

**AA48****Academic Integrity**

Classification:	Academic Affairs
Responsible Authority:	Executive Director, Academic Operations and Planning
Executive Sponsor:	Senior Vice President, Academic
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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.

**DEFINITIONS**

<b>Word/Term</b>	<b>Definition</b>
Academic Administrator	Program Chair, Academic Chair, Academic Manager, Associate Chair, Dean, Testing Services Manager or designated decision-maker.
Academic Integrity	Demonstration of the values of honesty, trust, fairness, respect, responsibility and courage in all forms of scholarly behaviour (ICAI, 2021).
Academic Integrity Incident report	Documentation of the alleged breach of the academic integrity policy, including observations, evidence and any relevant information.
Academic Misconduct	Any action taken by a learner that gives the learner an unearned advantage in matters affecting their academic standing. <i>See Appendix 1 for Definitions and Examples of Academic Misconduct.</i>
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 prospective student; a lead or applicant; a registered student; a graduate; or an employee that is engaged in a learning activity with Algonquin College.
Professor	All teaching members with full time, other than full time or contract status.
Sanction	A penalty or action imposed by an academic administrator in response to academic misconduct. Sanctions for academic misconduct should include an educational component to support learner needs and success.
Staff	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.

## POLICY

### Academic Integrity Values

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, professors and staff with information, resources and educational opportunities about academic integrity and academic misconduct.

### Academic Integrity Governance

1. Professors and staff shall report and act on all suspected incidents of academic misconduct, whether deliberate or accidental. Such action will include the provision of teachable moments, formal learning opportunities, and/or sanctions as necessary. These actions will support the value of the College's academic credentials and reflect its values as an academic institution.
2. Learners shall refuse to participate in acts of academic misconduct and are encouraged to notify professors/staff of perceived acts of academic misconduct.
3. 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.
4. The academic administrator will oversee the application of the sanctions concerning academic misconduct and will maintain a confidential list of such learners; the documentation regarding the incident; and, the sanctions imposed.

## PROCEDURE

Action	Responsibility
<b>1. Observation of an Alleged Act of Academic Misconduct</b>	
1.1 Monitor the situation and intervene as appropriate, including gathering evidence, if possible, while considering disruption to other students, minimizing a data breach, etc.	Professor/Staff
<b>2. Exploration of an Alleged Act of Academic Misconduct</b>	
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 existing evidence leading to this perception. Additional evidence may be provided later, when available.	Professor/Staff
Learner is to be provided with an opportunity to give their perspective and any supporting evidence/documentation supporting their position.	
2.2 Learner is required to respond to the information provided in Step 2.1 within three (3) working days* of notification.	Learner
*Response time exceptions for College Mid-Term Breaks, and Final Assessment Weeks.	
2.3 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 in Step 3.1.	Professor/Staff
If learner does not respond to notification within three (3) working days* of notification, professor/staff proceeds with reporting incident as per Procedural Step 3.	
As required, consult with the academic administrator for questions or concerns regarding how to proceed.	
<b>3. Reporting and Formal Investigation of an Alleged Academic Misconduct Incident</b>	
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 professor notification as per Step 2.2, if there is a reasonable belief that an act of academic misconduct has occurred.	Professor/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 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 review any supporting evidence/documentation regarding their position. Academic Administrator

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

- Student 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, observations and evidence/documentation (of the alleged act)

3.4 As required, convene a meeting with the learner and other parties deemed necessary. Academic Administrator

If learner does not respond to meeting request within four (4) working days, proceed with Procedural Step 4.

#### **4. Determination and Filing of an Academic Misconduct Incident**

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) through consultation with professor, administrators and others 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. Academic Administrator

4.2 Notify the learner, in writing, of:  
• the decision,  
• any imposed sanction(s),  
• their implications,  
• supports and services, Academic Administrator

- the learner's right to appeal under Policy AA19 Academic Appeal within five (5) working days.

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| 4.3 | Notify in writing, professor, academic department (Chair, Dean, Administrative Assistant), and other parties e.g. Registrar's Office, Senior Vice President, Academic as required of final decision. | Academic Administrator       |
| 4.4 | Document final decision and any sanction(s) imposed with the Registrar's Office and/or within the academic integrity tracking system as appropriate.   | Academic Administrator Staff |

### SUPPORTING DOCUMENTATION

- Appendix 1 Definitions and Examples of Academic Misconduct  
 Appendix 2 Decision Matrix for Academic Misconduct

### RELATED POLICIES

AA13 Evaluation of Student Learning  
 AA14 Grading System  
 AA17 Dean's Honours List  
 AA19 Academic Appeal  
 AA35 Confidentiality of Student Records  
 AA37 Review of Final Grade  
 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)

