

AA48**Academic Integrity**

Classification:	Academic Affairs
Responsible Authority:	Executive Director, Academic Operations and Planning
Executive Sponsor:	Senior Vice President, Academic
Approval Authority:	Algonquin College Executive Team
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PURPOSE

To establish and communicate Algonquin College's expectations for the promotion of and adherence to the requirements of academic integrity.

SCOPE

This policy applies to all members of the College community recognizing their roles in upholding the fundamental values of academic integrity: honesty, trust, fairness, respect, responsibility and courage (ICAI, 2021), and demonstrating a commitment to these values and standards in all academic activities. This includes the responsibility to be informed about academic integrity, academic misconduct and the related policies of the College.

This policy excludes:

- Academic integrity violations related to academic research and applied research activities (refer to policy RE02 Integrity in Research and Scholarly Activities).

DEFINITIONS

Word/Term	Definition
Academic Administrator	An Academic Administrator is a Program Chair, Academic Manager, Associate Chair, Dean, Testing Services Manager, or designated decision-maker.
Academic Integrity	Compliance with ethical and professional principles, standards, practices and consistent system of values, that serves as guidance for making decisions and taking actions in education, research and scholarship (ENAI, 2018).
Academic Integrity Incident Report	Documentation of the alleged breach of the academic integrity policy, including observations, evidence and any relevant information.
Academic Misconduct	Academic Misconduct is any action taken by a learner that gives the learner an unearned advantage in matters affecting their academic standing.

College Community	The College Community refers to Algonquin College students, employees, volunteers, and contractors.
Formal Learning Opportunity	A form of structured learning that is deemed beneficial to the learner and their academic success. Formal learning opportunities such as writing skills education, time and stress management, etc. may be recommended and/or required.
Learner	A learner is a prospective student; a lead or applicant; a registered student; a graduate; or an employee that is engaged in a learning activity with Algonquin College.
Procedural Fairness	Often referred to as natural justice, procedural fairness is a principle that ensures the fairness and correctness of the decision-making process. It is not concerned with the outcome itself, but rather with the procedures used to reach that outcome.
Professor	Under the direction of the senior academic officer of the College or designate, a Professor is responsible for providing academic leadership and for developing an effective learning environment for students.
Sanction	A sanction is a penalty imposed on a student.
Staff	A staff is an academic staff, administrative staff and support staff, collectively.
Support Person	A support person may accompany a learner to a meeting at the learner's request to provide them emotional support, reassurance or accommodation assistance. They are not permitted to speak on behalf of the learner, nor to participate directly in the meeting. In extenuating circumstances, usually medical, exceptions may be made at the discretion of the Academic Administrator.

POLICY

General Principles

1. Adherence to values and standards of academic integrity is an important aspect of the learning and teaching processes. In keeping with the Mission of the College "to transform hopes and dreams into lifelong success," the development and demonstration of academic integrity values and practices contribute to success while maintaining the value of credentials issued by Algonquin College. Academic work submitted by learners is evaluated on the assumption that the work presented by the learner is their own.
2. The College recognizes it has a responsibility to foster academic integrity by providing learners and College staff with information, resources and educational opportunities about academic integrity and academic misconduct.
3. The College follows an educational and progressive, disciplinary approach to maintaining academic integrity. This includes the provision of formal learning opportunities to issuing academic sanctions for proven acts of academic misconduct. This approach will support the

value of the College's academic credentials and reflect its values as an academic institution and those of its collaborative academic partnerships.

4. The standard of proof in ruling academic misconduct shall be a balance of probabilities through evidence that it is more likely than not that academic misconduct occurred.
5. Academic integrity allegations will be investigated whether or not the learner chooses to withdraw from the course(s) in which the allegation occurred, and a record of that violation will be maintained by the designated academic administrator.
6. Investigations into allegations of academic misconduct will respect the learner's right to procedural fairness.
7. Learners have the right to appeal decisions related to academic misconduct under policy AA19 Academic Appeal. Learners awaiting appeal decisions may register in the next level of their program subject to program progression eligibility and restrictions (refer to AA19 Academic Appeal).

