

ACADEMIC INTEGRITY PROCEDURE

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		

The official controlled version of this document is held with the Legislative Compliance / Policy & Procedure Coordinator.

A. PROCEDURES

Keyano College supports the need for individuals to have suspected academic misconduct of the Academic Integrity Policy addressed with urgency and through a transparent, unbiased, and procedurally fair process.

This procedure is intended to outline a response plan for academic misconduct that considers the overall wellness and support needs of a diverse campus community, provides methods for evaluating occurrences on a case-by-case basis, and outlines supports and interim measures for individuals.

Part of these procedures are the below Appendices:

- a. Appendix A: Sample Letters
- b. Appendix B: Virtual Reporting System
- c. Appendix C: Academic Integrity: Misconduct Reporting Form
- d. Appendix D: Informal Resolution Form
- e. Appendix E: Appeal Request Form
- f. Appendix F: Academic Impact Rubric

1. PROCEDURES

- 1.1 Key values which guide the Academic Integrity Policy, and this Procedure are non-judgment, support for individuals, confidentiality, due process, transparency, and procedural fairness.
- 1.2 Confidential, personal, or proprietary information that a member of the College community receives, collects, or becomes aware of while performing duties under these procedures shall be handled with confidentiality and in compliance with relevant privacy procedures, or legislation.

- 1.3 All members of the College community involved in any process under the Academic Integrity Policy or Procedure have a duty to appropriately and adequately disclose any conflicts of interest (apparent or perceived) or conflicts of commitment.
- 1.4 Each report of a suspected academic misconduct will be judged on a balance of probabilities. 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. EDUCATION

To ensure awareness of academic integrity principles is upheld across the College community, the College provides the following resources:

- 2.1 The College Understanding Academic Integrity Tutorial and its records are maintained collaboratively between the Library and the OAI.
 - a. All Credit students are required to successfully complete the Academic Integrity Tutorial a minimum of once every two (2) years. The completion should occur by the last day of the first month of the semester enrolled.
 - b. Where directed, students will be required to provide proof of completion (i.e., copy of certificate of completion) of the Understanding Academic Tutorial, to their instructors. Instructors are to confirm with their Associate Dean which courses require submission of the certificate.
 - c. Instructors, Chairs, Associate Deans and/or Deans may directly request confirmation of student(s) tutorial completion from the OAI.
- 2.2 Academic Integrity Workshops and Awareness Campaigns will be offered to all members of the College community on a semester basis. All training will be led by the OAI and in collaboration with other student facing departments.
- 2.3 Personalized support will be offered to all members of the College community for academic integrity. This includes:
 - a. The OAI provides individual and group consultations and/or training to faculty, staff, and students relating to all aspects of academic integrity.
 - b. The Academic Success Coach develops personalized success plans to support individual student success and understanding around academic integrity principles.

3. REPORTING

- 3.1 All members of the College community can make reports of suspected academic misconduct using the following methods:
 - a. Virtual reporting system (*see Appendix B*) – anonymous reporting is available; or
 - b. Directly to the Academic Integrity Officer, the respective Instructor, Chair, Associate Dean, Dean or Director responsible for the academic activity using the appropriate form (*see Appendix C*).

- 3.2 The individual who witnesses a suspected act of academic misconduct has a duty to report it, along with any available supporting evidence, using the established reporting system within three (3) business days of the discovery. The report should include:
 - a. An account of the incident,
 - b. Completed academic impact rubric (if reported by instructor),
 - c. Any supporting evidence collected.
- 3.3 Anonymous reports will be investigated but will not be relied upon as the sole determinant of whether a violation has occurred (unless additional evidence or supporting documents exist). Individuals will be given an opportunity to respond to anonymous reports before a determination is made as to whether to proceed with the academic misconduct process.

4. RESPONDING TO REPORTS

- 4.1 Faculty Member or Chair receiving a report of, or personally observes, a suspected violation of academic integrity – while also serving as the Instructor or Invigilator – may decide to promptly inform the individual(s) involved. They may then allow the individual(s) an opportunity to respond to the allegation, provided they believe the Academic Integrity Policy is applicable.
- 4.2 Where the Faculty Member is unclear as to whether the act constitutes academic misconduct, they should consult with the OAI, the relevant Program Chair, Associate Dean and/or Dean.
- 4.3 If the Academic Integrity Policy is deemed to be applicable, the Faculty Member, Program Chair, Associate Dean and/or Dean, using the academic impact rubric (See Appendix F), will reference the stage of academic integrity violation (as described in Section 5) and recommend an appropriate academic impact category.
- 4.4 The Faculty Member will report the matter in writing to the OAI. The Office of Academic Integrity will bring the report to the attention of the Chair, Associate Dean or Dean with supervisory conduct of the academic activity.
- 4.5 Where the individual who is the subject of any report of suspected academic misconduct is a student, they will not be permitted to withdraw from the course or program in question during the period of investigation.

