COLLEGE POLICY

Policy No. & Title: **A-141 Academic Integrity**
Policy Sponsor: Vice-President, Academic
Reference Cmtee: Policy & Procedure Committee
Effective: 2023-07-01
Next Review: 2027-01-29

Purpose
To protect the reputation of the College and its credentials, the College has a zero-tolerance position with respect to any academic integrity offence. The College has a commitment to treat all students fairly and equitably as it upholds it reputation. This policy describes the College's expectations regarding academic integrity and the College's sanctions should a violation occur.

Scope
This policy applies to all College students, employees, delivery partners, affiliates, volunteers, and contractors.

Definitions
Academic Integrity: The practice of holding oneself and others accountable for performing all academic work in an honest, personally accountable, and ethical manner.

Academic Offence: The Act of obtaining or attempting to obtain unfair advantage or credit for academic work for oneself or others by dishonest means. This act can be intentional or unintentional, and includes, but is not limited to:

- Plagiarism: taking credit for another person's work, such as:
  - submitting another person's work as their own work.
  - not citing or crediting an original source.
  - submitting electronic files or data created by another person without the instructor's permission.
  - submitting work from another course without the instructor's permission.
- Allowing another person to complete the student's work.
- Copying from another person during an evaluation.
- Using means, tools, or devices, personally or electronically, that are not permitted in the preparation or completion of academic work.
- Using means or being in possession of prohibited tools or devices, including improperly obtained evaluative materials (a copy of a test/quiz, *etc*.,) during an assessment.
- Altering, falsifying records, or submitting false documentation.
- Assisting or facilitating an academic offence.
- Misrepresenting fact, lying, bribery, coercion, or impersonating another person.

Academic Work: Tasks to be performed by students in fulfillment of a course or program requirement, and includes, but is not limited to, quizzes, tests, examinations, case studies, assignments, reports, essays, presentations, labs, projects, in-class work, placements/internships, and practical assessments.

POLICY

1) The College is committed to maintaining an environment that supports academic integrity. It is expected that students will demonstrate academic integrity in all their academic activities.
2) All College members within the scope of this policy are expected to fully comply with the investigation of an alleged academic offence.
3) Any threat or retaliation against members of the College, including students, who engage in the administration of this policy, including any investigation, shall not be tolerated. Any violation shall be subject to disciplinary action up to and including expulsion/termination.
4) Students who commit an academic offence will be penalized according to this policy and its procedures.
5) Students may appeal the decision related to an academic offence under Policy A-145 Academic Appeals.
6) *Students who have a documented and approved Accommodation Plan, may use those accommodations to complete their academic work. Accommodated students must still uphold academic integrity but may do so in the manner outlined in the approved Accommodation Plan.*
7) Depending on the nature and extent of the academic violation, disciplinary penalties may be imposed. These include, but are not limited to:
    a) Reduced grade for the assignment/assessment.
    b) Requirement to complete additional academic integrity training.
    c) Failing grade for the assignment/assessment.
    d) Failing grade for the course.
    e) Suspension from the program.
    f) Termination from the program.
    g) Expulsion from the College.
8) A record of Academic Integrity violation(s) and the associated disciplinary action(s) from the College will be maintained in the student's permanent file.

Related Policies

A-145 Academic Appeals
A-101 Student Accommodations

Supporting Documents/Forms

A-141p Academic Integrity - Procedure