

Academic Integrity

We believe that the faculty at St. Andrew's College has a responsibility to:

- teach its students to function with academic integrity
- embed strategies in the curriculum that will enable our students to operate with academic integrity
- offer an academic integrity policy that can be enforced in a consistent and measured manner, taking into consideration the unique nature of each situation
- ensure students' understanding of academic integrity is enduring and prepares them for future academic success
- create assignments that preclude the possibility of cheating
- ensure our New Boys are abreast of the expectations and skills required at the grade level they are entering

We believe that our students:

- must demonstrate honesty in all academic endeavours and approach academic endeavours as Andreans
- must take an active role in the learning process
- have a responsibility to understand all academic integrity policies outlined in the Parent Student Handbook

The "spirit" of the law will always supersede the "letter" of the law in these matters.

Definitions

Plagiarism consists of (but is not necessarily limited to):

- Misrepresenting someone else's work as one's own: e.g. copying another student's paper or an article from a journal or website; buying an essay from a term-paper mill
- Patchwriting: writing a paper by simply patching together blocks of text, perhaps with slight modification, taken from one or more sources.
- Paraphrasing or summarizing information from a source without citation.
- Quoting material without proper use of quotation marks (even if otherwise cited correctly).
- Translating a work from one language to another without citation.

Cheating consists of (but is not necessarily limited to):

- Using unauthorized notes or other aids in a test or exam, or copying from or being influenced by another student's work during an evaluation or assessment.
- Giving unauthorized aid to another student; allowing another student to copy or use one's test, exam, paper, or homework.
- Receiving excessive assistance with homework or take-home tests from a tutor, parent or fellow student.
- Using translating software or translations of texts studied in class without the permission of the teacher.
- Submitting the same work for credit to more than one teacher, unless both teachers give their permission.
- Misuse of technology, including, but not limited to, cell phones, calculators, laptops.
- Using the intellectual property of another individual without acknowledging the source.

Process

Throughout a student's academic career, the student is responsible for adhering to the academic integrity policy. Those found guilty of plagiarism/cheating or other violations of the Code of Academic Integrity will be subject to the following range of disciplinary action:

Academic Warning:

If a student is referred to the Director of Academics as a result of a concern that the academic integrity policy has been breached, the matter will be reviewed carefully. If no definitive conclusion can be reached, yet it appears that the student has not been acting in good faith, then the Director of Academics reserves the right to place the student on Academic Warning. The student will be required to review the Academic Integrity policy carefully with the Director of Academics and the Assistant Headmaster. Parents will be apprised of the situation.

First offence:

- Advisor will be involved in the process as soon as possible
- Student will meet with the Director of Academics
- Student will be ineligible to receive recognition at the end-of-term Academic Assembly, including Prize Day
- Student will receive a zero for the work but will be afforded an opportunity to redo an assignment and receive up to 50% of the value of the assignment
- Student will lose his Good Standing Status for a period of three months
- Communication will be made to the student's current teachers and Housemaster
- Communication will be made to the student's parents

Second offence:

- Advisor will be involved in the process as soon as possible
- Student will meet with the Director of Academics
- Student will be ineligible to receive recognition at the end-of-term Academic Assembly, including Prize Day
- The student will be required to attend a remediation session in the GLC and will be required to provide a statement of enduring learning following the session
- Student will lose his Good Standing Status for a period of six months
- Student will receive a zero for the work with no opportunity to make up the work
- Communication will be made to the student's current teachers, and Housemaster
- Communication will be made to the student's parents and the Director of Academics will confirm receipt of the message
- Student will receive a Tier 2 Gating

Third offence:

- Student will be expelled from the College
- The school will disclose the breach in such matters as university recommendation letters and applicable reference documentation

N.B. Offences are cumulative in nature and will remain a part of the student's file until graduation.