5. STAGES OF ACADEMIC IMPACT

- 5.1 The stage of academic impact will be determined based on the nature of the suspected violation, the surrounding circumstances, and the significance of the academic activity. The Faculty Member, Chair, Associate Dean, and/or Dean will reference the Stage of Academic Impact Rubric to assess the suspected academic misconduct and recommend the appropriate category.

The three (3) stages of academic impact and genuine misunderstanding (informal-only level) 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 violations relating to editing, misrepresentation, or plagiarism, such as poor referencing of a few sources used as supporting evidence in an academic work. Due to the nature of genuine misunderstanding, this is an informal-only process.
 - b. **Course Impact:** This stage involves misconduct that primarily affects the integrity of an individual's or group's work within a specific course. At this stage, the impact of the act is confined to a particular course. This includes, but is not limited to, infractions on assignments, presentations, exams, or other forms of assessments or scholarly output. This stage may be treated with informal resolution or through the formal process.
 - 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 such as practicum, clinical or volunteer placement as part of a college program. This is treated in a formal-only process.
 - 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, plagiarism, substantial falsification of data, research findings, or information, or repeated serious breaches of the Academic Integrity Policy and Student Code of Conduct. This is treated in a formal-only process.
- 5.2 When an individual or group is found to have more than two (2) confirmed acts (see 5.3 of Academic Integrity Policy) at the Course Impact stage, this will be categorized as a repeated incident and will be reviewed at the minimum Stage of Program Academic Impact.

6. INFORMAL RESOLUTION

- 6.1 Faculty members may, at their discretion, attempt to have the matter resolved informally. This is reserved for matters which are at the Course Impact stage, and/or which may amount to a genuine misunderstanding.
- 6.2 Where the Faculty Member decides to exercise their discretion, the following steps should be taken:
 - a. Consult with the OAI in respect of the incident;
 - b. Arrange for a meeting with the individual suspected to have committed the academic integrity violation;
 - c. During this meeting, present the allegations to the individual;
 - d. Allow the individual an opportunity to respond to the allegations.

- 6.3 Where the individual accepts responsibility for the suspected violation, the Faculty Member is to prepare an Informal Resolution Form (*See Appendix D*).
- 6.4 The Informal Resolution Form should outline the following:
 - a. Details of the act(s) which violated academic integrity;
 - b. Details of the meeting between the Faculty Member and individual;
 - c. Whether the individual has accepted responsibility;
 - d. An agreement not to engage in future acts of dishonesty; and
 - e. Consequences or expectations which the individual agreed to be bound by.
- 6.5 The completed Informal Resolution Form, signed by the Faculty Member and the individual should be sent to the OAI for review.
 - a. If a signature is withheld by either party, the matter is moved to formal process.
- 6.6 The OAI will send a copy of the completed form and follow up on any agreed consequences or expectations.

7. EVALUATION

- 7.1 Upon receipt of the report, the OAI evaluates the report to ensure appropriate knowledge management in addition to consistency, equity, and fairness in impact level categorization and procedure.
- 7.2 The OAI evaluates the completed informal resolution form and consults the database submission or student information system for repeated violation(s). The evaluation considers:
 - a. If bias, procedural unfairness, the OAI informs the Recommender (*See Section 8*) and conducts an evaluation of the evidence gathered, the rubric categorization, and the associated consequences and determines how to proceed with the report.
 - b. If insufficient, the OAI will reach out to the instructor for clarification or further evidence.
- 7.3 The OAI also verifies whether the suspected act amounts to a repeated act. If this is the third documented formal act, the OAI will indicate this. If multiple (i.e., 2 or more) incidents are found to be resolved informally, they will then be moved to the relevant formal level of impact. Course level of impact recognizes the opportunity for a maximum of two (2) repeated violations. On the third confirmed incident, move up to the program level.
- 7.4 Where it is determined that sufficient evidence does not exist, the process will be discontinued.
- 7.5 Where it is determined that sufficient evidence exists, OAI confirms stage categorization and reviews the initial evidence and confirms with the Chair in writing.
- 7.6 The OAI in collaboration with the Recommender, will:

- a. Send notice via email to the individual, outlining the allegation and initial evidence presented.
 - b. Arrange for a hearing or meeting with the individual, relevant instructor, the Chair of the program, and any other relevant member of the College community (i.e., Academic Integrity Officer, Academic Success Coach, and/or representative from SAKC).
- 7.7 With the agreement of all parties, the OAI as Decision Maker may recommend that the case be referred to a Restorative Conference, where appropriate.
- 7.8 Where an in-person meeting is not practical or suitable due to the surrounding circumstances, the Decision Maker will establish an alternative method of resolution.

8. DECISION MAKER AND RECOMMENDERS

- 8.1 The OAI is the Decision Maker for all academic misconduct-related recommendations. The Decision Maker will evaluate all reports and approve the final recommendations provided by the Recommender for each impact level.
- 8.2 The Recommenders for decision making will be dependent on the impact level of the suspected academic misconduct. The impact levels include:
- a. Course Impact: The Recommender is the Chair of the academic program or designate.
 - b. Program Impact: The Recommender is the Associate Dean of the academic program or designate.
 - c. College-Wide Impact: The Recommender is the Dean of the academic program or designate.

