



Academic Integrity Policy

Responsibilities

CSC expects adult learners to be aware of the academic expectations and standards outlined by the instructors and the institution. Adult Learners are responsible for staying informed about acceptable and non-acceptable conduct, their actions taken when submitting academic work, and looking for assistance when necessary. Adult Learners are subject to disciplinary measures when engaged in any academic misconduct.

Adult Learners must meet all standards of academic integrity:

- a. Completing examinations independently without receiving or giving external assistance. Exceptions are applied if special accommodations are required and supporting documents are submitted.
- b. All academic work is properly documented.
- c. All academic work submitted with own name are produced independently. Include all collaborators in the case of group work submission.
- d. Follow the examination process diligently and respectfully.

Instructors are responsible for preventing and detecting any academic dishonesty that occurs. Once academic dishonesty has been discovered, the instructor is required to take appropriate actions to condemn behaviours that violate academic integrity at CSC.

Instructors are required to:

- a. Review the importance of academic integrity in the course and the course syllabus with the Adult Learners.
- b. Provide Adult Learners with accurate information regarding acceptable citation formats and any guidelines when submitting group work within the course.
- c. Reference the Academic Integrity Policy and actions to take when violations to the policy are detected.

Academic Misconduct

CSC reviews academic dishonesty seriously and offences will be dealt with consequences.

Academic dishonesty is not limited but includes the following:

- Cheating
 - Dishonesty when writing an examination in the form of copying another student's work and communicating with another student during the examination.
 - Used or attempted to use any unauthorized aids to complete the examination (Eg. Unauthorized assistance from another person, bringing any unauthorized textbooks or notes into the exam room, use of unpermitted electronic devices during the exam.)



- Completed the examination in collaboration with others or provided assistance to others to complete an examination.
- Fabrication of data, materials, and academic grades.
- Fraud
 - Submission of falsified student records, including and not limited to transcripts.
- Plagiarism
 - Work submitted in a course were expressed as the Adult Learner's own work when it is not. Plagiarism exists when another person's words, phrases, sentences, or paragraphs, ideas, or entire works are used without indicating the source. The student must include proper academic citations or reference (Eg. APA format) to acknowledge where the source is from.
- Self plagiarism
 - Submitting the same or considerably the same assignment, presentation, or essay paper more than once to different courses or institutions is prohibited unless approval has been received from the course instructor.
- Misuse or misrepresentation of sources
 - Failure to credit or reference the source of the information using proper APA format in your assignment or essay paper.
 - Manipulate or suppress research findings to eliminate its original purpose
- Prohibited conducts
 - Fabricate own's attendance or another individual's attendance in the course.
 - Impersonating someone or allowing another individual to impersonate to take the examination or write and submit your assignments in your course.
 - Assisting another person to commit any type of academic misconduct as listed above.