

## PACE General Policies PMAL, PMIT, PMCN & ITVR Programs

### ATTENDANCE AND DISCIPLINARY REGULATIONS ON ACADEMIC INTEGRITY

#### Attendance

1. Punctual and regular attendance in class is required of every student.
2. The faculty will take attendance during each scheduled in-person class.
3. Students are responsible for completing all assignments and projects during their absence.
4. Short-term absences can occur for medical or non-medical reasons. A short-term absence is not attending classes for up to two weeks. Note that students must present an official medical note or alternate documentation if they miss three or more classes consecutively for any one particular course; this becomes an extended absence.
5. An extended absence can occur for medical or non-medical reasons. An extended absence means being absent from (not attending) in-person or online courses for longer than two weeks. Extended absences require additional documentation.
  - **For medical reasons:** Students will need to complete the [medical note request form](#) from Algoma University, and this must be completed by a registered/certified medical professional in Canada. Students must present the completed medical note to Program Advisors as soon as possible no later than the first two business days of the third week of absence. Upon receiving the completed original medical form(s), the Absence Accommodation Review Committee will review and communicate the decision with the student and inform the Program Advisor handling the case and the Director of Faculty (or Faculty directly in case the Director of Faculty is unavailable). The University reserves the right to request additional supporting documents.
  - **For non-medical reasons:** Students must present supporting original document(s) to the Program Advisor to initiate the accommodation process before taking on the leave (same review process as the medical reasons).
6. Failure to receive approval for the temporary absence will result in receiving a grade of zero (0) for the assignments and projects during the period of absence. Any assignment extension request would not be honoured.
7. For extended absence of four weeks or longer, with valid reasons and legitimate supporting documentation, the University strongly recommends that students go on an Authorized Leave of Absence for the said semester (*this means they will be withdrawn from all of their current courses in the program*). If students refuse to go on the Authorized Leave of Absence, they will not receive any academic accommodations and they will be at risk of failing courses.

## **Disciplinary Regulations on Academic Integrity**

To promote academic integrity and ensure that students understand the expectations of their instructors, the following guidelines should be observed:

- Students are expected to adhere to the Student Code of Conduct and to successfully complete the Academic Integrity Fundamentals Moodle course at the beginning of every term to understand what constitutes an academic integrity violation.
- During the first two weeks of a semester, students may clarify any expectations outlined in course syllabi with their instructors to ensure a mutual understanding of academic integrity requirements.
- Upholding the principles of academic integrity is the responsibility of every Student. To achieve this, Students should work diligently, with the guidance and support of their Instructors/Supervisors, to produce and present original work.

By following these guidelines, Students can demonstrate their commitment to academic integrity and achieve their educational goals.

### **Determination of an academic integrity violation:**

When faculty suspect an academic integrity violation, faculty will collect evidence of academic integrity violation, complete [the Notice of Offence form on Academic Misconduct](#) and submit it to the Office of the Program Chair.

The Office of the Program Chair will conduct the investigation process.

Upon determining that a student has committed an academic integrity violation, the following penalties will be applied:

1) First violation in the course, a grade of "0" for the work in question will be assigned; 2) Second violation in the same course, a grade of "F" for the course will be assigned; 3) Third violation and onwards in the program will lead to one of the following,

- a) Subject to probation;
- b) Subject to suspension;
- c) Subject to expulsion;

## **Academic Integrity Violation Types & Definition:**

*NOTE: The following is not an exhaustive list but a sample of some general types of academic integrity violations.*

### **1) Plagiarism**

Plagiarism involves submitting or presenting work in a course as one's own when in fact it is not. More specifically, plagiarism is defined by Algoma University as the presentation of work as one's own which originates from some other unacknowledged source. For example, having someone else complete work on the student's behalf or using an Artificial Intelligence tool to generate work output.

### **2) Cheating**

Intentional improper or unauthorized behaviors by Students that result in an academic outcome that the Student or other Students who are the subject of these behaviors did not earn by approved academic means.

### **3) Falsification and Misrepresentation**

Falsification and misrepresentation can occur when data or information is purposefully presented incorrectly or improperly. Improper Access and Improper Dissemination: These occur when academic materials are accessed or shared in an unauthorized manner.

