

ACADEMIC INTEGRITY POLICY

Policy Section:	Student and Academic Support Services	Effective Date:	January 1, 2025
Policy Owner:	Vice President, Academic & Student Experience	Last Revised:	October 22, 2024
Policy Administrator:	Director, Academic Experience	Review Scheduled:	Every 4 Years
Approver:	Executive Committee Academic Council		
<i>The official controlled version of this document is held with the Legislative Compliance / Policy & Procedure Coordinator.</i>			

A. POLICY STATEMENT

Academic integrity requires commitment to the values of honesty, trust, fairness, respect, responsibility, and courage (*International Centre for Academic Integrity, 2021*). As members of an intellectual community, it is expected that students, faculty members and staff at Keyano College (“the College”), will adhere to these ethical values in all activities related to learning, teaching, research, and service.

Any action that contravenes this standard, including misrepresentation, falsification, or deception, undermines the intention and worth of scholarly work and violates the fundamental academic rights of members of our community.

This policy is designed to ensure that the College’s standards are upheld in a fair and transparent fashion. Any action that contravenes the standard of academic integrity is prohibited and may result in disciplinary measures.

1. GUIDING PRINCIPLES

- 1.1 The College is committed to upholding the tenets of academic integrity as defined by the International Centre for Academic Integrity (2021).
- 1.2 The College recognizes the cultural variations in understanding academic integrity and aims to create an inclusive environment that respects diverse backgrounds while upholding the highest ethical standards in academic work. The College acknowledges that a diverse demographic comes with varied understandings of academic integrity. The College is committed to equipping individuals with the necessary knowledge and tools to navigate academic integrity expectations successfully.
- 1.3 The College recognizes that the ethical standards set by regulating bodies, professional associations, or the workplace standards set by practicum, clinical, or volunteer placement agencies, form a part of the academic standards expected of members of the College community. The College is committed to maintaining the highest standards of ethical conduct in all its activities and to acting immediately on any reported breach.

- 1.4 Investigations of academic misconduct must themselves meet the tenets of academic integrity, with additional attention to restorative, equitable, and fair practices, by all parties involved.

2. SCOPE

- 2.1 This policy applies to all members of the College community and those in a College related setting, including but not limited to work-integrated learning environments and online environments.
- 2.2 This policy outlines the rights and responsibilities of students, faculty, and staff as well as the rights and responsibilities of the College concerning Academic Integrity.
- 2.3 This policy addresses matters of Academic Integrity. This policy does not address matters related to non-academic conduct, grade appeals or complaints about instruction, services, employees, which are considered under other College policies.

3. RIGHTS AND RESPONSIBILITIES

- 3.1 All members of the College community (i.e., students, faculty, and staff) are responsible for adhering to the values of academic integrity. As the College is a teaching and learning environment, faculty and staff are responsible for modelling principles of academic integrity in their teaching, assessment, and research practices so that individuals can learn and apply this behaviour throughout their academic career.
- 3.2 All members of the College community are responsible for familiarizing themselves with and upholding academic integrity principles.
- 3.3 Where directed, all students are required to engage, and successfully complete College administered academic integrity education. This includes, but not limited to, the Keyano College Understanding Academic Integrity Tutorial or any other institutionally administered training.
- 3.4 All members of the College community have the right and responsibility to seek guidance and support from trusted sources as well as have a representative present at any stage of the academic integrity investigation process.
- 3.5 Whether or not an individual intended to commit academic misconduct is not relevant for a finding of academic misconduct.
- 3.6 All members of the College community are responsible for verifying the academic integrity of their work before submitting it.

4. OFFICE OF ACADEMIC INTEGRITY

- 4.1 The Office of Academic Integrity ("OAI") is the division/department of Academic and Student Experience with divisional/departmental responsibility for the administration of the Academic Integrity Policy and Procedure.

- 4.2 The OAI is responsible for:
- a. Ensuring consistency and procedural fairness in all cases where there is an allegation of academic integrity violation;
 - b. Providing guidance to faculty and staff on handling academic misconduct cases;
 - c. Offering support to students throughout the academic integrity process;
 - d. Providing case management support to all parties involved in the academic integrity process;
 - e. Evaluating all recommendations and determining final decisions for all cases of academic misconduct;
 - f. Any other responsibilities as determined under the Academic Integrity Procedure.
- 4.3 The OAI is to be involved in all investigations of academic misconduct, excluding cases considered at the genuine misunderstanding level. Where the allegation is at the program level or College-wide level of impact, the investigations are to be led by the OAI.
- 4.4 The OAI manages all records in respect of academic misconduct at the College. Records of academic misconduct are kept separate from student academic records maintained by the Office of the Registrar.

