



# ACADEMIC CODE OF CONDUCT

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## 1.0 PURPOSE

The purpose of this policy is to ensure that a positive learning environment is provided to all students at the New Brunswick College of Craft and Design (NBCCD) ("the College") and that any academic matters are dealt with in a fair and consistent manner.

## 2.0 SCOPE

This policy covers student's academic responsibilities, the College's expectations and responsibilities, and the procedure for different academic processes and appeals.

### 3.0 DEFINITIONS

**Academic Integrity** refers to values that uphold honesty in the learning environment and maintenance of academic standards.

**Academic Probation** is an academic status accrued when a student's GPA is between 1.0 and 1.9 at the end of each term, and/or they have infringed the Academic Code of Conduct Policy.

**Academic Dismissal** occurs when a student's GPA is below 1.0, they have not met the conditions of their Academic Probation, and/or if their inappropriate academic performance is deemed severe.

**Academic Warning** is an official warning sent by faculty via email, which informs students of concerns for their academic standing and offers recommendations.

**Appeal** refers to a proceeding by which a case is brought before a higher authority for review of the decision made by a lower authority.

**Cumulative Grade Point Average (CGPA)** refers to the sum of accumulated Grade Point Averages (GPA) over all semesters within a program.

**Ethical** refers to behaviour that embraces concepts of right and wrong.

**Extenuating Circumstances** refers to the kinds of circumstances that might include ill health, bereavement, or other significant personal issues which were unexpected, out of the student's control, and are likely to have an impact on the student's ability to complete course requirements.

**Expulsion** refers to the permanent removal of a student from the College due to repeated and/or egregious violations of the College's rules.

**Formal Appeal** Is the official procedure established by the College to address formal complaints and may vary depending on the appeal.

**Learning Contract** refers to a contract between the student and the College that stipulates the conditions a student must meet to continue in their program.

**Student** is defined in this Code to include as follows:

- i. Persons enrolled in classes at NBCCD, including when on placements/apprenticeship, or as part of an academic program;
- ii. Persons who are enrolled in a program but not currently registered

in classes;

#### 4.0 ACADEMIC INTEGRITY

Students are expected to conduct themselves with academic integrity, ethical conduct, and honesty in the learning environment.

Breach of academic integrity, ethical conduct, and honesty include, but are not limited to:

- i. **Plagiarism** which occurs when a student does not properly acknowledge an original source by:
  - Submitting an essay written in whole or in part by another person as if it were their own;
  - Downloading material from the Internet, then quoting from or paraphrasing it, in whole or in part;
  - Paraphrasing (using someone else's ideas but putting them in your own words) or summarizing part of another writer's work;
  - Restating a catchy phrase or slogan directly from another writer;
  - Using someone else's line of thought, argument, arrangement, supporting evidence, or conclusions; and
  - Taking work originally done for one Instructor's assignment and, without permission, re-submitting it to another Instructor.
  
- ii. **Other academic offences such as:**
  - Cheating on assignments, tests, reports, or other forms of assessment;
  - Impersonating another individual at an examination/test or assignment, or in the case of attendance;
  
- iii. **Unauthorized Use of Generative AI**

Generating, submitting, or incorporating into assignments any content, text, data, code, or ideas produced by a Generative Artificial Intelligence (AI) tool (such as ChatGPT, Google Gemini, or similar technologies) without the explicit, prior permission of the Instructor or without properly citing the AI tool and the

extent of its contribution, as required by the assignment or specific departmental guidelines.

## 5.0 PROCEDURES RELATED TO ACADEMIC INTEGRITY INFRACTIONS

When a student has committed an action that goes against academic integrity and the Academic Code of Conduct, the following ensues:

- i. The instructor meets immediately with the student to discuss the issue.
- ii. The instructor presents the evidence of academic misconduct and allows the student to respond.
- iii. If the instructor is satisfied that no breach of academic integrity exists, no official record will be kept of the incident.
- iv. If the instructor determines that academic integrity has been breached, they must make a written record of this incident and send it to the student via email outlining next steps, including the appropriate Dean/Associate Dean and Registrar's Office to keep a record of this incident.

Next steps may include:

- Require the student to revise and resubmit the assignment for remarking, which may or may not include a penalty.
- Assign a grade of zero to an assignment, project, or test/exam.

If a previous breach of academic integrity has occurred, the student may receive a grade of zero or incur dismissal from the College.

### 5.1 Appealing a decision regarding an academic integrity infraction:

If a student wishes to appeal the decision of the instructor on an academic matter regarding academic integrity, they must do so in writing to the Dean within 3 days of receiving the decision via email.

