



Academic Policies Table of Contents

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Official Language

“English as a medium of instruction, or EMI, refers to the teaching and learning of content or academic subjects in the English language in situations where English is not the majority language.”

Ducker, N. (2022). English as a Medium of Instruction. In *The TESOL Encyclopedia of English Language Teaching* (eds J.I. Lontas, T. International Association and M. DelliCarpini).

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English is the only medium of instruction we use at the college.

All forms of communication in all our classrooms must be in English.

A deduction in participation marks to a maximum of giving a zero mark is recommended to students who communicate in any other language aside from English while performing any learning activities, in any interaction with their instructors, in any interaction with their classmates while in class, or any interaction with others while in class. The only exception to this rule is when students use any other language as part of their presentation relevant to their topic as a way of exemplifying a point they are expressing.



Protected Grounds of Discrimination

Under the Universal Declaration of Human Rights (the Declaration) and the Ontario Human Rights Code (the Code) the college adapts the following:

1. All our students will receive equal information and encouragement about academic and career opportunities.
2. All our students have a right to equal treatment when receiving services – in education, extra-curricular activities, school community events.
3. No one is discriminated against because of their lifestyle choices, such as manner of dress, associating with certain people, and choice of non-school activities.
4. Members of the school community are treated equally and with dignity and respect no matter what their sexual orientation, gender, gender expression, gender identity or association.
5. The college provides equal access, resources, activities, and scheduling accommodations for all individuals.
6. We accommodate the needs of students with disabilities with their education and in providing physical accessibility.
7. The college opposes any discriminatory or demeaning actions, materials, or slurs in the school. This includes bullying, harassing conduct or comments, and reprisal (which means punishing) against anyone who tries to enforce a Code right.
8. When someone demeans or violates the right of another person, the violator is helped to change his or her behaviour. Our conflict resolution policies are consistent with the Code's remedial rather than punitive nature.
9. Upper Highland College cares about everyone's full human rights, as well as academic development and assists when and where needed.



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10. When conflicts arise, instructors must try to help resolve them through non-violent and collaborative ways in accordance with the college's dispute resolution mechanism.
11. Policies and procedures are in place when anyone has a complaint of harassment or discrimination. The college's anti-discrimination harassment policy has an internal process to address human right issues.
12. In matters related to discipline, all persons are assured of a fair hearing, and impartial treatment when determining guilt and assigning punishment.
13. Someone accused of wrongdoing is presumed innocent until proven guilty.
14. Students' personal space and possessions are respected.
15. The college welcomes students, instructors, administrators and staff from diverse backgrounds and cultures, including people not born in Canada.
16. Students have the freedom to express their beliefs and ideas without fear of discrimination, and in doing so must understand that it must not expose a person or persons to discrimination, harassment or other forms of different treatment based on a Code ground.
17. The production and dissemination of publications is without fear of censorship or punishment, providing that the publication or display including any "notice, sign, symbol, emblem," etc. does not show an intention to infringe or incite the infringement of the Code right of another.
18. Diverse voices and perspectives are represented in courses, textbook, and classroom instructions.



Academic Integrity

The Upper Highland College academic dishonesty policy talks about what is expected of the student body in regards to submission of written works. In as much as the college is set up to make the learning experience of each student a very productive one, the learning experience is not without responsibilities from the students. There is a proper decorum that is required to be followed whether learning is from the brick and mortar classrooms or online. The policy written has enumerated and explained each of the behaviours that are deemed unacceptable in all standards of learning. It not only lists what these objectionable behaviours are, but it also defines clearly what each one is about. Further, the repercussions of these kinds of acts are clearly defined. Like all rules and regulations, there must be implementers. These are, therefore, the faculty who are delegated to encourage the keeping of academic integrity, the determination of its violators and the sanctions appropriate thereto.

Cheating would be one of the acts that is not accepted. This act falls within the scope of behaviour that is unacceptable as students take examinations. Examinations are designed to test what the student has learned and to determine what the student needs to learn more. A grade is expressed to either indicate whether the student has successfully accomplished what the objective of the learning course outline has set out to do or has not learned enough to accomplish the learning course goals. The key phrase that the definition of cheating revolves around is, “Using or attempting to use unauthorized assistance...” (Appendix A) The examples provided in the policy, however, depict acts that have been accomplished or done. But if you look carefully at the definition of cheating, the mere attempt is enough to be guilty of cheating. What therefore is deemed to be cheating also, is having premeditatedly performed acts that lead to the fulfilment of cheating but due to unforeseen circumstances, was unable to complete the act of cheating.

