

## 5.6.4 (a) – Student Code of Conduct (Academic) Procedure

<b>Section:</b>	Academic	<b>Approved:</b>	January 26, 2021
<b>Subject:</b>	Student Code of Conduct (Academic)	<b>Reviewed:</b>	September 1, 2025
<b>Procedure:</b>	5.6.4 (a)	<b>Revised:</b>	September 1, 2025
<b>Procedure Owner:</b>	Directors – Academic	<b>Next Review:</b>	September 1, 2026
<b>Approval Authority:</b>	President and CEO		

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For the purposes of this code, a “student” is any person registered in a program or course offered at Carlton Trail College or any person who was a student at the time the alleged violation occurred. In this code, an applicant to Carlton Trail College is also considered a student. ***For students registered in a brokered program, the policies of the credit-granting institutions may supersede the policy and procedure articulated in this document.***

A student has violated this code if the student either violates any provision of the code themselves or helps someone else violate the code.

This code is separate from any criminal proceedings the student may be facing connected with the case of academic misconduct. Carlton Trail College may address violations of this code prior to, concurrently with, or after criminal arrest or civil/criminal proceedings at the discretion of those acting within the scope of their position. The outcome of the civil/criminal proceedings does not necessarily determine the outcome of the application of this code.

Carlton Trail College officials may refer any suspected violation of this code to the police or other outside authorities as they deem necessary.

### **Rights and Responsibilities**

#### **Procedural Fairness**

Students have the right to procedural fairness in the application of the code. Procedural fairness includes the right to a fair process (i.e., being made aware of the complaint and having the opportunity to be heard) as well as the right to an unbiased decision and reason. The right to an appeal is outlined in the *Student Handbook*.

#### **Rights and Responsibilities of the Carlton Trail College Community**

- Carlton Trail College students are responsible for being aware of and respecting the Student Code of Conduct (Academic). A lack of awareness, alcohol or substance abuse will not excuse academic misconduct.
- All Carlton Trail College community members are responsible for upholding the principles of academic integrity and honesty and promoting a learning environment where academic misconduct is discouraged.
- All Carlton Trail College community members are expected to report any violations to this code.
- A list of additional student rights and responsibilities are located within the *Student Handbook*.

# Carlton Trail College.

College representatives and, where applicable, the credit-granting institution, will respond to and investigate cases of alleged academic student misconduct. Discipline will be issued by the Program Manager and, where applicable, the credit-granting institution.

## Student Services

Student Service Advisors promote the rights, well-being, and safety of students and the whole Carlton Trail College community. They also provide information and guidance on this code and related processes to any members of the Carlton Trail College community. When the formal process is initiated, the instructor or program staff will inform Student Services.

## Registration Services

Registration Services maintains official student files, including letters of discipline, as applicable.

## Violations of Academic Student Conduct

The following is a list of examples of prohibited conduct. This list is not exhaustive. Any conduct that violates the laws and regulations of Canada, Saskatchewan, or the municipalities where Carlton Trail College operates, will be considered a violation of this code.