Responsibilities

1. Each School will ensure this policy is reflected in course outlines and program related materials. As well, this policy and related educational resources will be publicized through other College resources. For collaborative academic partnerships such as university and industry partners, Memorandums of Understanding (MOUs) and Collaborative Education Agreements determine the publication and promotion requirement of this policy.
2. The academic administrator oversees the investigation, resolution and academic decision ruling of alleged academic integrity violations. For collaborative academic partnerships, Memorandums of Understanding (MOUs) and Collaborative Education Agreements determine institutional oversight of academic misconduct allegations and decisions.
3. Staff shall act and report on all suspected incidents of academic misconduct, whether deliberate or accidental, to the academic administrator for investigation and final academic decision ruling regarding the allegation of academic misconduct.
4. The identification and address of academic integrity violations is confidential. Involved staff must reasonably protect learner's identity and associated documentation throughout the policy process. Documentation related to another learner must only be provided if the information is necessary for the learner(s) to understand and meaningfully respond to an allegation. The academic administrator only shares information regarding individual cases with those necessary to support the investigation and ruling of a final academic decision.
5. Staff may withdraw an academic integrity allegation if they determine they have insufficient evidence to proceed and/or no longer suspect a violation occurred. Staff cannot withdraw an allegation if a learner has already accepted responsibility or has been found responsible for an academic integrity violation. It is recommended that staff consult with the academic administrator before withdrawing an allegation.
6. Staff shall not assign a penalty for an alleged academic integrity violation unless they have submitted an academic integrity incident report to the academic administrator, and a final academic decision has been issued in writing to the learner and staff member who reported the allegation.

7. Where there is a compelling reason to conclude that undetected academic integrity violations may have occurred, retroactive reviews of the academic work of learners may be conducted at any point within the current academic year and may be subject to academic sanctions. Normally a retroactive review initiated by a staff member must include a retroactive review of the work of all learners in the course as a matter of fairness, unless there is an exceptional circumstance and/or evidence directly implicating a particular learner(s) in such a violation. Staff are to consult with the academic administrator for justification prior to initiating a retroactive review.
8. All learners shall refuse to participate in acts of academic misconduct including activity that enables academic integrity violations by others and are encouraged to notify professors/staff of perceived acts of academic misconduct.
9. All learners of a group assessment are assumed to be responsible for academic integrity of the group submission and will equally receive sanction of academic misconduct findings unless an act of academic misconduct can be specifically credited to one or more members of the group.

Academic Misconduct Records Management

1. Academic integrity incident reports, documentation and final academic sanction(s) will be retained in confidence by the academic administrator for a minimum of seven years from the last documented academic misconduct incident for administrative and tracking purposes.
2. Program suspension and college suspension sanctions will be recorded on the learner's Current Student Record for the duration of the suspension. College expulsion will be recorded on the learner's Permanent Student Record indefinitely as per policy AA49 Electronic Student Record Retention.
3. Academic sanctions do not appear on the learner's academic transcript.

PROCEDURE

Action	Responsibility
1. Observation of an Alleged Act of Academic Misconduct	
1.1 For in-person assessment environments such as a test, proctored final exam, monitor the situation and intervene as appropriate, including: <ul style="list-style-type: none"> • Gathering evidence, if possible, considering disruption to the learner and other learners, • Quietly move the learner to another seat where applicable, • Allow the learner to complete the assessment, • Retain written records of the description of the incident and the actions taken, as well as actions taken by others where applicable, • Proceed with Procedure Step 2. 	Professor/Other Staff

For online and applied learning assessments such as presentations, field placements, clinical performances and/or a specific field or clinical assignment, refer to Step 2.

