

# ACADEMIC HONESTY POLICY PLAIN LANGUAGE SUMMARY

## Policy Statement

### *What is the policy?*

Academic honesty means only handing in course work that you have done yourself. It also means not cheating on assignments, tests, or exams.

Academic honesty is very important at Bow Valley College. The College wants to create an environment of academic honesty:

- By teaching people about academic honesty.
- By making sure learners follow the academic honesty policy.

All learners at Bow Valley College are expected to have academic honesty. Academic dishonesty (cheating or copying) is a serious offence. There are many possible penalties for academic dishonesty. You could get a failing grade. You could be expelled, or asked to leave, the College.

Academic dishonesty is a very serious offense. You could fail a course. You could also be asked to leave the College.

If a learner is suspected of academic dishonesty, the case will be investigated and judged fairly.

## Definitions

There are four kinds of academic dishonesty:

1. **Plagiarism:** This is when you hand in work for a course and pretend it is your own work, but really it is not. Plagiarism can include:
  - a. When any part of the work was done by a different person than the learner. This includes when someone pretends to be the learner.
  - b. When parts of the work are taken from another source, such as a book or the internet, without **referencing** the original author.
  - c. When the whole work is copied from another source, such as copying a whole essay.

If you want to use someone else's words, data, or ideas in your work, you have to **reference** them, or say who wrote it and where you found it.

- d. When all or a big part of work in one course is also handed in for a different course. This is academic dishonesty even if you wrote the work. You can only do this if you arrange it with the instructor first.

**2. Cheating at tests or exams can include:**

- a. Communicating with other learners during a test or exam.
- b. Using any resource during a test or exam without the instructor's permission. Resources can include notes, books, electronic devices, or anything that is not allowed by the instructor.
- c. Writing an exam or talking to a person or looking at materials outside the examination room without permission.
- d. Putting your answer papers on your desk in a way that other learners can look at them during an exam.
- e. Trying to look at other learners' exams.

**3. Other academic dishonesty includes:**

- a. **Tampering with**, or trying to **tamper with**, exams, class work, grades, or records.
- b. Not following instructor's directions about how to say who wrote the work or where it came from.
- c. Getting, having, or sharing exam materials or other information if it is not allowed by the instructor.
- d. Pretending to be another learner in an exam or another assignment.
- e. **Falsifying** or **fabricating** clinical or laboratory reports.
- f. Recording anything in the classroom or other instructional location without permission.

**Tampering with** means changing without permission.

**Falsifying** means using the wrong data or information in a report.

**Fabricating** means making up data.

- 4. **Helping other people in dishonest acts:** Any learner who knows or should have known that he or she helped another learner in academic dishonesty is also guilty of academic dishonesty.