Plagiarism in a nutshell is using someone else’s effort without the permission of the author of that effort. It has been defined specifically as, “Using the ideas, data, or language of another without specific and proper acknowledgement.” (Appendix A) There are many ways of plagiarizing. There must be a clear representation of the information that was borrowed and used in the article. If an idea



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has been used in an original document and this same idea is used in another, the borrower of the idea must indicate specifically and make accurate delineations as to what idea was taken from an original source. The fact that the definition says ideas, the mere changing of the words is still tantamount to plagiarism if the thought and meaning are the same.

Fabrication is lying about the existence of something that was never there. Falsification is altering or misrepresenting data or information as something else. (Appendix A) Both fabrication and falsification fall under unacceptable behaviour in the submission of academic work. The general concept is the manipulation of results to fit the purpose of the author.

When multiple submissions are being defined, the policy is straightforward. There are three conditions that must be fulfilled before this act may be considered dishonesty, and these are: submission of the same work; it must be substantial; and, credit was taken from its use twice. (Appendix A) It does not talk about how many times the idea is being used in the paper. The reason that it is not the multiplicity of the idea that is being countered is that it is being assumed that the academic work is authored by one and the same person. What is being ruled against is having been credited multiple times for the same exact work. It is somehow inevitable to be borrowing a few words from the original piece especially if it is being formulated by the same author writing about the same idea so, the leniency lies in the amount of work borrowed from the original work and not from the fact that it was borrowed.

The complicity in academic dishonesty not only gives the responsibility of the determination of these acts of dishonesty to the implementers but to everybody. In as much as the faculty are the ones delegated to implement the determination and the application of the sanctions to wrongful acts of academic dishonesty, complicity is addressed more to the student body. The deliberate assistance to a commission of dishonesty makes you an accomplice and equally guilty especially if, it is because of the assistance that the dishonest act was made possible. Even if it were a mere attempt to aid the commission, if the act was completed, then you become guilty of complicity. (Appendix A) However, if there was an attempt and the act was not completed, then the wrongful deed was not done. Not bringing to the attention to the faculty, knowledge of a wrongful act, again would be an act of omission equally wrong as it falls short of being an accomplice to the wrongful deed.



Student Conduct and Behaviour

Through education we strive to set examples of the kind of language, attire, hygiene and good manners considered to be important attributes in both career and community involvement. We expect students to:

- Adopt an attitude of professionalism that will promote a sense of pride in our community.
- Address faculty, staff, and other students in a professional manner and with respect.
- You shall address the faculty or staff by their respective titles. You may use Mam, Sir, Miss, Mr. (first or last name), or their titles (Dr). They have moral ascendancy over you.
- No demands nor coercion is to be made from them at any time.
- At no instance shall you raise your voice to your instructors or school staff. Be careful that it does not seem like so in your emails as well. These actions are tantamount to harassment and shall be dealt with severely.
- We live in a diverse culture therefore, respect and understanding specially when communicating is extremely important. You shall not be entertained otherwise.

With regards to your grades:

- Do not wait for the last minute to discuss the grades that you receive for your assignments, projects, quizzes, and exams with your instructors. As soon as the instructor has submitted your grades to the college, it becomes final.
- You shall receive your final marks and overall grades for the course from the college. Decisions of instructors regarding your final grades are final.
- If you would like to appeal your overall grade in the course, you are to lodge a formal appeal with the Student Services department. They shall initiate a review of your grade. You shall be notified of any decision after the review.
- To send an appeal, state your Program and Semester, name and student ID number, and the course in which you would like to appeal your grade. YOU MUST always keep it respectful. No opinions shall be entertained, only facts. This is not the proper venue for this.

With regards to your instructors:

- Do not wait for the last minute to discuss any concerns or issues you may have with regards to the fulfillment of your responsibilities given to you by the instructor.



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- If you feel that you are having difficulty in understanding the lessons and unclear about certain things or if you feel there is information given that may not be correct, you SHALL ALWAYS MAINTAIN RESPECT in stating so. The instructor is the authority in the classroom, but it does not mean they are not human and do not make mistakes. You are nowhere near perfect yourself so give that allowance to your instructor.
- You must remember your attitude and behavior is paramount. Knowledge of theory is straightforward. Anyone can learn it but not everyone shall be accepted in the field. Your soft skills, attitude and behavior is what is being looked at.

