

POLICY STATEMENT

Glenbow College has zero tolerance to any kind of academic misconduct and alleged incidents of Academic Misconduct are investigated and resolved in a manner that is transparent, fair, and timely. The College promotes an educational environment dedicated to the principles of Academic Integrity.

PURPOSE

This policy outlines the standard of Academic Integrity, the procedure for determining and addressing non-compliance by learners/students, and the penalties of non-compliance with those standards.

SCOPE

This policy applies to all students and to Glenbow College employee and contractors. Enforcing policy on student's Academic Integrity in the teaching and learning environment both on and off campus.

PRINCIPLE

- Allegations of Academic Misconduct should be resolved as soon as possible and in agreement the College policies.
- Learners are allowed to proceed in courses until the investigation into the alleged
- Academic Misconduct is complete except in situations where safety to self or others is an issue or there is interference to the learning environment.

- It is expected that the student be informed of consequences and presented with the evidence gathered when Academic Misconduct is alleged.
- Allegations of harassment, discrimination or sexual violence at any time are referred to the Harassment and Discrimination Policy or Sexual Violence Policy
- Ensure that all persons have access to informed support regarding policies, procedures, rights and responsibilities.
- Operate with clear written expectations for conduct and handling of complaints.
- Maintain and clearly state a high standard of instruction and administration in all areas of educational programs and services.
- Are communicated in alternate forms to those who require such accommodation.
- Treat all persons fairly and respectfully.
- Incorporate open, honest and timely communication.
- Provide appropriate confidentiality and privacy.

TERMS AND DEFINITIONS

Academic performance standards: Standards that reflect learners' mastery of the skills and knowledge in a program including grades, grade point averages, pass/fail marks, assessments of ability to meet professional conduct expectations related to area of study, etc. These are separate from general learner conduct expectations, which are outlined in the Code of Conduct Policy.

Academic standing: Learners' academic statuses in their programs based on their academic performance. The following are academic standing statuses:

- **Academic probation:** The status assigned to learners who did not meet the required academic performance for their programs but remain in the program and have the opportunity to return to satisfactory academic standing.

- Satisfactory academic standing: The academic status of learners who have maintained the required academic performance in the program. This aligns with the graduation requirements of that program.
- Required to withdraw: The status assigned to learners who have been required to withdraw from their programs because they did not meet the academic performance requirements for their programs.

Grade Point Definitions:

- Cumulative program grade point average (CPGPA): The grade point average for all courses a student has completed that are part of the program in which they are registered.
- Grade point (GP): The numerical value assigned to the letter grade received in a course as specified by Glenbow College Grading Policy.
- Grade point average (GPA): A weighted average of grade points as defined by the Glenbow College Grading Policy.
- Module grade point average (MGPA): The grade point average for all the courses a learner has completed in a particular module that are part of the program in which he/she is registered.
- Program grade point average (PGPA): The grade point average for all the courses and modules a learner has completed in a particular program that are part of the diploma.

Active Status: Students who are currently registered in a Glenbow College program or course are considered to have active status.

Learner in Good Standing: A learner who has active status in a program or course at the College and fulfills the following criteria:

- is in acceptable academic standing and is not on academic probation under the Graduation Policy

- has no overdue amounts owing to the Glenbow College
- is not subjected to any kind of probation or suspension and has not had an academic dishonesty sanction ratified against the student.

Practicum or Work Placement: A placement (volunteer or not) that is part of a student's academic program and it part of the program curriculum.

Program Graduation Requirements: The courses, assessments, activities and criteria approved as appropriate by Glenbow College and the Ministry that need to be successfully completed in order for a student to be qualified to get a certificate of successful completion of a program.

Academic Integrity: the values that underlie adult education.

These values include honesty, trust, fairness, respect, and responsibility. Maintaining Academic Integrity involves expressing original ideas, citing sources, working independently, and reporting results accurately and honestly.

Academic Misconduct: the giving, taking, or presenting of information or material that unethically or dishonestly aids oneself or another on any work. This normally concerns work, which is to be considered in the determination of a grade, the fulfillment of academic requirements, or the enhancement of the student's record or academic career. Academic Misconduct includes, but is not limited to, Plagiarism, Cheating, Improper Collaboration, Falsification, and Impersonation.

Academic Misconduct also applies when working on group projects.

COMPLIANCE

All the Glenbow College employees, short/long term contractors, current learners are responsible of making themselves aware of the College procedures and policies.

CONTACT

Glenbow Educational Services Ltd./Glenbow College

www.glenbowcollege.ca

REVISIONS:

Only the Glenbow College Board can make exceptions/revision to this and any procedure and policy.

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