittance After Suspension or Expulsion

Students who have been suspended or expelled will be re-admitted to a class or program only:
- after the time frame specified, and
- after entering into a written agreement undertaking to comply with College policy and to behave in an appropriate academic manner at all times
- the College may refuse re-admission.

This will constitute the conclusion of any review by the College of interventions regarding academic infractions.
APPENDIX A: ACADEMIC DISCIPLINE REPORT

To be completed by faculty members and forwarded to the Chair of the student’s program of study.

Name of Student:       Date:

Faculty Member Name:

Course:         Program:

Nature of the Offence:

Action Taken:

Student’s Comments:

Student’s Signature:

Faculty Member’s Signature:

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