Email Etiquette

- You will have to use your college email account at all times when communicating with instructors and school departments
- When mailing a teacher, ALWAYS include:
 - Your full name
 - Your student ID number
 - Program and semester
 - Section Code
- When mailing a teacher, include your class and what the email is specifically regarding in the subject. DO NOT WRITE YOUR ENTIRE MESSAGE IN THE SUBJECT LINE. A subject line is just supposed to give an idea of what the email shall be about.

Classroom Conduct

- Your classroom behaviour will show courtesy to your fellow students and your instructor at all times.
- You are NOT allowed to take pictures and videos of any lectures or presentations of your instructors without their consent. You are NOT allowed to take pictures and videos of exams during and after the fact AT ANYTIME. There shall be no recording of lectures unless under proven and allowable circumstances which necessitates prior approval of the school. These actions are tantamount to stealing.



Requirements of Online Classes

While online learning could be asynchronous or synchronous in different settings, it is **synchronous (real-time)** at Upper Highland College. **It is the student's own responsibility to make sure they have a reliable high-speed internet connection and a laptop/computer to attend all the online classes and submit all the coursework on time.** The detailed requirements of the online classes are listed below.

1. A quiet room, a working laptop/computer, and a reliable internet

- Students need to stay in a quiet room to take all online classes.
- A laptop or a desktop computer is required for students to have, especially for students in Computer Engineering Technician Program.
 - Any other device that uses mobile data can be used for emergency purposes only, specifically for mobile data usage. Please make sure you have a laptop or a desktop computer available to complete coursework, especially when doing online quizzes/tests or exams.
- A video camera (webcam) and a headset with a built-in microphone are also required for live sessions.
- A reliable internet connection is required for online learning.
 - High-speed broadband access (LAN, Cable or DSL) with a minimum download speed of 10Mbps is strongly recommended.
 - A wired connection (Ethernet) to the home router is also recommended over Wi-Fi connectivity to achieve the most reliable results.

2. Follow your timetable, attend all classes in real-time

- Students need to follow the timetable to take all the classes on time and stay online in the Google Classroom for the entire period of class time.
- Students signing into the attendance at the beginning of the class but visibly not in



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the live sessions, have their cameras turned off, not properly attending class, and logging out later will be marked absent from that class.

- After 25% of excusable absences (3 times in a 14-week semester) with three tardiness equal to one absence, the instructor shall notify the college of the student's absences. The college will record the student's absences in the student's file. Additionally, the student shall be considered at risk of failing the course.
- Students must have their cameras turned on and be visibly participating in class. Students that keep their cameras turned on but are not visibly involved or actively participating in class shall be considered as absent. Other behaviour found violating the college's regulations of properly attending classes may be sanctioned or actioned upon by the college.
- Instructors must see the student actively attending class and taking part in online learning.

3. Submit all evaluations before the deadlines

- It is the student's responsibility to understand instructions being given. If still unclear, the student must ask for clarification from the instructor during class time way before the deadline. They must make submissions before the deadline given by the instructor. The deadline is the last chance being given to the student to make a submission before the evaluation is deducted marks or given a zero.
- If a justifiable situation (documented illness of a student, funeral of an immediate family member, or an accident or injury of the student making it difficult to attend class) prevents a student from completing a scheduled test/exam/practical/presentation/group work, the student must give prior notice to the instructor and the college before the scheduled evaluation. The student must submit appropriate and valid documentation affirming the reason for the absence. Once it is proven that the student has a valid excuse, the student may request for a make-up of the evaluation from the instructor. The instructor has the full discretion



of allowing a make-up. There will be no make-up for the final exam.

- Late or missing submissions result in a deduction or a zero mark, depending on the specific situation. Marks that are deducted for late submissions are discretionary upon the instructor. Missing submissions shall automatically be zero. It will be up to the instructor if they will give the student a chance to still make a submission after they have reached past the deadline.

4. Zero tolerance on Academic Dishonesty Behaviors

- Academic dishonesty are actions that interfere with the evaluation of academic work, through misrepresentation of the work being evaluated and the student's actual knowledge.
- Any kind of academic dishonesty will not be tolerated, and disciplinary actions will be enforced.
- Forms of dishonest academic practice include, but are not limited to plagiarism, cheating or fabrication of data, information, and citations, and facilitating academic misconduct.
- Academic dishonesty behaviors will be disciplined according to the severity of the offence.