2. Exploration of an Alleged Act of Academic Misconduct

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| 2.1 | Inform the learner of an observation of an alleged act of academic misconduct as close to the time of observation as realistically possible. Communication to the learner will include the perceived breach of academic integrity, and the reasons including all evidence leading to this perception. | Professor/Other Staff |
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Learner must be provided with an opportunity to review the evidence in advance and give their perspective including sharing of any evidence/documentation supporting their position via an in-person or virtual meeting or, in writing where a meeting is not possible.

The evaluation grade(s) is to remain unpublished until the exploration, reporting and formal investigation process is complete (Procedural steps 2 - 4). For allegations under review at the final grade deadline, an incomplete "(I)" and pending final grade (e.g. "IB+") is to be entered into the College grading system.

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| 2.2 | Learner is required to respond to the information provided in Step 2.1 within three (3) working days* of notification. | Learner |
| 2.3 | When meeting with the learner and/or where necessary, via written exchange of communications, provide education regarding the significance of academic integrity and reference policy. Inform the learner if proceeding to file an Academic Integrity Incident Report to the academic administrator as per Procedure Step 3.1. | Professor/Other Staff |

If learner does not respond to notification within three (3) working days* of notification, proceed with reporting the incident as per Procedural Step 3.

As required, consult with the academic administrator for questions or concerns regarding how to proceed.

*Notification response time exceptions for College Mid-Term Breaks, Final Assessment Weeks, additional learner consultation requirements, extenuating circumstances impacting the learner(s) and staff member(s) involved.

3. Reporting and Formal Investigation of an Alleged Academic Misconduct

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| 3.1 | Submit an Academic Integrity Incident Report (see Related Materials) and supporting documentation to the academic administrator within two (2) working days of the learner's response or following non-response by learner to the professor/other staff notification as per Step 2.2, if there is a reasonable belief that an act of academic misconduct has occurred. | Professor/Other Staff |
| 3.2 | Review the Academic Integrity Incident Report and supporting documentation from professor/staff and learner, and seek clarification as required. | Academic administrator |
| 3.3 | Request a meeting with the learner and other parties where necessary within three (3)** working days of receiving the Academic Integrity Incident Report to discuss the incident and to provide the learner the opportunity to provide their perspective and any supporting evidence/documentation. | Academic administrator |

Request for a meeting must include a copy of the Academic Integrity Incident Report containing the following information regarding the incident:

- Learner name and student number,
- Course name,
- Assessment title and date due/submitted, if applicable,
- Name of professor,
- Name and position of person submitting the allegation,
- Detailed description of the alleged incident, observations, and supporting evidence/documentation.

All evidence/documentation is to be reviewed during the meeting.

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| 3.4 | If learner does not respond to meeting request within four (4)** working days, proceed with Procedural Step 4. | Academic administrator |
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**Meeting request exceptions for College Mid-Term Breaks, Final Assessment Weeks, additional staff/learner evidence consultation, extenuating circumstances impacting the learner(s) and staff member(s) involved.

4. Determination and Filing of an Academic Misconduct Incident

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| 4.1 | Within five (5)*** working days of meeting with or non-response from the learner, establish whether an act of academic misconduct has occurred. If so, determine warranted sanction(s) | Academic administrator |
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through consultation with the professor, academic administrator(s) and other staff as required, and validation and assessment of any prior violations and corresponding information. Prior violations may result in more serious sanctions. Consider any recommendations and/or requirements for educational and other supports.

- 4.2 If academic misconduct is determined, notify the learner, in writing, of:
- the decision and reason(s) for including supported evidence,
 - any imposed sanction(s),
 - their academic implications,
 - supports and services as required,
 - the learner's right to appeal under Policy AA19 Academic Appeal within five (5)*** working days.
- Academic administrator

If academic misconduct is dismissed, notify the learner, in writing, of:

- the decision and reason(s) for,
- supports and services as required.

- 4.3 Notify, in writing, the professor, and other parties e.g. Academic department administrator(s), Registrar's Office, Senior Vice President, Academic as required of final academic decision. Academic administrator
- 4.4 Document final academic decision and any sanction(s) imposed within the academic integrity incident tracking system and with the Registrar's Office as appropriate. Academic administrator

*** Determination and documentation of final academic decision exceptions for College Mid-Term Breaks, Final Assessment Weeks, additional staff/learner evidence consultation, extenuating circumstances impacting the learner(s) and staff member(s) involved.