Type	Violation
<b>Academic Dishonesty</b>	<ul style="list-style-type: none"><li>a. Plagiarism is a breach of academic integrity where the student represents someone else's idea and/or work as one's own. This includes, but is not limited to, print material, photos, drawings, and design.</li><li>b. Copying another person's answers to an exam question.</li><li>c. Using someone else's data or research findings.</li><li>d. Buying or selling essays, papers, or assignments.</li><li>e. Copying from or using prohibited materials in assignments or examinations including, but not limited to, textbooks or other documentary or electronic equipment, personal notes or other aids not approved by the instructor, for example, accessing unauthorized test questions from an electronic database.</li><li>f. Improper academic practices, including the falsification, fabrication, or misrepresentation of material that is part of academic evaluation, the learning process, or scholarly exchange. This would include reference to resources that are known not to exist or the listing of others who have not contributed to the work.</li><li>g. Cooperating or collaboration in the completion of an academic assignment, in whole or in part, where the work is to be completed individually.</li></ul>
<b>Misrepresentation of Personal Performance</b>	<ul style="list-style-type: none"><li>a. Submitting false, fraudulent, or purchased assignments, research or credentials, or falsifying or withholding records, transcripts, letters of reference, letters of support, or other academic documents.</li><li>b. Impersonation by having someone impersonate oneself, either in person or electronically, in class, in an examination, or in connection with any type of course assignment or material or availing oneself of the results of such impersonation. Both the impersonator and individual impersonated (if aware of the impersonation) are subject to the academic dishonesty process.</li></ul> <p>Submitting a false medical or compassionate certificate or presenting other such documentation under false pretenses, as well as obtaining through theft, bribery, collusion, or other means, access to privileged information, or examination paper or set of questions. Submitting the same coursework, research, or assignment for credit on more than one occasion in two or more</p>

	<p>courses without prior written permission of the faculty members in all of the courses involved; misrepresenting the amount of work an individual has contributed to a group assignment or activity.</p> <p>c. Possession or use of unauthorized aid to use or obtain unauthorized assistance in any academic examination, term test, assignment, or in connection with any other form of academic work. Such aids or materials may include, but are not limited to, specific documents, electronic equipment or devices, and commercial services (such as writing, editorial, software or research survey services).</p>
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## **Process**

### **Responding to a Possible Violation of Academic Conduct During a Quiz, Test, or Examination**

In a suspected case of academic misconduct during a quiz, test, or examination, the instructor or invigilator will exercise discretion in assessing the situation. Instructors and invigilators may receive input from others to verify detection of academic misconduct. The student who is alleged to have violated this code may be permitted to complete the exam, and/or the instructor or invigilator can exercise one of the following options:

- Given a case of impersonation, the student in question will be asked to remain in the examination area until the student's identity is correctly identified.
- Given a suspected case of cheating, the student may be requested to complete the examination at another location if it is determined that the student in question is causing disruption to other students.
- Given a serious academic offence (e.g., a student caught using an electronic device to cheat), all suspected materials will be confiscated, the student will be removed from the examination area and asked to leave until further notice, and the matter will be referred to the Program Manager.

### **Investigating a Possible Violation of Academic Conduct**

For a case of suspected academic misconduct, the Instructor, in consultation with the Program Manager (or designate) will meet with the student who has allegedly violated this code to notify the student of the allegation and provide the opportunity for the student to give a response. If it is determined that there was no violation to this code, the case will be dismissed. If it is determined that further investigation is required, the Program Manager may undertake steps, such as the following:

- a. Where applicable, contacting the appropriate person at the credit-granting institution
- b. Gather further information by consulting the appropriate individuals and obtaining documents and evidence
- c. Delaying the submission of the student's grades

If an individual refuses to participate in an investigation, the investigation outcome(s) will be based on available information.

### **Determining Decision(s)/Outcome(s)**

Cases are assessed based on the balance of probabilities, whether the evidence shows it is more likely than not, that the alleged events and/or violation occurred.

The outcome of an investigation, reasons for the decision, and any disciplinary actions will be provided to the student in writing. If disciplinary action is issued, the student will be notified of the option to appeal. If the investigation concludes that there has been no violation to this code, the student will be notified of the decision and there will be no further proceedings.

For programs and courses brokered from another post-secondary institution, the College will work closely with the

credit-granting institution to determine and apply the disciplinary action(s), as applicable.

**Note:** A student accused of violating this code in a course or courses will not be allowed to withdraw from the course(s) in question during the investigation. If the student is found to have violated this code and receives disciplinary action other than an official warning, the student will not be allowed to drop the course(s).

