



Academic Fraud

Academic fraud is defined as “any act by a student that may result in a distorted academic evaluation of that student or of another student.”

Academic fraud is the attempt of any student to present as his or her own work that which he or she has not produced is regarded by the faculty and administration as a serious offense. Students are considered to have cheated if they copy the work of another during an examination or turn in a paper or an assignment written, in whole or in part, by someone else. Students are responsible for plagiarism, intentional or not, if they copy material from books, magazines, or other sources without identifying and acknowledging those sources or if they paraphrase ideas from such sources without acknowledging them.

Procedures

All fraud allegations must be submitted in writing, with supporting documentation, to the Head of the faculty in which the course is offered. If the allegation seems justified, the Head of the faculty:

1. writes to you to inform you of the allegations, and includes supporting documentation.
2. attaches a copy of the Regulation on Academic Fraud;
3. refers the file to a committee of inquiry made up of at least three individuals, appointed by the dean.

The committee of inquiry:

1. invites you to submit in writing, within a set deadline, all information or documentation relevant to the allegation, and invites you to appear before the committee. At this meeting, you can be accompanied by a person of your choice (if it's a case involving other students, the accompanying person cannot be one of these students). The person accompanying you is there to provide support and can, therefore, assist you during the meeting, keeping in mind that the exchange is, first and foremost, between the faculty and the student;
2. requests all other information it considers relevant.

Once the committee of inquiry has received this information and has given you a chance to make your case in writing or in person, it may do one of the following:

1. decide that the allegation is not well-founded and that it will take no further action; or
2. decide that the allegation is well-founded and provide a short report to the Head of the College, recommending the appropriate sanctions.

The Head of the College sends you a copy of the inquiry committee's report within five (5) working days of its reception. The Head of the College also informs you that you have the right to submit your comments concerning this report, particularly with respect to any sanctions being imposed, as long as you do so in writing within ten (10) working days following the report's transmission.

The committee of inquiry's report and, if applicable, your written comments are submitted to your faculty's executive committee (or its equivalent), which makes a decision or recommendation, depending on whether the faculty or the Senate Appeals Committee is responsible for applying the recommended sanction.

If your faculty is responsible for applying the sanction, the decision made by the faculty executive committee (or its equivalent) takes effect immediately, even if you decide to appeal it.

The Head of the College informs you in writing of the decision or recommendation of the executive committee (or its equivalent) and the procedures you must follow to appeal it within five (5) working days following the decision.

Appeal of Decision

If you decide to appeal a decision of the faculty's executive committee, you must provide the reasons for the appeal in writing, within ten (10) working days of being notified of the executive committee's decision or recommendation.

Briefly, you will be able to:

- submit an appeal of the faculty's decision within ten (10) working days of receipt of the Faculty's decision
- receive a copy of the faculty's comments
- provide a written response to the faculty's comments
- appear before the Appeals Committee to make further oral submissions and answer questions, if you wish

Please note that the decision of the Appeals Committee is final and cannot be appealed.

Implications of a suspension from a program

If you're suspended from a program, you don't receive any credit for courses that are part of your program or that could meet the requirements of your program that you might take at Freshart College or elsewhere during the time you're suspended. No course taken at the College during the suspension period will be recognized by the College and no tuition fees will be refunded.

When your suspension is finished, you can continue your program by re-enrolling, according to the program requirements in place at that time.