



FRAUDULENT DOCUMENTATION POLICY			
Policy Type	Academic	Initially Approved	January 29, 2018
Policy Sponsor	Vice-President, Academic Affairs	Last Revised	October 31, 2022
Administrative Responsibility	Registrar	Review Scheduled	January 2028
Approver	General Faculties Council		

A. Purpose

The Fraudulent Documentation Policy provides the Registrar’s Office with guidelines for dealing with fraudulent documentation or omitted information during the admissions process through to the conferring of a degree.

B. Scope

This policy applies to all students applying or enrolled at Ambrose University.

C. Principles

- C.1.** The foundation for this policy is guided by the Criminal Code of Canada. [Criminal Code (R.S.C., 1985, C-46)]
- C.2.** The submission of false documentation or omitted information for the purpose of registering for academic studies is unlawful and will result in the cancellation of the application or academic misconduct.
- C.3.** Ambrose University may rescind credentials due to fraudulent documentation or omitted information.
- C.4.** Ambrose University will not take disciplinary action against a student self-reporting fraudulent documentation or omitted information within reason, if proven the error was unintentional.

D. Policy Details

Students seeking admission to the University must provide true, complete and accurate information in their application. Students who falsify or omit information as part of the admission process, up to the add/drop deadline, may have their admission and registration cancelled by the Registrar's Office. After the course add/drop deadline, students who falsify or omit information may be subject to academic misconduct regulations. Students who have submitted false information may be identified to other post-secondary institutions. Falsified documents may be referred to the appropriate authorities for potential prosecution under the Criminal Code of Canada.

Notwithstanding the foregoing, in the event a student becomes aware that the student has unintentionally made an error in the information submitted, or has unintentionally omitted any information, as part of the admission process, the student is required to immediately report the same to Enrolment Office. The University will not take disciplinary action against a student that self-reports an error that was made reasonably and unintentionally. The University will only give consideration to

students that self-report errors if such reports are made before the University has reason to believe that a student has falsified or omitted information as part of the admissions process.

Credential Rescission – If Ambrose determines that credential rescission is warranted due to fraudulent documentation, the Dean (or designate) of the appropriate Faculty may make the recommendation for rescission to the Vice-President for Academic Affairs. The original conferring of a degree, diploma or certificate may be permanently deleted from the student’s academic record. A notation of “<Degree/Diploma/Certificate> Rescinded” and the date of rescission will appear permanently on the student transcript.