## Disciplinary Actions

For cases where the student is found to have violated this code, a number of factors can contribute to the determination of the disciplinary action(s) to be imposed, such as the following:

- The severity of the violation.
- Whether the first case of misconduct or repeated misconduct.
- Acceptance of responsibility.
- Willingness to resolve the situation.
- Mitigating factors.

Disciplinary Actions	Description
<b>Disciplinary actions are imposed by the program manager, and where applicable by the credit granting institution.</b>	
Resubmission of new piece of work	A student will receive permission in writing to submit a new piece of work (e.g. an assignment or project).
Student Learning Contract (SLC)	A student learning contract is a written notice that advises a student that he or she has violated this Code. It will specify the prohibited academic misconduct and advise the student that future violations will result in further disciplinary actions.
Partial or total loss of marks on exams or course work	a. A partial loss of marks may result in the loss of a specific percentage on an exam or course work based on the discretion the program manager, (and where applicable, appropriate individual at the credit granting institution). b. A total loss may result in a mark of zero (0%). c. A Student Learning Contract will also be issued.
Partial or total loss of course credit	a. Total loss of course is a mark of zero (0%) for the course b. A Student Learning Contract will also be issued.
Academic Probation	a. The student will remain on academic probation for the remaining time of the program b. For programs that are brokered, the policies of the credit granting institution may supersede that of the College
Required to Discontinue	a. Where a student is required to discontinue, they must wait one full academic year before applying to any program at the College b. The student will not be permitted to register and will retain none of the privileges accorded to students c. Where a student is required to discontinue, it will result in a notation in the student's academic record.

	d. For programs that are brokered, the policies of the credit granting institution may supersede that of the College
Expulsion from the College	a. The letter of expulsion is permanent on a student's academic record at the College. b. For programs that are brokered, the policies of the credit granting institution may supersede that of the College

**Note:** Students who have been expelled or required to discontinue by the College may not receive credit for any studies partially completed during the semester that the suspension or expulsion was assigned. A student who wishes to be considered for readmission after a suspension must make an application to the Program Manager. Students readmitted after being required to discontinue or expelled will be placed on probation.

Submission of false documents, statements, or transcripts in support of admission/registration activities will result in the immediate rejection of the application or immediate suspension if the student has already started their program. The student or applicant will not normally be considered for re-application to a College program or course (either brokered program or Adult Basic Education) for one full academic year from the time of the incident. For programs that are brokered, the policies of the credit-granting institution may supersede that of the College.

## Records and Reporting

Records of academic misconduct are filed with the College's (and where applicable, the credit-granting institution) Registration Office. All files are confidential and subject to the *Local Authority of Information and Protection of Privacy Act* and accompanying regulations.

## Definitions

**Advocate:** Assists, advises, and advocates on behalf of a student who is facing concerns that have a negative impact on his/her academic standing, or to aid in non-academic dispute resolution.

**Appeal:** The process where a student challenges a decision in accordance with the specific grounds outlined in the *Student Handbook*.

**Appellant:** A student who is appealing an initial decision.

**Complainant:** An individual (e.g., a student, faculty, staff, etc.) initiating the complaint process, where applicable.

**Community Member:** Any person affiliated with Carlton Trail College including, but not limited to students, faculty, staff, administration, and contracted service providers.

**Disciplinary Action:** A decision or outcome issued to a student who is found responsible for a violation.

**Informal Resolution:** An approach to resolve issues without implementing the formal process.

**Investigating Officer:** A representative of the College responsible for gathering and reviewing information related to the academic misconduct allegations.

**Misconduct:** A violation identified in the Student Code of Conduct (Academic).



**Procedural Error:** The misapplication of the Student Code of Conduct (Academic) which includes, but is not limited to, a flawed investigative process.

**Respondent:** A student who is identified to have committed an alleged violation.

**Support Person:** An individual chosen by the student who may attend meetings, including those related to the investigation, hearing, and appeal process for the sole purpose of supporting the student. They cannot, however, speak on behalf of the student. Legal representatives are not permitted at any stage of the misconduct process.