5. ACADEMIC INTEGRITY VIOLATIONS

- 5.1 Violations of academic integrity are acts or omissions that occur within (or as part of) a course or a research project at or associated with the College. These prohibited behaviours may amount to academic misconduct and will be subject to investigation and/or discipline by the College.
- 5.2 Examples of academic misconduct include but are not limited to the following:
- a. Plagiarism: The act of using work, ideas, or creative content that is not one's own without proper attribution or permission and presenting it as one's own original work.
 - b. Cheating: Any unauthorized action that gives an individual or group an unfair academic advantage in an examination or assessment.
 - c. Contract Cheating: Any action where an individual or group outsources their academic work to a third party and in turn misrepresents their own abilities and knowledge.
 - d. Editing: The act of an individual or group using external assistance to manipulate, revise, correct, or alter their academic work thus going beyond the scope of what is permitted at the College to misrepresent their own abilities and knowledge.

- e. Obstruction and Interference: Any action intended to improperly disadvantage the academic work, progress, or opportunities of others, or that unfairly manipulates the academic environment to gain an undue advantage.
- f. Theft: The unauthorized taking, possession or use of academic materials, intellectual property, or personal belongings of another in an educational setting to create an unfair advantage. Actions of theft violate principles of honesty, respect for others' property, and fair access to educational resources.
- g. Collusion: The act of unauthorized collaboration or cooperation between individuals on academic work meant to be completed individually. Collusion differs from authorized group work in that it violates the instructor's expectations for individual effort and assessment, gives participating individuals an unfair advantage, and undermines the assessment of individual knowledge and skills.
- h. Falsification, Misrepresentation, Fraud, or Fabrication: The deliberate act of creation, alteration, or manipulation of information, data, citations, or credentials in academic work or records. This includes, but is not limited to, unauthorized use of artificial intelligence to achieve any of the abovementioned examples of academic misconduct. The intentional deception of others in an academic context undermines the integrity of scholarly work and trust essential to the educational process.

5.3 Repeated violations refer to more than one instance of academic misconduct committed by the same individual, either in the same course or across different courses.

5.4 These violations usually indicate a pattern of behavior, demonstrate a failure to learn from previous incidents and a continued disregard for academic integrity principles, which will result in escalating penalties and potentially severe consequences such as suspension or expulsion.

6. REPORTING

6.1 All members of the College community have a responsibility to report suspected act(s) of academic misconduct in a timely fashion.

6.2 Suspected act(s) of academic misconduct should be reported to the respective Instructor, Invigilator, Supervisor, Chair, Associate Dean, Dean responsible for the academic activity or directly to the Office of Academic Integrity. For more detailed information about reporting, please consult the *Academic Integrity Procedure*.

7. RESPONDING TO REPORTS OF SUSPECTED ACADEMIC MISCONDUCT

7.1 Where the Academic Integrity Policy is determined as applicable to the suspected act(s), the Faculty Member, Academic Support Staff, Chair, Associate Dean, and/or Dean who receives the report will reference the Stage of Academic Impact Rubric to assess the academic violation and recommend the appropriate stage of academic impact categorization.

7.2 Each stage of academic impact will be informed by the nature of the act, the circumstances surrounding it, and the significance of the academic activity (i.e.,

scope of the act's impact) involved. The three (3) stages, plus the informal genuine misunderstanding, are categorized as follows:

- a. **Genuine Misunderstanding:** This stage involves where good faith effort is demonstrated to comply with Academic Integrity, yet acts of academic misconduct occur that are deemed as very minor and do not compromise the academic integrity at a personal, course, program, or college-wide level. Acts of genuine misunderstanding are limited to very minor infractions relating to editing, misrepresentation, or plagiarism.
- b. **Course Impact:** This stage involves misconduct that primarily affects the integrity of an individual's or group's work within a specific course. This includes, but is not limited to, minor infractions on assignments, presentations, exams, or other forms of assessments.
- c. **Program Impact:** This stage encompasses serious concerns where academic misconduct by an individual or group may compromise the academic integrity of an entire program. This includes, but is not limited to, repeated incidents, violations of professional ethics or academic standards within a field of study, or actions that affect accreditation requirements.
- d. **College-Wide Impact:** This stage is the most severe, involving academic misconduct by an individual or group that may significantly undermine or pose risk to the academic integrity of the entire institution. This includes, but is not limited to, egregious ethical violations, extensive plagiarism, substantial falsification of data, research findings, information, or repeated serious breaches of the *Academic Integrity Policy*.

