



INSTITUTE OF MACHINE TOOL TECHNOLOGY

**ACADEMIC
INTEGRITY
&
EXPULSION
POLICY**

Protecting Academic Integrity

All students and staff are responsible for protecting the academic integrity of the school. The most effective means of achieving this is prevention. The following are methods of prevention and procedures for confronting academic dishonesty:

- Report any irregularities immediately to either the instructor or school authority
- Refuse to supply students with old term papers, assignments, etc.
- Protect your belongings at all times.
- Do not leave your work unattended.
- Please refer to policies on cheating

All incidences related to reprimands or a subsequent expulsion is provided to the student in writing. These letters contain the following: date of incident, type of incident, parties involved, action(s) taken, outcomes/ penalties.

In the event that a student is expelled from the school due to any of the reasons outlined below. The student will be notified in writing through registered mail. The letter will outline the effective date of and reasons for the expulsion. It is the student's sole responsibility to ensure the school has the correct contact and mailing information for the student. The Student has a right to appeal / request a review of the school's decision to expel, by following the process outlines in the student complaint procedure.

Acts of Misconduct

Consequences:

The consequences for any acts of misconduct are as follows:

1. Formal written reprimand – If a student receives two (2) verbal warnings, this is cause for expulsion.
2. In some incidences, when the act of misconduct is severe, dismissal from the College may follow the first occurrence.
3. Any acts of misconduct that fall under the *Criminal Codes* will be duly reported to the local authorities.

Categories:

- Unprofessional, unethical, or immoral behaviour
- Possession/use of illicit drugs/alcohol during class/clinical lab time
- Conduct that may cause physical/emotional harm to student(s) or staff
- Use of profanity, discrimination, sexual harassment and violence
- Consistent absences or tardiness
- Failure to follow outlined safety guidelines
- Class disruptions (talking, whispering, passing notes etc. during lecture time)
- Damage of property and equipment

Academic Misconduct

Consequences:

Cheating on an assignment, quiz, test or exam will **not** be tolerated. Any student caught cheating will face the following penalties:

1. 1st offence – zero (0) on the evaluation type (i.e. test) for all parties involved.
2. 2nd offence – expulsion for all parties involved.

Categories:

Acts or behaviour which constitutes cheating include, but are not limited to, the definitions listed below:

- Misrepresentation or lying on admissions
- Any use of **aids**, which have not been expressly permitted, will result in immediate dismissal from the examination room. Aids include, but are not limited to, calculators, electronic organizers, crib notes, notes, books, electronic recording devices, photocopied materials, etc.
- The act of **copying** for the purpose of providing advantage for yourself or another student. Copying information from another student by *any means* will also not be tolerated.
- **Plagiarism** is the act of representing someone else's work as your own. This includes, but is not limited to, homework, written papers, exams, quizzes, lab assignments, published work, circuit designs, software, copyrighted materials, etc. When in doubt, consult with the course instructor.
- **Collaboration** is the act of two or more students working jointly on any assignment that has not been expressly permitted by the instructor. This may include, but is not limited to, homework, in-class assignments, lab exercises or reports.
- **Theft** or solicitation of another student's assignment(s) or paper(s), unadministered tests, or other academic work/material(s).
- **Intentionally** helping or attempting to help another student to commit any act of academic dishonesty.

Failure to Pay Fees

Consequences:

A student can be expelled from the program due to non-payment of fees. For further information please refer to the payment schedule in the Enrolment Contract and the attached refund policy.