

Policy Name	ACADEMIC INTEGRITY		
Policy #	101	Category	ACADEMICS
Steward	VP, ACADEMICS	Date Approved	July 1, 2023
Next Review Date		Date Reviewed or Revised	

POLICY

The College learners and staff share the responsibility for the academic integrity of the College. Academic integrity is based upon honesty, respect, and responsibility. Suspected cases of academic dishonesty will be investigated and dealt with fairly.

This policy ensures that all staff and learners have the same expectations and information regarding academic dishonesty.

PRINCIPLES

The College expects learners to maintain the highest standards of academic integrity. In order to maintain academic integrity, learners are responsible for familiarizing themselves with what constitutes academic dishonesty. Examples include, but are not necessarily limited to:

1. Cheating, or any form of fraud, deceit, theft, or omission. This may include actions such as the possession of crib notes and/or electronic devices, copying from another paper either before or during any academic exercise, theft of examinations, or aiding or abetting other individuals in fraudulent activities.
2. Plagiarism: The use and submission of work generated by another person or application without appropriately identifying and crediting the individual or application. "Work" includes direct quotations longer than two words; facts that are not common knowledge or are arguable; judgments, opinions, or ideas of others/applications, even if paraphrased or summarized; AI generated graphics and images, statistics, charts, tables, images, and graphs from other sources; or information or help provided by friends, instructors, or others.

Plagiarism can be judged to have occurred if:

- 2.1 The instructor has both the material presented by the learner and the original source/s from which the material was taken.
- 2.2 The learner is incapable of explaining the terminology or ideas in the submitted material, and the terminology or ideas do not originate in works contained in the accompanying bibliography or works cited page.

- 2.3 The learner cannot produce the notes or texts used to prepare the material for oral presentations.
- 2.4 Self-Plagiarism: Self-plagiarism is the verbatim or near-verbatim reuse of significant portions of one's own copyrighted work without citing the original source, or the resubmission of previously marked material, without acknowledgment of its reuse. Note that self-plagiarism does not apply to publications based on the author's own previously copyrighted work where an explicit reference is made to the prior publication. Such reuse does not require quotation marks to delineate the reused text but does require the work to be cited.
- 3. Improper collaboration: inappropriate sharing of work on an assignment; groupwork situations where the degree of collaboration has exceeded the degree set by the instructor.
- 4. Fabrication or falsification of results for use in an academic exercise.

SCOPE

This policy applies to all learners in academic programming. Learners may also be under the academic policy of credit-granting institutions, which supersede this policy.

DEFINITIONS

Disciplinary Probation	The learner receives written notification of the misconduct that will include specific written conditions and a time frame for probation, which must be met by the learner if they wish to continue with the College. Learners who meet the terms of their probation will have their probation lifted. Failure to meet the conditions shall result in a review of the case and may result in expulsion from the College.
Expulsion	The learner is expelled from the College indefinitely, shall be withdrawn from all learning activities, and may be barred from the College grounds and buildings.
Fines	The learner pays a sum to the College.
Mark Reduction	The learner is subject to a mark reduction on an assignment or examination, or final grade.
Required to Discontinue (RTD)	The learner is discontinued from the course or program and assigned a W grade.
Restitution	The learner pays for damages incurred.

Suspension	The learner is suspended from a class, program or the College, for a specified period of time. Learners may also be suspended pending an investigation of misconduct if it is deemed that the presence of the learner constitutes an impediment to the learning process and/or health and safety of members of the College community.
Verbal Warning	The learner receives a verbal notification of the misconduct and the implications of further misconduct. The learner shall be permitted to continue in learning activities at the College.
Written Reprimand	The learner receives a written notification of the misconduct and the implications of further misconduct. The learner shall be permitted to continue in learning activities at the College.

PROCEDURES

Penalties

In consultation with the Program Chair, the instructor may impose the following penalties for acts of academic dishonesty:

1. The learner is required to re-submit an assignment.
2. The learner is assigned a mark reduction on the submitted work.
3. The learner is assigned a mark of zero on the submitted work. In cases where a gross offense has occurred, or the student has committed multiple offenses, the Program Chair may recommend one or more of the following sanctions to be carried out by the Registrar:
 - 3.1 A grade of W in the course
 - 3.2 Loss or repayment of scholarships and/or other awards
 - 3.3 Suspension or expulsion from The College
 - 3.4 An order to rescind the learner's credential
4. Academic penalties will be communicated to the learner by their instructor and in the case of verbal or written reprimands those may be delivered by the Program Chair/coordinator. Written reprimands will be included in the learner's academic file with the College.

The credit granting institutions policies will be followed where guidance is provided.

LEGISLATIVE AND COLLECTIVE AGREEMENT REFERENCES

LINKS TO OTHER RELATED POLICIES, DOCUMENTS, AND WEBSITES

- Learner Discontinuation Policy
- Learner Evaluation and Assessment
- Intellectual Property