

### **AC.3.4.3 Student Academic Conduct Schedule A**

#### **Examples of Student Academic Misconduct**

Examples of academic misconduct include but are not limited to the following acts, whether completed or attempted. Note that these are examples only and students may be found to have committed academic misconduct for actions that are not listed in this schedule. Students who assist or collude with others to commit or attempt to commit acts of academic misconduct have also committed academic misconduct.

#### **A. Plagiarism**

Examples of plagiarism include, but are not limited, to situations where a student:

1. Presents work as their own work without acknowledging that another SAIT student did some or all of that work.
2. Presents words, ideas, images or data taken from a source external to SAIT as their own work without appropriately acknowledging the work's original creator and/or source.
3. Commits self-plagiarism by submitting the same work from one course for assessment, either in a subsequent offering of that same course or in a different course, without prior written permission from all of the instructors involved.
4. Submits work that they have obtained from someone else.
5. Submits work that lacks citations, even though a list of sources is provided.
6. Submits work that presents something as a true fact or that refers to a source where that fact or source does not exist or has been fabricated.

#### **B. Cheating**

Examples of cheating include, but are not limited to, situations where a student:

1. Falsifies data or documents, including falsifying academic records or credentials, or erroneously reporting research or data.
2. Uses the work of other students during an evaluation process.

3. Accesses and/or uses another student's work without that other student's consent.
4. Puts their name on another person's evaluative assessment.
5. Commits an act that compromises the integrity of the evaluation process or that breaches procedure [AC.3.3.1 Invigilation and Security of Examinations](#). This includes, but is not limited to, situations where a student:
  - a) Possesses and/or uses unauthorized materials (such as, for instance, print or electronic materials, calculators, cellphones or other electronic devices) during an evaluative process.
  - b) Uses unauthorized commercial or external services (such as, for instance, artificial intelligence tools, writing, editorial, translation, software or research survey services) during an evaluative process.
  - c) Writes an examination answer or consults with any person or materials for an examination answer outside the examination location, without permission to do so.
  - d) Pre-programs a calculator, cellphone, electronic or other device to contain answers or other unauthorized information for use in evaluative assessments.
  - e) Removes any examination materials and/or papers from the examination location, without permission to do so.
  - f) Refuses and/or fails to reasonably follow instructions provided by an instructor or invigilator during an assessment. This includes, for instance, a student failing to show the workspace or workspace materials to the instructor/invigilator upon request, or not completing the examination in a secure location without the presence of others.
  - g) Refuses and/or fails to use security or proctoring tools (such as, for instance, Respondus Lockdown browser or Monitor) as directed or required by the instructor or invigilator.
6. Works with others on an evaluative assessment beyond the degree of permissible collaboration as set out by the instructor.

**C. Other types of academic misconduct**

Other types of academic misconduct include but are not limited to situations where a student:

1. Tapes, records, photographs, edits and/or re-posts officially recorded online classes, livestreams or videotapes lectures, labs or tutorials, evaluative assessments, or the

instructor's materials used in those lectures, labs or tutorials, without the instructor's written permission and without having signed the appropriate consent form as provided either by the instructor or, in the case of a student with a documented disability, by the Accessibility Services department. Students should be aware that these activities may also breach the intellectual property rights of SAIT or of other third parties.

2. Alters group assessment work that all participating students have agreed as final prior to submission and without their consents, or misrepresents the amount of work that an individual contributed to group assessment work.
3. Impersonates another student, or arranges for someone to impersonate a student, in an evaluative assessment or admissions process.
4. Intentionally or deliberately acquires or attempts to acquire, possesses or distributes examination or other evaluative assessment materials or information without the instructor's prior approval.
5. Tampers or attempts to tamper with examinations, class work, grades or class records.
6. Removes, defaces, destroys or deliberately keeps library, academic or reference materials from other students.
7. Sells, duplicates, distributes, or publishes evaluative assessments, course lecture notes, handouts, recordings or other information provided by an instructor, or uses them for any other commercial purpose, without SAIT's express permission.
8. Furnishes false information in an evaluative task.
9. Provides false or misleading academic or evaluation-related information to a member of the SAIT community.
10. Has unauthorized access to and/or interferes with the academic records, data and documents of SAIT, an instructor, another student or a third party.
11. Alters a previously-graded evaluative assessment or alters a grade, without the instructor's prior consent.
12. Commits an act that breaches procedures [AC.2.11.1 Intellectual Property](#) and/or [AC.2.12.1 Copyright of External Materials](#).
13. Intentionally damages or destroys another person's academic work.
14. Falsifies, misrepresents, or withholds facts or documents in connection with:

- a) Obtaining admission to SAIT.
- b) Receiving prior learning recognition.
- c) Receiving academic accommodations on disability-related or compassionate grounds.

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