

STUDENT CODE OF INSTRUCTIONAL BEHAVIOUR

 The logo for H. Lavity Stoult Community College (HLSCC) features the acronym 'HLSCC' in a bold, green, sans-serif font. To the right of the acronym, the full name 'H. LAVITY STOUTT COMMUNITY COLLEGE' is written in a smaller, green, sans-serif font, arranged in three lines.	
Title: Student Code of Instructional Behaviour	Number: 2.22.0217.2
Original Approval by the Board of Governors Date: February 21, 2017	Implementation Date: March 1, 2017
History: Revised Revised and Approved by the Board of Governors: April 2025 Scheduled Review Date: April 2030	Office Responsible for Review: Office of the Vice President of Academics Student Affairs

PURPOSE

The purpose of the Student Academic Code of Conduct Policy is to uphold academic integrity within the College community. This policy defines what is expected of students in complying with this policy and outlines the standards by which the academic conduct of students is governed. This policy describes academic misconduct and includes the procedures by which students are disciplined if they engage in such conduct.

SCOPE

This Policy applies to the administration and execution of all forms of formative and summative assessments of students currently enrolled at the College. All students, faculty members, academic leaders and other relevant stakeholders are expected to comply with this policy.

DEFINITIONS

Academic Misconduct – any action that has the potential to result in the student(s) gaining an unfair advantage in one or more components of an assessment.

Academic Review Board – a body appointed by the President with jurisdiction over all appeals that are made by students in connection with the policy.

Artificial Intelligence (AI)- Refers to the use of software and algorithms that enable technology to perform tasks that typically require human intelligence.

AI Generated Work - Any academic assignment, project, or assessment that is partly or entirely generated by AI tools without significant input from the student.

Cheating - refers to the unauthorized use of materials, information, or assistance during academic tasks, such as exams, assignments, or projects, with the intent to gain an unfair advantage.

Jurisdiction - any property in use by the H. Lavity Stoult Community College, or any person designated

with responsibility or authority for carrying out a function or enforcing any aspect of a policy.

Plagiarism – offering as one’s own work, ideas, or arguments of another person (inclusive of AI generated work), without appropriate attribution by quotation, reference, or footnote. Plagiarism occurs both when the words of another are reproduced without acknowledgment, and when the ideas or arguments of another are paraphrased in such a way as to lead the reader to believe that they originated with the writer.

Student - a person officially admitted and/or currently registered for course(s) at the College.

POLICY STATEMENT

The College maintains a firm stance against academic misconduct, recognizing that such actions compromise the integrity of the educational process and diminish the value of academic achievements for the entire student body. The College is dedicated to fostering an environment of academic integrity and expects all students to conduct themselves with honesty and ethical responsibility in their academic endeavors.

POLICY DETAILS

1. Prohibited Conduct
 - 1.1 Cheating, plagiarism, or unauthorized use of Artificial Intelligence (AI) on written or oral examinations, quizzes, papers, or other academic work is prohibited.
2. Investigating Academic Misconduct
 - 2.1 When investigating academic misconduct, the College shall follow a thorough and objective process to ensure fairness and accuracy in addressing allegations.
3. Consequences of Academic Misconduct
 - 3.1 The consequences of academic misconduct are determined based on the severity and nature of the violation.
 - 3.2 Offenses may result in academic penalties such as a warning, a reduction in grades, or the requirement to complete additional academic work.
 - 3.3 More serious violations, including repeated offenses or cases involving significant dishonesty, can lead to harsher consequences such as failing the course, suspension, or even expulsion from the College.

RESPONSIBILITIES

1. Faculty are responsible for informing students suspected of academic misconduct, providing them an opportunity to respond, recommending sanctions in consultation with the Department Head or Dean, issuing written sanctions to students, and reporting incidents for further action.
2. The Head of Department after reviewing the evidence shall act and report on any suspected cases of academic dishonesty. Actions of the Head of Department may include conferences with students, witnesses, and faculty involved, the determination of sanctions and consultation with the Dean as needed.
3. The Dean has oversight of any cases of academic misconduct in consultation with the Head of

Department and/or Faculty.

4. The Vice President of Academic Affairs has oversight of cases where suspension or expulsion are recommended.
5. The President has responsibility to appoint members and chair the Academic Review Board in handling student appeals.

MONITORING AND EVALUATION

The College will establish a formalized reporting mechanism through which incidents of academic misconduct are documented and tracked. Additionally, the College will conduct periodic audits of academic misconduct cases to evaluate consistency in the enforcement of the policy and the appropriateness of sanctions imposed. The assessment findings will be presented to the College administration, and adjustments to the policy or its implementation will be made as needed to ensure continuous improvement.