P03 Student academic integrity and plagiarism

Effective date: November 1, 2026.

Purpose and Scope

Canadian Aviation College (CAC) upholds the highest standards of academic integrity as essential to professional development in the aviation industry. This policy outlines the expectations for honest academic and practical work, defines academic misconduct, and describes procedures for addressing violations. This policy applies to all students enrolled in CAC's Career and Recreational Programs.

Academic Integrity Expectations

Students are expected to:

Demonstrate honesty and integrity in all academic submissions, assessments, and practical flight training records.

Submit original work and properly acknowledge sources.

Accurately complete all flight logs, Pilot Training Records (PTR), and documentation.

Refrain from any activity that would give an unfair academic advantage.

Academic Misconduct Definitions

Violations of academic integrity include but are not limited to:

A. Plagiarism Presenting another person's work, ideas, or data as one's own without proper acknowledgment.

Submitting copied assignments, essays, reports, or presentations.

B. Cheating Using unauthorized materials or aids during exams or assessments.

Copying from another student's work during assessments.

Sharing answers or receiving unauthorized assistance.

C. Fabrication or Falsification Altering or inventing data, results, or records.

Falsifying flight logs, Pilot Training Records, or attendance records.

D. Aiding and Abetting Assisting another student in committing academic misconduct.

Sharing assessment answers or assignments for dishonest use.

E. Other Forms of Academic Dishonesty Submitting the same work for credit in multiple courses without instructor approval.

Impersonating another student in assessments.

Reporting Academic Misconduct

Instructors, Dispatch, or any CAC staff who observe or suspect academic misconduct will document and report it to the Chief Flight Instructor (CFI), Bote Sha.

Students who are aware of academic misconduct are encouraged to report concerns confidentially.

Investigation and Resolution Process

The CFI or an impartial designated reviewer will conduct a fair and timely review of reported misconduct.

The students involved will be provided with an opportunity to explain their actions.

Based on severity and intent, disciplinary measures will follow CAC's Dismissal Policy Tiers:

Tier 1 (First Minor Offense): Formal Warning, educational session on academic integrity.

Tier 2 (Serious or Repeated Offense): Probation, potential reassessment or mandatory retraining.

Tier 3 (Severe or Deliberate Misconduct): Suspension or Dismissal from CAC.

Appeals

Students may appeal decisions related to academic misconduct through the Student Grievance/ Dispute Resolution Policy within 7 calendar days of receiving a decision.

Academic Integrity Education

CAC will provide:

Orientation sessions on academic honesty and proper citation practices.

Workshops or resources on maintaining integrity in flight documentation.

Bote issues formal warning and probation letters following the review. Alano coordinates any escalation of Bote's misconduct decision through the existing complaint mechanism at studentservice@cacbc.ca. Concerns naming Bote go directly to Alano. Dismissal decisions and administration follow the dismissal policy. Records of allegations, evidence, the student response and decisions are retained in EMS.