

Policy Title: Student Code of Conduct - Academic

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| Category: | <input type="checkbox"/> Institutional - Board <input checked="" type="checkbox"/> Academic - Administrative <input type="checkbox"/> Institutional - Administrative <input type="checkbox"/> Employment - Administrative | | |
| Approved by: | <input type="checkbox"/> Board <input checked="" type="checkbox"/> President | | |
| Date approved: | April 24, 2025 | Effective date: | June 1, 2025 |
| Policy Sponsor: | Dean, Undergraduate and Graduate Education | Date last reviewed: | April 24, 2025 |
| Date of Mandatory Review (expiry date): | April 2030 | Date of last revision of Procedures: | April 24, 2025 |

1. POLICY

1. CMCC recognizes the responsibility of all students, employees and applicants to foster standards of academic honesty and integrity, and to be knowledgeable of, and act in accordance with such standards.
2. The following is a non-exclusive list of examples of a breach of academic honesty:
 - plagiarise or falsely claim credit for the ideas, writings, projects or creations of others
 - cheat
 - attempt to or actually alter, suppress, falsify or fabricate any research data or results
 - aid or abet another individual in an act of academic dishonesty
 - self-plagiarism, involving reuse of one's own undergraduate or graduate credited work without reference
3. All CMCC employees and students are expected to be vigilant regarding breaches of academic honesty and are responsible for taking appropriate action when it is believed that a breach of academic honesty has occurred.
4. All suspected breaches of academic honesty will be investigated and may be subject to disciplinary action and penalty, which may include the imposition of a fine, restitution, suspension or expulsion from CMCC.

2. PURPOSE

To foster standards of academic honesty, integrity, and action in accordance with prescribed standards.

3. SCOPE

CMCC students and employees, including individuals who were students or employees at the time of the breach.

4. INFORMATION AND COMPLIANCE PLANS (not a comprehensive list)

- Council on Chiropractic Education Canada (CCEC) Program Standards for the Doctor of Chiropractic Degree Program – Canada
- Council on Chiropractic Education (CCE) Accreditation Standards.
- Postsecondary Education Quality Assessment Board (PEQAB) Handbook for Private Organizations

5. RELATED POLICIES (not a comprehensive list)

- Academic Appeals
- Copyright and Intellectual Property
- Deferred Academic Requirements
- Discipline - Students
- Examinations
- Examinations - Supplemental
- Research Manual
- Student Code of Conduct: Non-academic

6. DEFINITIONS

Cheating includes, but is not limited to:

1. Examination Violations
 - a. Looking at another examinee's examination.
 - b. Being engaged in any form of communication with another examinee (be such communication visual, oral or otherwise).
 - c. Being in possession of (whether using them or not) extraneous materials (such as coats, books, papers, etc.).
 - d. Failing to follow the procedures of the examination, which may or may not include sequestering.

2. Plagiarism

- a. Using unauthorized aids or obtaining unauthorized assistance in any academic writing, essay, thesis, research report, project or assignment submitted for credit in a course, or program of study, or an examination.
- b. Representing as that of the student, in any academic writing, essay, thesis, research report, project or assignment submitted for credit in a course or program of study, any idea or expression of an idea of another. (Note: This clause covers plagiarism in parts of a work, and the case where the student obtains an entire essay, etc., and submits it as their own).

3. Self-plagiarism

- a. Submitting for credit in any course or program of study, without reference and the knowledge and approval of the faculty to whom it is submitted, any academic writing, essay, thesis, research report, project or assignment for which credit has previously been obtained or is being sought in another course or program of study at CMCC or elsewhere.

4. Other

- a. Submitting for credit in any course or program of study any academic writing, essay, thesis, research report, project or assignment containing a purported statement of fact or reference to a source which has been fabricated.
- b. Reproducing lectures by recording, or by any other mechanical means, without the written approval of the lecturer.
- c. Selling or providing notes prepared from faculty lectures without the written approval of the lecturer. (Note: This is not intended to prevent the free exchange of notes between students).
- d. Entering offices, rooms, labs or other places to which they are not entitled, which shall include, but not be limited to, administrative offices, professional offices, supply rooms.

Personal property includes, but is not limited to clothing, bags/backpacks, and electronic devices such as calculators, cell phones, and smartwatches. Personal property may be confiscated from a student during the exam, and will be returned to the student when they leave the examination room or sequestering area.