SUPPORTING DOCUMENTATION

APPENDIX 1 - DEFINITIONS AND EXAMPLES OF ACADEMIC MISCONDUCT

APPENDIX 2 - ACADEMIC SANCTION GUIDELINES

RELATED POLICIES

[AA13: Assessment and Evaluation of Learning](#)

[AA14: Grading System](#)

[AA19: Academic Appeal](#)

[AA34: Copyright](#)

[AA35: Confidentiality of Student Records](#)

[RE02 Integrity in Research and Scholarly Activities](#)

[SA07: Student Conduct](#)

RELATED MATERIALS

[Academic Integrity Incident Reporting Form](#) (Ottawa, Pembroke, Perth campuses)

[Online Academic Incidents Reporting Form](#) (Online campus)

Acknowledgement:

Some policy content words and phrases are used with permission from UC San Diego, Academic Integrity .

References:

[*Glossary for Academic Integrity in English*](#)

Tauginienė, L, Gaižauskaitė, I, Glendinning, I, Kravjar, J, Ojsteršek, M, Ribeiro, L, Odiņeca, T, Marino, F, Cosentino, M, Sivasubramaniam, S, Foltýnek, T. Glossary for Academic Integrity. ENAI Report 3G [online]: revised version, October 2018

International Center for Academic Integrity [ICAI]. (2021). The Fundamental Values of Academic Integrity. (3rd ed.). <https://www.academicintegrity.org/the-fundamental-values-of-academic-integrity>.

APPENDIX 1 - DEFINITIONS AND EXAMPLES OF ACADEMIC MISCONDUCT

Academic Misconduct includes, but is not limited to, the following:

a) Aiding, Abetting, & Unscholarly Behaviour: Any action that encourages, enables, or causes others to attempt or commit an act of academic misconduct; interfering with the ability of another learner to successfully complete academic work. Examples include:

- i. Providing other learners with questions/scenarios/simulations/other being used on assessments.
- ii. Damaging any academic work of another learner.
- iii. Influencing or attempting to influence any College employee responsible for processing grades, evaluating learners, or maintaining academic records, using bribery, threats, or any other means of coercion to affect a grade or evaluation.
- iv. Altering, destroying, hiding, or otherwise restricting access to academic materials intended for general use.
- v. Any forgery, alteration, unauthorized possession or misuse of college documents such as copying, photographing, altering assessment questions and assignments.
- vi. Unauthorized access of an electronic file for the purpose of using, reading or altering its contents.
- vii. Unauthorized copying, use and/or transfer of one or more or parts of files or data within a file.
- viii. Not complying with laws regarding copyright, trademark, and/or licensing agreements pertaining to the use of print and electronic materials, software, databases, and all other resources and materials.
- ix. Being disruptive during an exam or other assessment.

b) Cheating: Actions that attempt to get any advantage by means that undermine values of integrity. Examples include:

- i. Accessing and/or possessing unauthorized resources or devices during assessments including devices that facilitate communication or store information accessible to a learner during an assessment.
- ii. Accessing unauthorized use of instant messaging social platforms on an assessment.
- iii. Obtaining an assessment, in whole or in part, in advance of its administration, without the permission of the professor.
- iv. Changing grades or answers on an assignment for the purpose of regrading.
- v. Failing to abide by the instructions of the professor or proctor concerning assessment procedures, such as, but not limited to, talking or failing to adhere to start/stop times.

c) Contract Cheating: Use of undeclared and/or unauthorized third party to assist in the production of work for academic credit or progression, whether or not payment or other favour is involved.

d) Contract Cheating Services: Type of consultancy service when a company or an individual provides customized work to a person to present as their own work. Synonymous with Ghostwriting.