Attendance for Hybrid Classes

- The timetable of classes provided to students must be strictly followed.
- The instructor will mark a student designated to be at the college who attends class online, absent.
- A student designated to be at the college who has an excusable reason not to be at the college but can attend class online shall still be marked absent if a valid proof of the excuse is not provided to the instructor before the class, or within a reasonable time.
- Instructors shall take attendance every class day. By attendance, it means being present during the entire scheduled class time. For online classes, registering for attendance at the start of class but not participating throughout the duration of the class and not following the requirement of having the camera turned on during interactive live sessions will not be given the credit of being present in the class.
- If a student is going to be late or absent from a class, the instructor is to be notified by email beforehand. Excuses must be backed up by proof of documentation that can be verified to be true and correct. If it cannot be verified, then it is as good as having no proof. No proof of documentation will not make the excuse acceptable and will be considered if any evaluation was due or given on the day of absence.
- Scheduled evaluations such as but not limited to assignments, projects, quizzes, tests, exams or in-class activities will not merit a make-up if the student is absent on the due date. If the student has a legitimate and reasonable excuse, it must come with proof and must first be verified by the college. Whether a make-up of the evaluation would be given will be discretionary for the instructor. There shall be no make-up of the final exam.
- If a student would be absent from class due to travel, the proof that is required would be a copy of the ticket and the boarding pass. If the purpose of travelling is due to a death of a relative or spouse, the student must provide to the college the necessary proof of the



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relationship to the deceased and a copy of the death certificate.

- Any assignment or evaluation that is missed because of being absent for reason of travel, except for excusable reasons, will be marked zero.
- Job interviews and work shifts must be scheduled outside of class time.
- Students with more than 3 absences will be at risk of failing. The instructor shall give a report of the students' absences to the college. Students late 3 times in class shall be marked as having 1 absence. Students that are not visibly seen by their instructors during the live sessions shall be absent.



Assignment Submission

- It is the students' responsibility to understand the instructions and submit all the evaluations before the deadlines. For any clarifications, the students must ask the instructor before the evaluation is due to be submitted.
- If a justifiable situation (illness, funeral of only immediate family members, accident or injury) prevents a student from completing a scheduled test/exam/practical/presentation/group work, the student must give prior notice to the instructor and the college of such a situation. In addition, the student must submit appropriate documentation affirming the reason for the absence. A make-up exam may be allowed if students give proof. There absolutely will be no make-up for the final exam.
- Every 1 minute past the deadline for the submission of a quiz, test, term test, unit test or exam might result in a deduction of 1 mark from the total score received. The instructors can use their own discretion for grade deductions.
- It is important that students stay on top of their coursework to ensure they do not fall behind.

All assignments must be:

- submitted under the correct assignment name, in the 'Classwork' section of Google Classroom.
- correctly uploaded in the proper format being required by the instructor and turned in on or before the due date.
- done individually (unless groups are assigned); the college does not tolerate any form of PLAGIARISM.
- thought out using relevant and appropriate knowledge gathered only from credible resources.
- completed by following the instructions/directions.



Online Final Exam Policies and Rules

1. Admissions to Examinations

- All students are required to write their final exams during the scheduled exam period.
- Students are responsible for making sure they know the date, time, and allocation of their final exams.
- Students are NOT permitted to reschedule final examinations or extend final assignment deadlines outside of the final examination period with faculty members.
- If you cannot make it to a final exam or submit a final assignment, please contact the student services department before the exam or assignment starts. The final grade will be deducted under the late submission policy.

2. During the Examinations

- The official start and end time of the examination shall be determined and announced by the instructors.

3. Academic Integrity

All matters pertaining to academic dishonesty will be dealt with under this policy. Academic dishonesty will be disciplined according to the severity of the offence. Those who are found to have repeated offences will be progressively disciplined.

Forms of dishonest academic practice include, but are not limited to plagiarism, cheating or falsification of data and information, and facilitating academic misconduct.

***Detailed explanation of Academic Dishonesty Practice can be found in “Academic Dishonesty Policy”.*

An academic penalty may range from assigning a grade of zero (Failure) and extend to and include suspension from a program/course or expulsion from the college.



