

### **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. 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 the student's own work without acknowledging that someone else did part or all of that work.
2. Presents words, ideas, images or data as the student's 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 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 the student has obtained from someone else.
5. Submits work that lacks citations, even though a list of sources is provided.
6. Submits work that contains a purported statement of fact or refers to a source that does not exist or has been concocted.

#### **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 reports research or data.
2. Uses the work of other students during an evaluation process.

3. Accesses another student's work and/or uses another student's work without that student's consent.
4. Puts the student's name on another person's exam or assignment.
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](#) or procedure [AC.3.3.2 Distance Education 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 print or electronic materials, calculators or other electronic devices) during an evaluative process.
  - b) Uses unauthorized commercial services (such as writing, editorial, 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 room, without permission to do so.
  - d) Pre-programs a calculator, electronic or other device to contain answers or other unauthorized information for use in examinations or other evaluative assessments.
  - e) Removes any examination materials and papers from the examination room, without permission to do so.
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, 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, including copyright.
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, interview 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. Tamper 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 the context of an assignment or evaluative task.
9. Provides false or misleading academic or evaluation related information to a member of the SAIT community.
10. Has unauthorized access to or interferes with the academic records, data and documents of SAIT, an instructor, another student or a third party.
11. Alters a previously graded examination or assignment or alters a grade without the instructor's prior consent.
12. Commits an act that breaches procedure [AC.2.11.1 Intellectual Property](#) and/or procedure [AC.2.12.1 Copyright of External Materials](#).
13. Intentionally damages or destroys the academic work of others.
14. Falsifies, mispresents, 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.