



Academic Honour Policy

Purpose

St. Andrew's Theological College and Seminary is a community that upholds Christian values, ethics and social responsibility while providing students with a high quality education. As a distance learning institution, we believe that trust is an integral part of the learning process and that self discipline is necessary in this pursuit. We also believe that any instance of dishonesty hurts the entire community. It is with this in mind that we have set forth a Student Honour Code.

Objectives

The St. Andrew's Honour Code aims to ensure a community based on trust, academic integrity and Honour. It specifically aims to:

- Ensure that students, faculty and administrators understand that the responsibility for upholding academic honesty lies with them;
- Prevent any students from gaining an unfair advantage over other students through academic misconduct;
- Ensure that students understand that academic dishonesty is a violation of the profound trust of the entire academic community;
- Clarify what constitutes academic misconduct and what is expected of students by the St. Andrew's faculty and administration:

Student Responsibilities

In order to abide by the Academic Honour Code, students will not engage in acts of academic misconduct. Academic misconduct is any act that could unfairly or improperly change student grades. Such acts of misconduct include, but are not limited to the following:

- Submission of material that is plagiarized. Plagiarism constitutes any work from another source, whether physical or electronic, that is copied, quoted, summarized, or paraphrased and is not adequately cited;
- Substitution for, or unauthorized collaboration with, a student in the commission of academic requirements;
- False claims of performance or work that has been submitted by the claimant;
- Deliberate falsification of a written or verbal statement of fact to a member of the faculty so as to obtain unearned academic credit;
- Forgery, alteration or misuse of any institute document relating to the academic status of the student.

While these acts constitute assured instances of academic misconduct, other acts of academic misconduct may be defined by the professor.

Students must sign the Honour Agreement affirming their commitment to uphold the Honour Code before becoming a part of the St. Andrew's community. The Honour Code must also be included and signed upon completion of all course work for St. Andrew's. If students do not include the Honour Code with the work they submit, instructors will return the ungraded work to the student for proper re-submission.

Faculty Responsibilities

Faculty members are expected to create an environment where honesty flourishes. In creating this environment, faculty members are expected to do the following:

Make known to their students as specifically as possible what constitutes appropriate academic conduct as well as what comprises academic misconduct. This includes placing the Honour Code in all course syllabi and informing students of the citation formatting requirements for course. Instructors are to report instances of academic dishonesty to the Academic Dean.

Consequences of Academic Misconduct

Upon verification of student academic misconduct, instructors may take any or all of the following actions;

- require the student to redo the plagiarized work;
- give the student a failing grade on plagiarized work;
- give the student a failing grade for the course;
- recommend to the Academic Dean that the student be dismissed.