



STUDENT

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NAME: STUDENT CONDUCT

REFERENCE: Respectful Learning and Working Environment Policy
Student Misconduct Procedures

PURPOSE-PHILOSOPHY

Great Plains College strives to provide a positive and safe learning environment that supports students in achieving academic success. To that end, Great Plains College expects all members of its community to conduct themselves in a manner that promotes high standards of professional and personal conduct, academic integrity and personal accountability.

SCOPE

This policy applies to all students at all Great Plains College campuses, training facilities, events, programs (including practicum placements and cooperative work placements) and college-led activities.

DEFINITIONS

- Academic Integrity** the standards and expectations for quality and integrity of academic work. It helps to create a fair, productive and honest learning environment that contributes to the credibility and quality of our programs.
- Academic Misconduct** conduct that undermines academic integrity by using illegitimate or dishonest means to achieve academic success.
- Non-Academic Misconduct** conduct that is inappropriate, disrespectful, unsafe or unlawful. It also includes the misuse or damage of college property or resources.

POLICY

Academic and non-academic misconduct include, but are not limited to:

1) Academic Misconduct

- a) **Cheating:** dishonest behaviour or the attempt to behave dishonestly to achieve academic success. For example:
- unless explicitly authorized by the instructor, using books, notes, diagrams, electronic devices, or any other aids during an examination, either in the room itself or when permitted to leave temporarily
 - copying from the work of another student
 - communicating with others during an examination to give or receive information, either in the examination room or outside of it
 - commissioning or allowing another person to write an examination on one's behalf
 - not following the rules of an examination

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- using for personal advantage, or communicating to other students, advance knowledge of the content of an examination
 - altering answers on an assignment or examination that has been returned
 - removing an examination from the examination room unless authorized by the instructor
- b) Plagiarism: a form of academic misconduct in which one person submits or presents the work of another person as his or her own, whether from intent to deceive, lack of understanding, or carelessness. It is allowable and expected that students will examine and refer to the ideas of others, but these ideas must be incorporated into the student's own analysis and must be clearly acknowledged through citations, references or other practices accepted by the academic community.

A student's use of others' expression of ideas, whether quoted verbatim or paraphrased, must also be clearly acknowledged according to acceptable academic practice. It is the responsibility of each student to learn what constitutes acceptable academic practice. Students who are uncertain of what plagiarism is should discuss the concept and practices with their instructors.

- c) Participation in an Academic Offence: inappropriate collaboration whereby one person knowingly helps or encourages others to commit academic misconduct. For example, writing a test or paper for someone else.
- d) Misrepresentation: may include a variety of inappropriate behaviours including:
- padding a bibliography with works not read or used
 - providing false or incomplete information or supporting documents/materials on an application for admission, readmission, or transfer
 - providing false information to obtain a deferral of work or examination
 - altering or falsifying, or attempting to alter or falsify, grade information or other records of academic performance whether they be one's own or someone else's

2) Non-Academic Misconduct

- a) Disrespect
- subjecting any person to indignity, injury, degradation and bullying
 - abusive, vulgar or violent language, gestures, etc.
 - inappropriate display of vulgar, obscene, abusive, illegal, pornographic or discriminatory materials, clothing or actions
 - any form of discrimination because of race, colour, age, disability, religion, sex, national origin, political affiliation, sexual orientation
 - violence and harassment (refer to Respectful Learning and Working Environment Policy)
 - use of recording devices, without appropriate permission, inside or outside the classroom
- b) Educationally or Socially Disruptive Behaviour
- disturbing, disrupting or otherwise interfering with the educational activities (studies, laboratory/shop/practical exercises, lectures, etc.) of fellow students and instructors
 - bringing illicit drugs, unapproved alcohol or other intoxicants to college facilities or events for personal use or for use by others
 - attending training, educational, laboratory, practicum, cooperative placement or other services or training activities while under the influence of drugs, alcohol or other intoxicants



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- neglect of workplace safety and health procedures or practices, or the creation of safety hazards
- c) Misuse of College Resources
 - use of computing or network resources to access, create, view, listen to, store or transmit material that is harassing, obscene, abusive, illegal, pornographic, discriminatory, or that otherwise violates applicable laws, Great Plains College policies or community standards
 - willful damage of facilities, resources or equipment
 - theft and unauthorized use of college property
 - use, possession or storage of any weapon, or any device that any reasonable person would believe is a weapon
- d) Violation of College Policies
 - knowingly or unknowingly violating Great Plains College policies

Any student who is found to have engaged in academic or non-academic misconduct may be subject to disciplinary action. When making disciplinary decisions, Great Plains College uses processes that ensure procedural fairness and allow for due process consistent with the principles of natural justice. Students have a right to be fully informed of any allegations against them, the right to respond to the allegations and the right to appeal disciplinary rulings. The Great Plains College Student Misconduct Procedures outline these processes.