7.3 When an individual or group is found to have committed repeated violations (see paragraph 5.3), this will be categorized as a repeated incident as outlined in the *Academic Integrity Procedure* and will be reviewed at the minimum stage of program impact.

8. REVIEWING, RECOMMENDATIONS, AND DECISION MAKING

8.1 Reports of suspected academic misconduct and stage of academic impact recommendations must be submitted to the OAI for review.

8.2 Report(s) will be passed onto the relevant Chair, Associate Dean or Dean who will act as the Recommender relating to outcomes, with the OAI serving as the final Decision Maker, in respect of the allegations contained in the report.

9. APPEALS

9.1 An individual who is found to have committed an act of academic misconduct, will be notified of this decision in writing.

9.2 Once notified in writing of the final decision, the individual(s) may also request an appeal of the final decision as outlined in the Academic Integrity Procedure.

10. RECORDS OF ACADEMIC MISCONDUCT

- 10.1 The OAI is responsible for handling, preserving, and archiving documentation related to alleged academic misconduct cases and their outcomes. These records of academic misconduct are kept distinct from the official academic records that the Office of the Registrar maintains for individuals.
- 10.2 Findings of academic misconduct may be recorded on the individual's transcript maintained by the Office of the Registrar based on the directions of the OAI after a finding of academic misconduct.
- 10.3 The OAI and Office of the Registrar will prepare an annual report of all academic integrity violations or academic misconduct. This report shall be anonymized and ensure no identifying information is included.

A. DEFINITIONS

- (1) **Academic Misconduct:** means any behavior or action, whether actual, or attempted, that is dishonest, misrepresents information or gives someone an unfair advantage in an academic activity which undermines the fairness and integrity of the academic process
- (2) **College:** means Keyano College
- (3) **College Community:** means all employees, Board of Governors, Board of Directors, students, and contractors of Keyano College
- (4) **Decision Maker:** means the individual responsible for determining whether an academic integrity violation has occurred and makes a finding to include any applicable sanction(s)
- (4) **Individual:** means students, staff, faculty, administration, and visitors of Keyano College
- (5) **Group:** means students, staff, faculty, administration, and visitors of Keyano College
- (6) **Policy:** means the Academic Integrity Policy
- (7) **Procedure:** means the Academic Integrity Procedure
- (8) **Recommender:** means the individual responsible for conducting and submitting initial determinations whether an academic integrity violation has occurred and makes a finding to include any applicable sanction(s). The Recommender submits all findings and recommendations to the Decision Maker for evaluation and approval
- (9) **Transcript:** means a certified document that provides evidence of courses and programs that a Keyano College student has taken, and the results obtained. The transcript contains the complete academic history of a student while attending Keyano College and is the official academic record of the student

B. RELATED POLICIES

- Academic Integrity Procedure
- Academic Standing Policy
- Ethical Conduct for Research Involving Humans Policy
- Non-Academic Misconduct Policy

C. RELATED LEGISLATION

- *Freedom of Information and Protection of Privacy Act*

D. RELATED DOCUMENTS

- Academic Integrity Procedure including the following Appendices:
 - Appendix A: Sample Letters
 - Appendix B: Virtual Reporting System
 - Appendix C: Academic Misconduct Reporting Form
 - Appendix D: Informal Resolution Form
 - Appendix E: Appeal Request Form
 - Appendix F: Academic Impact Rubric
- Academic Standing Procedure
- Ethical Conduct for Research Involving Humans Procedure
- Non-Academic Misconduct Procedure
- Adapted from:
 - [Flinders University. \(2020, September 8\) Academic Integrity Matrix](#)
 - [Mount Royal University. \(2022, May 20\). Code of student academic integrity policy](#)
 - [International Centre for Academic Integrity. \(2021\). Fundamental values of academic integrity](#)

E. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
Oct 22, 2024	Revision of Policy from 2020. Previous version of the Policy will be rescinded.	All	Director, Academic Experience and Academic Integrity Officer	Vice President, Academic and Student Experience