



PACIFIC COAST UNIVERSITY  
FOR WORKPLACE HEALTH SCIENCES

## Code of Conduct - Policy 215

### *Policy Statement*

This policy deals with appeals or complaints respecting decisions related to conduct of members of the University Community.

Appeals that arise under the Academic Appeals and Complaints, Computer Usage, Employee Appointments, Prevention of Harassment and Discrimination, Intellectual Property and Copyright, Integrity in Research and Scholarship, Library and Privacy policies are not heard under this policy.

### *Related Policy*

Dispute Resolution

### *Definitions*

Misconduct means behavior that includes but is not limited to the following:

- cheating, plagiarism and circumstances where a student submits the work of another as his or her own or allows another person to undertake an assessment or assignment on his or her behalf  
Plagiarism applies to both electronic or hardcopy materials such as assignments, presentations, online posts, research and data. It includes intentional improper use of citations such as not using quotation marks where appropriate to specify the work of another or lack of acknowledgement of concepts that have been substantially paraphrased from another original work;
- withholding information that is appropriate or supplying incorrect or fraudulent information or documentation in order to obtain an unfair academic advantage or other benefit;
- submitting falsified academic or professional references or untruthfully claiming academic or professional achievements to the University or a third party for whatever reason;
- falsifying or misusing University records or documents;
- impersonation of others with regard to academic achievements or awards;
- failure, without due cause, to participate in all academic processes of the University including attendance at lectures, participation in discussion forums and meeting requirements laid down for assignments, exams and projects;
- not abiding by the procedures governing course enrolment, participation and academic assessment;
- lack of compliance with regulations regarding Library use;
- breaching any rule, policy or regulation developed by the University or by other bodies of competent authority and having specific application to the University;
- breaching any law.

University Community includes members of the Board of Governors, members of the Academic Council, members of the International Research Advisory Council, students, employees, contractors and volunteers associated with the Pacific Coast University for Workplace Health Sciences.

### *Procedures*

This policy's complaint and appeal processes will comply with the principles and procedures set out in the Dispute Resolution Policy



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*Approval and Responsibility*

Approved by: The Board of Governors, March 27, 2012.  
Revised: June 18, 2014  
Responsibility: President

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