



Operational Policies and Procedures

Division: Students	Topic: Principles of Discipline
Policy No. S010	Effective: January 2025
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1. **Disciplinary Process**

Academy Canada subscribes to a process of progressive discipline. Where disciplinary action is required, consequences can include verbal or written reprimand, grade of zero on an evaluation, suspension or dismissal depending on the severity of the situation.

1.1 **Academic Dishonesty**

Academic dishonesty refers to any type of cheating or unethical behaviour that occurs in an academic setting. This can include, but is not limited to:

Plagiarism:

Presenting someone else's work, ideas or words as one's own, without proper attribution.
Unauthorized use of artificial intelligence.
Plagiarism also includes re-using one's own work without citation.

Cheating:

Using unauthorized materials, information or devices during an evaluation.
Includes resubmitting work that was graded in a previous course.

Fabrication:

Inventing or falsifying data, research or citations.

Collusion:

Working with others on an assignment intended to be completed individually or helping someone else cheat.

Impersonation:

Taking an exam or completing an assignment on behalf of someone else.

Forgery:

This is applicable to any document required by the College, such as a doctor's note or certificate, a letter of reference, an email, a course outline, etc. Examples could include, but are not limited to:

- using a forged, altered or falsified document such as a medical note or certificate in order to defer writing a test or exam or in order to attain an extension on a due date;
- submitting a falsified course outline to obtain a transfer credit; or
- modifying the answers on a marked test or exam and resubmitting it for grading.

A document is considered a forgery if it is fabricated in its entirety or in part - i.e., a signature is forged, dates are altered, or the contents of the document are false.

Sabotage:

Intentionally obstructing or harming the academic work of others.

The consequences of academic dishonesty violate academic integrity and can lead to serious consequences, including a zero grade on an evaluation, suspension, or potential dismissal.

1.2 Improper Computer Usage and Pornography [Same as HR102 (3)]

The following are computer rules that affect all Academy Canada staff and students. Violation of these regulations may constitute grounds for disciplinary action, including dismissal. As well, all students and staff are required to sign a Computer Usage and Responsibilities Agreement.

1.2.1 Students and staff are not permitted to use electronic devices (i.e. computer chat/messaging applications, cellular phones, etc.) to communicate with others when completing exams.

1.2.2 Use of Academy Canada Internet connection to access pornographic, violent or otherwise objectionable material is strictly prohibited. Possession of such material on school property is also forbidden.

1.2.3 Downloading of hacking software or instructions is not permitted.

1.2.4 Affecting another computer system in any way - planting viruses or sending nukes" - is considered sabotage and may result in dismissal.

1.2.5 Using computers that have been particularly assigned to other students for training purposes (i.e. some Computer Programming classes) without permission is forbidden.

1.2.6 Accessing computer systems belonging to instructor(s) in any Lab/Classroom is strictly prohibited. Use of these systems without permission will be perceived as intent to obtain unauthorized material.

1.2.7 Downloading and installing computer programs from the Internet is not permitted without instructor permission.

1.2.8 Establishing a Full Control network share, into which anyone can drop files, is forbidden.

1.2.9 Students and staff are responsible for all materials existing on their systems.

1.2.10 Use of non-school software or CD burners is strictly forbidden without the permission of campus or Head Office Administration.

1.2.11 Students and staff are responsible for all materials attached to their Internet accounts. A proxy server will monitor all Internet accounts.

See Appendix E - Computer Usage and Responsibilities Agreement

2. Dismissal

2.1 A student may be dismissed from Academy Canada if one or more of the following Academy Canada institution regulations are breached. Academy Canada policies apply on campus and during all activities off campus.

2.1.1 A student breaches Academy Canada's Academic Dishonesty Policy

2.1.2 A student has been placed on probation and has not met Academy Canada's academic standards in two consecutive semesters (see Academic Probation Policies).

2.1.3 A student demonstrates other inappropriate conduct including, but not limited to, discrimination, sexual harassment, abusive or threatening language or gestures, injury to persons or damage to property, theft, the use or distribution of illegal drugs and/or the use or distribution of cannabis and/or the consumption or distribution of alcohol.

2.1.4 A student breaches Academy Canada's Improper Computer Usage and Pornography policy (S010: 1.2) or violates the Computer Usage and Responsibilities Agreement.

2.1.5 A student fails to adhere to Academy Canada's tuition payment policy.

2.1.6 Where a student discontinues attending classes, fails to provide proper notice (see definition of Proper Notice) and fails to adhere to their defined tuition payment schedule the College may dismiss that student once their account becomes delinquent.

2.1.6.1 Proper notice is defined as a clear, written notification of the student's intention to discontinue. This notice must be delivered to the Records Coordinator in person or by registered mail. A written notice can be sent to the Records Coordinator by email if the email address matches the one on file for the student. Statements submitted verbally, by regular mail or by fax, or by third parties are not acceptable and will not constitute a withdrawal.

2.1.7 A student who is dismissed will be charged as per the Private Training Institution Regulations.

See Appendix E – Dismissal Procedures

3. Appeal Process on Dismissal

Students who have been dismissed from Academy Canada may have an option to appeal the decision. A letter of appeal may be forwarded to the Board of Directors. The Board of Directors will review the situation and render a decision. In some cases, the Board may choose to forward the appeal to an independent Appeal Committee. This committee will review all documentation, meet with appropriate personnel and render a decision to all parties. Decisions made by the Board and the Appeal Committee are binding.