



STUDENT SUPPORT POLICIES — SECTION 600

NUMBER: 617

SUBJECT: CHEATING POLICY

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617.1 POLICY

1.1 Introduction

- 1.1.1 Mountainland Technical College (MTECH) expects students to conduct themselves with honesty and integrity.
- 1.1.2 MTECH values academic integrity. Students attend the College to learn competencies that will make them successful in employment. Employers count on MTECH to provide competent employees. Students who cheat deny themselves the benefit of receiving an accurate assessment of their competency, and because of the hands-on nature of MTECH programs, they may not be able to competently perform work duties when they become employed. This costs employers money, may endanger others, and does not reflect positively on the College.
- 1.1.3 Cheating and plagiarism compromise the process of fair and equitable evaluation of all students' academic performance and erode the quality and value of certificates conferred by the College.

1.2 Violation of Academic Standards

Academic integrity is violated by any dishonest act which is committed in an educational context including, but not restricted to the following:

1.2.1 Cheating

Cheating is the fraudulent or dishonest presentation of work. Cheating includes but is not limited to:

1. The use or attempted use of unauthorized aids in examinations or other academic exercises submitted for evaluation;
2. Fabrication, falsification, or misrepresentation of data, results, sources for papers or reports, or in clinical practice, as in reporting work never performed; manipulating or altering data or other manifestations of research to achieve a desired result; selective reporting, including the deliberate suppression of conflicting or unwanted data;
3. Taking tests outside of the test center when they have been assigned to be taken there.
4. Falsification of papers, official records, or reports;
5. Leaving a class early, while on the clock, without notifying instructor.
6. Copying from another student's work;
7. Actions that destroy or alter the work of another student;
8. Unauthorized cooperation in completing assignments or during an examination;
9. The use of purchased items such as assignments, papers or tests.
10. Dishonesty in requests for make-up exams, for extensions of deadlines for submitting papers, and in any other matter relating to a course.
11. Cheating on a classroom test or take-home exam. A student offering answers to a classmate is considered as guilty as the person receiving the information. Students cannot collaborate on tests, unless directed by the instructor.

1.2.2 Plagiarism

Plagiarism is the act of taking the words, ideas, data, illustrations, or statements of another person or source, and presenting them as one's own. Each student is responsible for learning and using proper methods of paraphrasing and footnoting, quotation, and other forms of citation, to ensure that the original author, speaker, illustrator, or source of the material used is clearly acknowledged.

1.2.3 Collusion

Collusion is defined as assisting or attempting to assist another student in an act of academic dishonesty. Collusion is distinct from collaborative learning, which may be a valuable component of students' educational development. Acceptable levels of collaboration vary in different courses, and students are expected to consult with their instructor if they are uncertain whether their cooperative activities are acceptable.

1.2.4 Other breaches of academic integrity include:

1. The misrepresentation of one's own or another's identity for academic purposes;
2. The misrepresentation of material facts or circumstances in relation to examinations, papers, or other evaluative activities;

3. The sale or distribution of papers, essays, or tests for fraudulent use;
4. The alteration or falsification of official College records;
5. The unauthorized use of College academic facilities or equipment, including computer accounts and files;
6. The unauthorized recording, sale, purchase, or use of classroom lectures, academic computer software, or other instructional materials;
7. The unauthorized removal, mutilation, or deliberate concealment of materials in College computer labs or classrooms.

1.3 Disciplinary Actions

- 1.3.1 If cheating is suspected, the instructor should hold a conference with the student. The Program Director or another member of administration should be present. During the conference, the instructor shall present the student with the charge and the evidence. Sooner is better, but normally the conference should occur no later than one week from the alleged incident or discovery of it.
- 1.3.2 The instructor must document the meeting, including any evidence that cheating occurred, and submit it to their program director.
- 1.3.3 Sanctions will be determined by the facts of each situation.
- 1.3.4 Sanctions can include warning, suspension, probation or dismissal.
- 1.3.5 If the student admits to the wrongdoing, or there is reasonable proof of cheating, the instructor and program director may impose an academic sanction. They may give an F for the test/paper or impose suspension or dismissal.
- 1.3.6 The Academic & Career Counselor must be notified of any suspension, probation or dismissal. They will prepare and follow through with a Probationary Contract or withdrawal of the student.
- 1.3.7 All academic sanctions must be approved by the program director of the department. If the student has a disability accommodation in place, the sanctions must also be reviewed and approved by the College vice-presidents.
- 1.3.8 Students who have been disciplined have the right to due process and may appeal sanctions using MTECH's Appeals Process. Students may access the [Student Grievance Policy](#), or contact an MTECH counselor for further information on submitting an appeal.