Support Person: Students are entitled to bring a support person to any meeting to provide comfort, encouragement, and/or a sense of security during stressful or challenging situations. The support person can be anyone other than a witness or other person that is party to the matter at hand and subject to the discretion of the person conducting the interview. Support persons may include a friend, family member, union representative, legal counsel or other. If the student has a disability, the support person may assist with communication, mobility, personal

care or medical needs. The support person may not speak on behalf of the complainant or respondent except at the sole discretion of CMCC, and with the student's consent. Should the respondent not have access to a support person, CMCC may suggest a support person. Support persons are expected to maintain the confidentiality of the matters discussed.

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| New Policy Approved (date): | Academic Policies including Academic Honesty appeared in the Student Handbook up to and including 2008 |
| Policy Revision History (dates): | April 22, 2008 – Academic Honesty April 25, 2013 August 31, 2017 February 22, 2018 March 7, 2019 – Student Code of Conduct (Academic) also derived from Discipline – now Discipline Procedures September 2, 2021 April 25, 2024 April 24, 2025 |

7. PROCEDURES

1. During a quiz, test, or examination (any situation in which there is assessment of student performance in a controlled environment) when a faculty member(s) or proctor(s) suspects a student is cheating, the faculty member(s) or proctor(s) is to take the following steps:
 - a. Take immediate and reasonable steps to prevent further concerns regarding suspected cheating.
 - b. Confiscate notes or other resources, if appropriate, for the duration of the exam. Personal property or electronic devices should be returned to the student following the exam or sequestration.
2. As soon as possible after completion of the examination, advise the appropriate Director of Education and provide a full report including all applicable evidence. Reports should include, at minimum, the names and seating locations (if applicable) of the students writing in the immediate vicinity, the time at which the alleged incident occurred, and a description of the behaviour observed. The Director of Education/Director of Graduate Studies will conduct a preliminary investigation.
3. When a faculty member suspects that an assignment, project, or research has not been completed in compliance with the Student Code of Conduct (Academic) policy:

- a. The faculty member is to document their concerns and provide the documentation and evidence to the appropriate Director of Education/Director of Graduate Studies.
- b. The appropriate Director of Education/Director of Graduate Studies will contact the student(s) involved within 5 business days and arrange a time to meet and discuss the allegation(s) with both the student(s) and the faculty member.

Students are entitled to bring a support person to any meeting to provide comfort, encouragement, and/or a sense of security during stressful or challenging situations. The support person can be anyone other than a witness or other person that is party to the matter at hand and subject to the discretion of the person conducting the interview. Support persons may include a friend, family member, union representative, legal counsel or other. If the student has a disability, the support person may assist with communication, mobility, personal care or medical needs. The support person may not speak on behalf of the complainant or respondent except at the sole discretion of CMCC, and with the student's consent. Should the respondent not have access to a support person, CMCC may suggest a support person. Support persons are expected to maintain the confidentiality of the matters discussed.

- c. At the meeting, the student will be presented with the allegations and given time to read them.
 - d. This meeting is considered a preliminary investigation and will occur within five business days of the student(s) being notified of the concern.
 - e. The student may discuss the allegations with the faculty member and the appropriate Director of Education/Director of Graduate Studies.
 - f. After the meeting, the appropriate Director of Education/Director of Graduate Studies or Dean of Clinics will determine if a suspected breach of the Student Code of Conduct (Academic) policy has occurred and if the matter needs to be referred to the Dean, Undergraduate and Graduate Education.
4. All assignments submitted via LMS or other electronic means will be scanned through institutional online plagiarism detection software to compare similarities to other material from different sources. CMCC may also use other methods to check the originality of work submitted.
- a. By submitting work electronically, students consent for their work to be added to a content database and indexed so that it is available solely for comparison by other users of the plagiarism detection software.
 - b. If a faculty member questions the integrity of an assignment (whether independently and/or based on the results of plagiarism detection software),

- they will then notify the course coordinator who then will bring the case in question to the year Director to investigate further and determine next steps.
- c. Electronic plagiarism detection is not the sole means of determining whether academic dishonesty or misconduct has occurred, and is used in conjunction with other methods.
5. The Dean, Undergraduate and Graduate Education will review the matter and may proceed as per the Discipline Procedure Policy.

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| New Procedure Approved (date): | Within Student Handbook – April 22, 2008 |
| Procedure Revision History (dates): | April 25, 2013 August 31, 2017 March 7, 2019 September 2, 2021 April 25, 2024 April 24, 2025 |

8. ATTACHMENTS

None.