#### References:

ICAI reference for Policy: International Center for Academic Integrity [ICAI]. (2021). The Fundamental Values of Academic Integrity. (3rd ed.). Retrieved March 26, 2021 from <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 student to successfully complete academic work. Examples include:
  - i. Providing other learners with questions/scenarios/simulations/other being used on assessments at any time.
  - 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, through the use of bribery, threats, or any other means of coercion in order 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 or photographing 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:** Using unauthorized aids or supports in order to secure an unfair advantage during testing or other evaluation/assessment. Examples include:
  - i. Accessing or possessing unauthorized materials, unauthorized information or devices during assessments.
  - ii. Obtaining an assessment, in whole or in part, in advance of its administration, without the permission of the professor.
  - iii. Changing grades or answers on an assignment for the purpose of regrading.
  - iv. 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:**
  - i. A third-party completing work, with or without payment, for a learner, who then submits the work as their own, where such input is not permitted.
- d) 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 in order to improperly gain access to services.
  - vi. Unauthorized use of another's identification/username and password.
- e) Plagiarism:** Plagiarism, whether done deliberately or accidentally, is defined as presenting someone else's work, in whole or in part, as one's own. This applies to ideas, wording, code, graphics, music, and inventions from all sources, including the Internet, television, video, film, and recordings; all print and written sources, such as books, periodicals, lyrics, government publications, promotional materials, and academic assignments; and all verbal sources such as conversations and interviews. 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.
- f) 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. Accessing or possessing unauthorized materials, unauthorized information or devices during assessments.
  - iii. 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.
- g) Unauthorized Resubmission of Work:** Students 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.

## Appendix 2:

### DECISION MATRIX FOR ACADEMIC MISCONDUCT

Algonquin College shall report and act on all incidents of academic misconduct, whether deliberate or accidental. Such action will include the provision of formal learning opportunities, as well as sanctions where necessary which speak to both the value of the College's academic credentials and values as an academic institution. Learners who commit acts of academic misconduct will be subject to disciplinary action(s) in the form of academic sanction(s). Academic sanctions are assigned according to the nature, extent and repetition of the act(s) of academic misconduct. A first violation may result in a sanction of up to Level Three. Repeated violations of academic integrity will result in more serious sanctions. The Decision Matrix provides guidance for consistency and fairness in the application of sanctions.

The academic administrator should exercise their discretion in applying disciplinary actions that are fair, equitable, transparent and proportionate to the act(s) for which actions are being applied. The academic administrator shall provide the learner with a written explanation of the decision which includes the reason(s) for which the disciplinary action was deemed warranted.

Level One Academic Misconduct Examples	Level One Academic Misconduct Disciplinary Action Examples
<ul style="list-style-type: none"> <li>• Attempts at proper citation and referencing has occurred but is incomplete</li> <li>• Copying from external resource(s) to support learning e.g. tracing from art photographs, copying computer program coding</li> <li>• Failing to follow instructions resulting in a violation e.g. unauthorized collaboration on an assessment required to be individual work</li> <li>• Resubmitting previous work without approval of professor</li> <li>• Unauthorized collaboration</li> </ul>	<ul style="list-style-type: none"> <li>• Provide educational advice and direction</li> <li>• Resubmission of properly cited and referenced work</li> <li>• Resubmission of applied learning assignment (e.g. artwork, coding)</li> <li>• Supplemental assessments</li> <li>• Grade reduction</li> <li>• Grade of zero on assessment</li> <li>• Requirement that the learner complete a course(s) related to academic integrity</li> <li>• Filing of a formal learning opportunity</li> </ul>
Level Two Academic Misconduct Examples	Level Two Academic Misconduct Disciplinary Action Examples
<ul style="list-style-type: none"> <li>• Multiple Level One violations and formal learning opportunities</li> <li>• Copy and pasting material from a source without attempt to quote, paraphrase, or summarize.</li> <li>• Failing to cite sources (no attempt made)</li> <li>• Using unauthorized materials for assessments</li> <li>• Providing other learners with assessment information</li> <li>• Misrepresentation (see policy appendix 1 examples)</li> </ul>	<ul style="list-style-type: none"> <li>• Provide educational advice and direction</li> <li>• Filing of a formal violation</li> <li>• Supplemental assessments</li> <li>• Grade reduction</li> <li>• Grade of zero on assessment</li> <li>• Grade of F on the course</li> <li>• Loss of supplemental assessment privileges</li> <li>• Ineligibility for Dean's List in accordance with Policy AA17</li> </ul>



<ul style="list-style-type: none"> <li>• Unauthorized use of another individual's identification/username and/or password</li> <li>• Unauthorized access of an electronic file</li> </ul>	
Level Three Academic Misconduct Examples	Level Three Academic Misconduct Disciplinary Action Examples
<ul style="list-style-type: none"> <li>• Contract cheating</li> <li>• Falsifying documents</li> <li>• Misrepresentation</li> <li>• Multiple learning opportunities and Level One and/or Level Two violations</li> </ul>	<ul style="list-style-type: none"> <li>• Provide educational advice and direction</li> <li>• Grade of F on the course</li> <li>• Suspension from the program</li> <li>• Suspension from the College</li> <li>• Ineligibility for Dean's List in accordance with Policy AA17</li> </ul>

#### Administrator Approval Levels for Program and College Suspension:

***Suspension from the program for a period of not less than the end of the current semester in which the student is registered.*** This penalty will result in automatic failing (F) grades in all courses in which the student is registered, and no fees will be refunded for that semester. This penalty will only be awarded with the approval of the Dean of the School.

***Suspension from the College for a period of no less than the end of the academic year in which the student is registered.*** This penalty will result in automatic failing (F) grades in all courses in which the student is registered, and no fees will be refunded for that semester. This may result in a permanent notation on the student's record. This penalty will only be awarded with the approval of the Vice President, Academic. Students who have been suspended from the College must apply for readmission to a program.

***Expulsion from the College.*** This penalty will result in automatic failing (F) grades in all courses in which the student is registered, and no fees will be refunded for that semester. This will result in a permanent notation on the student's record. This penalty will only be awarded with the approval of the President. Students who have been expelled from the College will not be allowed to re-apply or be re-admitted to any College program.