e) Misrepresentation: Falsifying information with the goal of deception. Examples include:

- i. Submitting false, fraudulent or purchased assignments, research or credentials.
- ii. Taking or releasing, without permission, the ideas or data of others that were shared with the expectation that they were confidential.
- iii. Falsifying, altering, withholding or concocting medical records, compassionate documents, correspondence, academic documents, research results, references, or research sources.
- iv. Forging or using College documents, records or instruments of identification with intent to defraud.
- v. Impersonating another or permitting someone to impersonate you, either in person or electronically, for academic assessment or to improperly gain access to services.
- vi. Unauthorized use of another's identification/username and password.

f) Plagiarism: The use of ideas, content, or structures without appropriately acknowledging the source in a setting where originality is expected, leading to unfair advantage. Plagiarism, whether done deliberately or accidentally, is presenting someone else's work, in whole or in part, as one's own.

Sharing one's work with other learners where this has not been authorized is also considered an act of plagiarism.

The reuse of one's own words, ideas, artistic expression or work from preexisting material especially without acknowledgment of their earlier use, is self-plagiarism.

Applies to:

Ideas	All print and written sources such as books, periodicals, lyrics, publications, promotional materials, and academic assignments	Scientific and mathematical concepts
Wording	All verbal sources such as conversations and interviews	Algorithms

Organization of ideas	Graphics	Data
Art and ceremonies	Music	Methods
Indigenous oral teachings	Inventions from all sources including the internet, television, video, film and recordings	Formulae
		Code

(University of Calgary, 2019)

g) Unauthorized Content Generation (UCG): The production of academic work, in whole or part, for academic credit, progression or award, whether a payment or other favour is involved, using unapproved or undeclared human or technological assistance (ENAI Working Group Addressing Unauthorized Content Generation, n.d).

h) Unauthorized Cooperation and/or Collaboration: Working with others without the knowledge or consent of the professor. Examples include:

i. Providing other learners with questions/scenarios/simulations/other being used on assessments at any time.

ii. Taking part in unauthorized collaboration with another learner, which may include letting your answers be viewed, lending your work, or working in a group on an assessment that is deemed to be an individual effort, and submitting the same course work as one or more learners in the course, unless expressly permitted by the professor.

i) Unauthorized Resubmission of Work: Learners submitting the same work previously submitted for grading in the same or of another course without the professor's knowledge and/or permission and/or citations and references. This may also be considered self-plagiarism.

References:

ENAI Working Group Addressing Unauthorized Content Generation (n.d.). *Definition of Unauthorized Content Generation*. <https://www.academicintegrity.eu/wp/addressing-unauthorised-content-generation-working-group/>

[Glossary for Academic Integrity in English](#)

Tauginienė, L, Gaižauskaitė, I, Glendinning, I, Kravjar, J, Ojsteršek, M, Ribeiro, L, Odiņeca, T, Marino, F, Cosentino, M, Sivasubramaniam, S, Foltýnek, T. Glossary for Academic Integrity. ENAI Report 3G [online]: revised version, October 2018.

University of Calgary. (2019, July 1). Student *Academic Integrity Policy* [PDF].
<https://www.ucalgary.ca/legal-services/sites/default/files/teams/1/Policies-Student-Academic-Misconduct-Policy.pdf>

APPENDIX 2 - ACADEMIC SANCTION GUIDELINES

Purpose:

The objective of the guidelines is to maintain academic integrity and uphold the standards of Algonquin College, the value of the College's academic credentials and values as an academic institution by addressing violations of academic integrity in a fair and consistent manner.

Approach:

The College follows an educational and progressive, disciplinary approach to maintaining academic integrity. This includes the assignment of formal learning opportunities and the provision of student support services to support learners' academic success in understanding of academic integrity requirements, up to and including the assignment of academic sanctions for proven acts of academic misconduct.

The academic administrator shall evaluate alleged acts of academic misconduct and assign formal learning opportunities and/or academic sanctions that are fair, equitable, transparent and proportionate to the act(s) for which learning opportunities and sanctions are being applied.

