
Policy Title:	Misrepresentation of Student Documentation	
Policy No:	9010	Approval date: October 23, 2013
Approval Body:	President	
Effective date:	October 23, 2011	Review date: October 2014

Policy Statement

University Canada West (UCW) is committed to integrity and honesty in all its academic and administrative aspects. Its reputation is predicated upon admitting and graduating individuals who demonstrate academic, personal, and professional ethics and honor. To ensure that UCW admits and graduates only qualified candidates with complete and verifiable documentation, it has zero tolerance for submission of fraudulent or forged documents or for misrepresentation of self by applicants and students.

The University establishes and maintains standards and protocols to address suspected and proven instances of fraudulent, forged, or missing documentation in support of applications for admission and transfer credit.

Scope

Before Registration

All applicants and students will provide complete documentation, must not willfully omit documents or other information, and must not submit documents to misrepresent their personal identity that may impact their eligibility for admission or graduation.

If an applicant submits any false statements or documents such as passports, identification documents, transcripts, diplomas, certificates, test scores, references, résumés, or the applications for admission, which are forged, fraudulent, altered from the original, incomplete, obtained under false pretenses, or otherwise deceptive in support of an application for admission, the Registrar's Office will cancel the application immediately.

If an applicant submits any false statements or documents such as transcripts, diplomas, certificates, course outlines, course descriptions, or syllabi, which are forged, fraudulent, altered from the original, incomplete, obtained under false pretenses, or otherwise deceptive in support of a request for transfer credit or any other type of advanced standing, the Registrar's Office will cancel the application and/or registration immediately.

If an applicant submits an incomplete application or fails to include all prior post-secondary education documentation, regardless of the country in which the post-secondary institution is located, the application may be declined and any offers of admission may be revoked. If an applicant or student willfully omits required documentation as a means to conceal or mislead, the application may be declined and any offers of admission will be revoked.

An applicant who has been refused admission due to fraudulent, altered, or missing documentation will not be eligible to reapply for admission for a minimum of one year. The Registrar's Office will notify the applicant in writing of this prohibited act and the penalty, and will advise the applicant of the right to appeal the decision in writing as specified in the UCW Appeals Policy. The Registrar's Office maintains the original file and documents, including the outcome of the decision and appeal (if any).

The appeal must contain a written statement plus any evidence to support the assertion that the documentation is authentic and valid.

If during the appeals process, it is found that the document(s) is authentic, the penalty may be withdrawn.

After Initial Registration

If any registered or active student is found to have been admitted based on fraudulent or missing documentation, misinformation, or misleading or false personal identification, his/her registration will be revoked and the Registrar's Office shall notify the student that s/he shall be suspended immediately from UCW for a minimum of one year. The Registrar's Office shall enter a notation of the penalty imposed on the transcript. An International student will also be reported to Citizenship & Immigration Canada as possibly non-compliant with a study permit..

Any student suspended due to findings of fraudulent documentation, false personal identification, misinformation and/or missing documents has the right to appeal according to UCW's Appeals for Non-Academic Discipline policy.

If the appeals process determines that the documentation is authentic or that another defense is demonstrated, the penalty may be withdrawn and the transcript notation may be modified or deleted.

The penalty shall not take effect until after the period to appeal has expired or upon the completion of the appeals process.

After Graduation

If, after a student has graduated, it is found that the graduate submitted a fraudulent document in support of their application for admission or for transfer credit, committed plagiarism in a project or paper, or submitted falsified or misleading documentation in support of the application to graduate, then he or she shall be notified in writing by the Registrar's Office of the findings. The accused graduate shall be entitled to a hearing under the UCW's Appeal Policy.

The penalty may include revocation of the degree or other credential that had been awarded to the student. Any penalty imposed shall be entered on the student record and transcript permanently.

Definitions

These definitions apply to terms as they are used in this policy.

Word/Term	Definition
Official Documentation	Any document produced by an educational institution, training body or professional organization that outlines the individual's progress and grades (if any). Such documentation is typically sent directly from the institution to UCW's Registrar's Office
Official Transcript	An official, signed, sealed and authenticated academic record for an individual, created by the Registrar's Office (or equivalent) of that institution or organization, and is sent directly to another institution.
Personal Identification	Any official documentation that verifies a person's identity and /or country of citizenship, e.g., passport, study permit, visa, Permanent Resident Card (PRC), baptismal certificate, driver's license

Related policies

Policy Number	Policy Title
9007	Admissions
9011	Appeals for Non-Academic Discipline

Responsibility

Students are responsible for submitting complete information requested and original documents which are unaltered or falsified as part of their application for admission. They are also responsible for submitting original copies of any additional academic documents or credentials obtained from outside sources throughout their UCW program.

Enrolment Representatives are responsible for advising applicants of criteria for official documents and the need to submit original documents as part of the application. Enrolment Representatives are also responsible for advising applicants that they must arrange for official transcripts to be sent from their previous educational institution(s) directly to the UCW Registrar's Office. They must also advise applicants that these transcripts must be unopened or they will not be accepted.

The Registrar's Office is responsible for verifying all documents submitted to the University and for their secure retention and storage as part of the student permanent record. The Registrar's Office verifies English language test scores through online services where available.