### **4) Improper Research Practices**

When conducting research, students will uphold principles of honesty, transparency, independence, and responsibility. Practices that purposefully violate these principles in the conduct of research constitute improper research practices.

### **5) Obstruction and Interference**

Students limit the academic opportunities of peer Students by improperly preventing their progress or their access to educational resources.

### **6) Assisting Behaviors of Academic Integrity Violation**

Behaviors that intentionally facilitate academic misconduct.

### **7) Other Academic Misconducts**

Any other academic misconduct not listed above may be considered a violation of academic integrity.

## **Academic Misconduct Discipline Types & Definition:**

### **1) Academic probation**

A minimum of one semester and a maximum to the completion of the program during which a student who has been found to have committed an act of academic integrity violation is subject to a further and greater penalty if they are found to have committed another act of academic integrity violation.

### **2) Suspension**

- The interruption of the enrolment or of the right to enroll for a minimum of one semester and a maximum of three semesters;
- The cancellation of all registrations and activities from the date set by the program;
- The denial of a transcript while the investigation is ongoing;
- The cancellation of academic assessments previously completed for courses which have not yet been completed;
- The cancellation of enrolment in courses and activities which have not yet been completed; and
- The denial of any certificate.

### **3) Expulsion**

- Removal of the student from the university; the cancellation of all registrations and activities from the date set by the program;
- The denial of an official transcript while the investigation is ongoing;
- The cancellation of academic assessments previously completed for courses which have not yet been completed;
- The cancellation of enrolment in courses and activities which have not yet been completed; and
- The denial of any certificate.

## **Authorized Leave of Absence**

Students will be granted Authorized Leave of Absence (ALOA) for medical reasons only and for a maximum duration of one term throughout the program. A medical reason will encompass not only the Student but also immediate family members such as spouse, children, parents and siblings.

### **Considerations:**

- Students requesting ALOA (medical leave) during Term 1 or 2 will be required to take a full course load (minimum 5 courses) during the Scheduled Break.
- Students will be informed of and assume the risks associated with taking an ALOA and its potential consequences on their academic journey and immigration status, where applicable
- In the event that a student requires an ALOA for more than one term, Algoma

University's Professional and Continuing Education will collaborate with the student on a plan to transfer to an alternative program, when feasible and possible.

## **Student Finance – Financial Dismissal**

Students that owe a balance to Algoma University can be dismissed from the program due to financial reasons.

### **Considerations:**

- In the event a student requires over one (1) Term to pay the outstanding balance, they will be dismissed from the program due to financial reasons but may be able to work with Algoma on an alternative program when feasible.

## **General Program Dismissals**

Other than academic and financial conditions, students can be dismissed from the program for the following reasons:

- Inactive students: An inactive student is defined as someone who has not logged into the LMS (Moodle) and/or has not attended classes for three or more consecutive weeks and student services or Program Advisors are unable to contact them. If a student is inactive and they are not on an ALOA or scheduled break, they will be subject to dismissal from the program.
- Immigration Status: In the event a student's study permit expires and the student fails to apply for an extension before the date of expiry of the original permit:
  - The student will not be registered in courses of the subsequent Term.
  - The student will be withdrawn from any courses they have been registered in.
  - In the event the student is not able to register for more than one (1) Term due to an expired study permit, they will be subject to dismissal from the program.

**A student can continue to study and be registered in classes if they apply for a study permit extension before the original study permit expires. Proof of application of extension of the study permit will be required by the Registrar's Office.**

**It is the student's responsibility to maintain their immigration status in order to continue enrollment in the program.**

## **IMPORTANT PACE STUDENT POLICIES**

Find below additional Algoma's policies that apply to PACE students. Please note that in the event of any inconsistencies between the above policies and the ones stated below, the above policies shall prevail.

[Accessibility Services](#)

[Equity, Diversity and Inclusion \(EDI\) FIPPA](#)

[IT Acceptable Use Policy](#)

[Off-Campus Student Event Policy](#)

[Social Media Policy](#)

[Accessibility Services](#)

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