The standard of proof in finding academic misconduct shall be based on the balance of probabilities. This means that the academic administrator has concluded after considering all available evidence that it is more likely than not that academic misconduct occurred.

Formal Learning Opportunities:

A formal learning opportunity is not an academic sanction but a documented educational opportunity to understand the consequences of academic misconduct. These opportunities may require the completion of academic integrity learning modules, workshops and other educational opportunities to support the learner(s) value for and practice of academic integrity.

Academic Sanctions:

Academic sanctions are assigned according to the nature, extent, and repetition of the act(s) of academic misconduct. Repeated violations of academic integrity where the learner was provided opportunity to learn and demonstrate corrective behaviour from a previous violation will result in progressive sanctioning. Equally, a severe first violation may result in an uppermost academic sanction.

Academic sanctions may include one or more of the following:

Academic Sanction	Decision-maker	Additional Approval Level
<ul style="list-style-type: none"> • Grade Reduction • Failure of assessment(s) • Failure of course(s) • Mandatory supplemental activity such as completion of academic integrity modules, workshops and other reflective educational requirements <p>Note: For course failure, the learner is not allowed to register elsewhere (e.g. alternative delivery mode or campus) in the same course for credit during the same academic term.</p>	Academic administrator	n/a
<p>Program Suspension:</p> <ul style="list-style-type: none"> • Immediate suspension from the program for a period of not less than the end of the term in which the learner is registered. This penalty will result in an automatic failing (F) grade in the course for which the academic misconduct occurred with no tuition fees refunded. <p>Note: Timing of suspension may impact successful completion of other courses within the same term.</p> <p>The learner can only register for courses or an alternative</p>	Academic administrator in consultation with academic area administrator(s)	Dean of the School

program of study after the suspension period has ended.		
<p>Withholding Credential:</p> <ul style="list-style-type: none"> The College may withhold awarding a credential otherwise earned until the completion of the process set forth in this policy, including the completion of all the sanctions imposed. 	Academic administrator with academic area administrator(s)	Dean of the School
<p>College Suspension:</p> <ul style="list-style-type: none"> Immediate suspension from the College for a period of not less than the end of the term in which the learner is registered. This penalty will result in an automatic failing (F) grade in the course for which the academic misconduct occurred with no tuition fees refunded. <p>Note: Timing of suspension may impact successful completion of other courses within the same term. Learners suspended from the College for academic misconduct must apply for readmission to a program.</p>	Academic administrator in consultation with academic area administrator(s)	Senior Vice-President, Academic

<p>College Expulsion:</p> <ul style="list-style-type: none"> Immediate expulsion from the College. This penalty will result in automatic failing (F) grade in all courses in which the student is registered, and no tuition fees will be refunded for the academic term in which the academic misconduct occurred. This will result in a permanent notation on the student's record. Students who have been expelled from the College will not be allowed to re-apply or be re-admitted to any College program. 	<p>Academic Administrator in consultation with academic area administrator(s), SVPA</p>	<p>President</p>
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Academic sanctions may result in program consequences including:

- Ineligibility for Dean's Honours List in accordance with Policy AA17
- Loss of COOP, field placement/practicum eligibility
- Loss of supplemental assessment privileges
- Other compulsory program conditions imposed by the program's academic administrator

Factors considered in imposing an academic sanction include but are not limited to:

- Learner's level of academic experience, expected familiarity with academic integrity and the College's academic integrity standards
- Evidence of intention/and or deliberation and/or premeditation in engaging in the academic misconduct
- Clarity of assessment instructions and evaluation expectations
- Acknowledgement and acceptance of responsibility where evidence points to misconduct
- Previous record of one or more academic integrity violations

- Evidence that previous opportunities to learn/demonstrate an understanding of academic integrity is apparent, or not
- Demonstrated or reasonable impact on integrity of the learner's program, professional and accreditation standards, the College's academic credentials, reputation, industry and academic partners, other learners, staff, members of the community