Conflict and Resolution

Any issues that arise from any learning activities that disrupt the peaceful continuity of the learning environment, shall be acted on by the college only after the following procedure has been done:

1. The issues or concerns shall be raised by the student/s first to the instructor involved.
2. The student/s shall email the instructor and cc the college with their request to meet with the instructor. In the same email, the student/s shall enumerate their concerns. **This is to encourage professional communication in conflict resolution.**
3. The instructor shall respond by setting up a meeting date with the student/s. Meetings shall be scheduled during the assigned course dates.
4. The instructor shall email the college about the resolution that has been met.
5. If no compromise has been reached, only then would the student/s email the college to raise their concerns for resolution. The instructor is to be copied on this email. The email shall state the details of the discussion to compromise and resolve the situation. Unless the college has a record of procedure number 2 & 4, the college cannot make a sound decision that is fair and equitable to both sides.

Only after the above procedure is fulfilled, accompanied by verifiable proof that both parties have exhausted all earnest efforts to come to a compromise, will the college entertain any email about concerns against any instructor.



Appendix A

Academic Dishonesty Policy

The College strives to maintain a very high academic standard, and any kind of academic dishonesty is not tolerated and disciplinary actions will be enforced.

Forms of dishonest academic practice include, but are not limited to plagiarism, cheating or falsification of data and information, and facilitating academic misconduct.

- **Plagiarism** is the act of submitting as your own, material that is in whole or in substantial part, someone else's work. Using the ideas, data, or language of another without specific and proper acknowledgement. Students are expected to acknowledge the sources of ideas and direct quotations for sections of paraphrased materials using APA style of referencing.
- **Cheating** means the misrepresentation by a student of his/her performance in a college course for the purpose of obtaining credit to which he/she is not entitled on the basis of his/her actual performance in that course. Cheating can include the use of inappropriate, unallowable, or unacknowledged materials, information, or aids in any academic work (e.g. books, notes, calculators, electronic technology such as email, digital cameras, camera phones, or conversations with others).
- The deliberate assistance to a commission of dishonesty makes the student an accomplice and equally guilty especially if, it is because of the assistance that the dishonest act was made possible. Even if it were a mere attempt to aid the commission, if the act was completed, then you become guilty of complicity.
- Cheating includes but is not limited to:
 - o (related to exam)
 - o sharing of material such as textbooks during an “open book” examination



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- o using or attempting to use another student's answers
- o making answers available to other students
- o failing to make a reasonable effort to protect answers from being used by others
- o possessing or using unauthorized aids (e.g., cheat sheets, cell phones, etc.) in tests, examinations
- o procuring, distributing, or receiving an examination, test, or course material that are in preparation or storage for an academic assessment
- o in all tests and examinations, including take-home examinations, copying, or using unauthorized aids for use in the examination or test

(related to **assignment**)

- o submitting identical or essentially identical assignments for evaluation, unless authorized by the faculty member responsible for the course
- o allowing someone else to complete assigned work for you
- o preparing essays, assignments, etc. for submission by another student
- o submitting the same academic work to more than one course
- o submitting academic work for assessment that was purchased or acquired from another source
- o Improper use of the computer files and programs of others. Students who knowingly allow or who is negligent in protecting their computer files or assignments making it easy for other to copy is equally guilty of academic dishonesty
- **Falsification of data and information** means altering or misrepresenting data or information.
 - o Submitting false information or false medical documentation to gain a postponement or advantage for any academic work, e.g., a test or an examination
- **Facilitating academic misconduct** occurs when a student knowingly or negligently allows his/her work or portions of his/her work or drafts of his/her work to be used by other students or who otherwise aids others in committing academic misconduct.
 - o Impersonating another student either in person or electronically for the purpose of academic assessment
 - o Providing a false signature for attendance at any class or assessment procedure or



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any document related to the submission of materials where the signature is used as proof of authenticity or participation in the academic assessment

- **Contract Cheating**

- Contract cheating can happen through “family and friends; academic custom writing sites; legitimate learning sites (e.g., File sharing, discussion and micro-tutoring sites); legitimate non-learning sites (e.g., freelancing sites and online auction sites); paid exam takers; pre-written essay banks” (Ellis Zucker, & Randall, 2018, p.2).

Procedures are in place to encourage mature and honest behaviour. Academic dishonesty will be disciplined according to the severity of the offense. Those who are found to have repeated offenses will be progressively disciplined. If you find that there is any of the above misconduct in the work submitted and you are put in an unfair disadvantage, please let your instructor know.