The appeal will be reviewed by the Dean and a response will be given within 5 days of receiving the appeal.

If a student wishes to appeal the Dean's decision, they have 2 days to send an appeal to the College Director. The College Director will respond within 3 days of receiving the appeal. The College Director's decision is final.

## 6.0 ACADEMIC APPEALS

Academic appeals are reviewed in a fair and impartial manner. Please see below for procedures regarding different academic appeals.

**Grounds for appeal may include:**

- Compassion for health, or other **extenuating circumstances** beyond the control of the student; and
- Decisions made without due regard to proper procedure

### 6.1 Appealing a Grade:

A student may appeal a grade during the semester, as follows:

#### 6.1.1 Assignment grade:

- i. If a student wishes to appeal a grade received on an assignment, they must bring this up to their instructor within 3 days of receiving the grade. The instructor will discuss the matter with the student and go over the assignment and grading.
- ii. The instructor will review the original work handed in and may choose to proceed with one of the following:
  - a. Resubmission of the assignment, allowing the student to make alterations to the assignment.
  - b. Retention of the original grade

#### Formal Reassessment:

A formal reassessment is an escalation of a student's appeal of a grade.

Students who want to appeal a grade they've already brought up with their instructor, may do so within 3 days of discussing their grade with their instructor. Formal reassessments are conducted by the Dean.

- i. Students may request a formal reassessment if they can demonstrate that inappropriate evaluation criteria or unfair interpretation of their work has been made.

- ii. The assignment to be reassessed must be greater than 25% of the overall course value.
- iii. The Dean will review the request and if it is determined that an inappropriate evaluation has occurred, then the assignment will be re-evaluated by a third party at the request of the Dean.
- iv. Assignments must be original and cannot be modified prior to a formal reassessment.
- v. Students are encouraged to speak to their instructors regarding grade appeals before going the route of a formal reassessment.
- vi. A note on presentations: Presentations may not be redone during a formal reassessment process. The presentation portion of the grade will be retained, and any speaking notes or slides will be used in the formal reassessment process.
- vii. The result of a formal reassessment is final. The new grade, whether higher or lower than the previous grade, is the one that will be entered in the system.

#### **6.1.2 Final grade:**

- i. If a student wishes to appeal their final grade, the student must notify the Dean of their appeal in writing within 3 days of receiving the final grade. The student must include the rationale for the appeal, any assignments or grades they believe do not reflect their ability, and any extenuating circumstances that might be at play. Appeals without rationale will not be considered.
- ii. The Dean reviews the final grade with the advisor and course instructor, including any assignments and the student's class record, when available.
- iii. The Dean reviews the matter with the Student Services Manager as applicable.
- iv. The student is notified of the decision. If a change is made in the grade, this is reflected on the student's academic record.
- v. If a student chooses to appeal the Dean's review of the final grade, the appeal is submitted to the College Director within 2 days of receiving the decision. The College Director's decision is final.

#### **6.2 Appealing Academic Dismissal and removal from a course as per the Attendance Policy**

Students placed on academic dismissal, or who are removed from a course due to absenteeism (as per the Student Attendance and Participation policy) may appeal their

status by submitting a written appeal to the Academic Dean within 3 days from receiving the notice.

Appeals should be based on medical or compassionate reasons with supporting documentation. Appeals will consider processes and support used/available during the student's time at the College.

Decisions will be made within **5 days** of receiving an appeal.

If a student chooses to appeal the Academic Dean's decision, the appeal is submitted to the College Director within **2 days** of receiving the decision. The College Director's decision is final.

### 6.3 Other Appeals:

For non-academic complaints and appeals, please refer to the Student Code of Conduct.

For all other appeals not described above:

- i. Bring the issue in writing to the Dean or Student Services Manager.
- ii. The issue will be reviewed by the Conflict Resolution Committee, or assigned to the Dean or Student Services Manager depending on the nature of the issue.
- iii. The Committee will review the matter and make a decision within 5 days.
- iv. If the student is not satisfied with this decision, they may appeal it within 2 days to the College Director.
- v. The College Director's decision is final.

## 7.0 RECORDS

All official records related to this policy are to be held as per the Student Records Policy.

## 8.0 RELATED POLICIES

- Student Attendance and Participation Policy
- Anti-Harassment Policy
- Service Animals Policy

- Accommodations Policy

## 9.0 POLICY CUSTODIAN

Anna Mathis, Academic Dean

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