

ACADEMIC INTEGRITY POLICY

The Professional Institute of Massage therapy holds the concept of Academic Integrity in high regard. We seek to ensure that learning and evaluation processes in our college are principled and honest.

The Academic Integrity Policy has been devised to serve both students and staff alike in their work toward academic excellence.

Academic integrity is required and expected of all students and staff at the campus. We are all responsible for upholding and applying this policy.

Academic fraud will not be tolerated, and disciplinary measures will be taken in accordance with this policy.

Academic fraud can manifest as cheating and/or plagiarism.

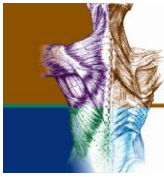
Cheating is dishonest presentation of work, in all its aspects.

Plagiarism is taking the ideas, words, work, data, and statements of another person and presenting it as one's own. It is the student's responsibility to appropriately quote the work of another.

Academic fraud offenses include, but are not limited to:

- ◆ Copying from a colleague during an examination.
- ◆ Unapproved collaboration.
- ◆ Alteration of records and/or submission of false records.
- ◆ Copying and submitting the work (or parts of the work), may it be in hard copy or electronic form, of another student, as one's own.
- ◆ Possessing and using unauthorized material during an examination.
- ◆ Plagiarizing materials in their completeness or parts thereof without appropriately citing the original source.
- ◆ Allowing another student to take an examination in one's place.

- ◆ Aiding other students to cheat.



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- ◆ Malicious actions that compromise or destroy another student's work.
- ◆ Dishonesty in requests for makeup examinations or extension deadlines.
- ◆ Sale of papers, presentations, research, or other academic works, unless such program is approved by the Academic office.

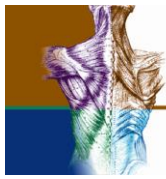
During an examination, the following rules must be observed:

- ◆ The student is expected to read the examination instructions carefully. If the student does not understand any part of the instructions, the student must ask for clarification;
- ◆ Should a student not understand a question, the student may ask for clarification; in this respect, an Examiner may not provide any information to the student that would assist substantively with the content of the question.
- ◆ Examiners will not, under any circumstance, provide answers for examination questions;
- ◆ The use of cell phones is prohibited during examinations;
- ◆ Unapproved materials cannot be used by any student during examinations;
- ◆ Should a student have any questions during examinations, he or she will address the question (s) only to the Examiner, and not to any of his or her colleagues;
- ◆ Students may not have access to any academic materials during examinations, without the express permission of the Examiner.
- ◆ The Examiner may implement any other rules at the time of the examination to ensure a fair and honest academic environment.

Academic Penalties

1. *First offense*: Reprimand/call to attention (take the cell phone away, request for books to be placed on the floor, etc.);
2. *Second offense* (any of the following, at the Examiner's discretion, in accordance with the status of the student: first or repeat offender):
 - 2a. Request that the student repeats the examination up to a cap mark.
 - 2b. The examination will be marked "0" with opportunity to re-submit.
 - 2c. The examination will be marked "0" with no opportunity to re-submit;
3. *Repeat offenders* (second examination): the Examiner will request that the student be placed on Academic probation upon approval of measure by the Academic Office.
4. *Repeat offenders* (third time)
 - 4a. Temporary suspension.
 - 4b. Expulsion from college.

Student Appeals



At any step in the process, the student can appeal the decision of the Examiner and can request a meeting with a representative of the Academic Office.

The student must produce a written account of the events when meeting with the Academic Office representative and bring in any supportive documentation, if applicable.