9. FORMAL MEETING OR HEARING

- 9.1 During this meeting or hearing, the individual is presented with any evidence gathered and given an opportunity to respond to the allegations.
- 9.2 The individual may be accompanied by a representative, such as a member of the executive of the SAKC, for support and advice.
- 9.3 The representative may not speak on behalf of the individual. However, the representative may be invited by the Recommender or Decision Maker to make an address in support of the individual.
- 9.4 Once the hearing, meeting, etc. is complete, the Recommender will recommend a finding to the Decision Maker as to whether there was a violation of the Academic Integrity Policy based on the evidence using the standard of a balance of probabilities. The Recommender will refer to Guidelines for Sanctions (see Section 11) to determine the appropriate sanction(s) to be imposed. The Decision Maker will evaluate the recommendations provided by the Recommender prior to approving the finding.

- 9.5 Failure of an individual to attend any hearing, meeting etc. does not prevent the Recommender from proposing, or Decision Maker from making and approving, a finding based on the evidence.

10. FINDINGS OF MISCONDUCT

- 10.1 The finding of the Decision Maker and any applicable sanction(s) will be documented and communicated to the individual in a decision letter.
- 10.2 The decision letter should include:
- Reference to the specific finding of misconduct;
 - Reason for the finding;
 - Any evidence relied upon;
 - Sanction(s) to be imposed; and
 - Right to appeal the finding along with any relevant timelines.
- 10.3 The decision letter will be sent to the individual via email or any other appropriate method of communication within three (3) days after the meeting or hearing.
- 10.4 The Decision Maker will provide a copy of the documentation of the finding(s) in writing to the Recommender and any other relevant College official.
- 10.5 Findings of misconduct and sanction(s) imposed are final, unless one or more of the appeal criteria is met under the appeal process.

11. GUIDELINES FOR SANCTIONS:

- 11.1 Academic dishonesty or misconduct is often associated with other mitigating factors including but not limited to: unpreparedness for the evaluation; pressure from self or others; and/or lack of self-confidence. It is also acknowledged that some violations arise out of genuine misunderstanding, and efforts should be made to educate in such circumstances.
- 11.2 In incidents of genuine misunderstanding, where the relevant instructor, in consultation with the OAI, proceeds with resolving the matter informally, the instructor will determine the appropriate sanction to be applied. Sanctions can follow those recommended in Section 11.5. The individual must agree to be bound by the applied sanction(s).
- 11.3 Not all first acts of academic misconduct are considered equal; based on the severity of an occurrence the response may be elevated to a higher level of violation or may warrant a more severe response.
- 11.4 The appropriate sanction to be applied will depend on the nature of the suspected violation, the surrounding circumstances, and the significance of the academic activity.
- 11.5 The following sanctions are recommended for academic misconduct:

- a. Course Impact:
 - i. Academic Integrity Education: in every case, the individual will have a mandatory consultation with a member of the OAI.
 - ii. Following the initial consultation, the OAI will work with the individual to determine the underlying cause for the academic dishonesty or misconduct. To address the identified factors and encourage future academic integrity, the OAI will make appropriate referrals to individual support services (e.g., Academic Success Centre, Library, and/or Accessibility and Wellness Services).
 - iii. Warning or Reprimand: a written notification of the act which amounted to academic misconduct.
 - iv. Restorative Conferences: when possible, restorative conferences will be used to respond to academic dishonesty. This choice can only be made available when trained personnel are available and all parties involved agree to this method of resolution. Particularly in the case of an Indigenous individual, every effort will be made to include community elders.
 - v. Substitute Assessment or Evaluation: Individual(s) may be given a substitute or alternate assessment or evaluation. This will be at the discretion of the instructor.
 - vi. Decrease in Grade on Assessment or Evaluation: Individual(s) may be given a reduced grade on the evaluation or assessment associated with the academic misconduct. The application and the extent of the reduction will be at the discretion of the instructor.
 - vii. Failing Grade on Assessment or Evaluation: Individual(s) may be given a grade of zero (0) or F on the evaluation associated with the academic misconduct. This may or may not lead to a failing grade in the course.
 - viii. Transcript Notation: an official remark or comment added to individual(s) academic record, i.e. transcript that indicates the outcome of a finding of academic misconduct. The period for transcript notation is seven (7) years.

- b. Program Impact: May include sanction(s) from Section 11.5 (a) and the following:
 - i. Failing Grade in Course: Individual will be issued a failing grade for the course in which the academic misconduct occurred and may also have a notation on their transcript stating that involvement in academic misconduct resulted in course failure. Transcript notation will remain on the individual's transcript for a period of seven (7) years. The individual may enroll to repeat the course for the next available offering.

- c. College-Wide Impact: May include sanction(s) from Sections 11.5 (a), 11.5 (b) and the following:

- i. Suspension: Graded zero (0) or F for the course associated with the offence. Remaining courses are graded based on work submitted to date within the limitations of the withdrawal deadline.
 - Individuals(s) will be temporarily prohibited from obtaining college related services until the designated suspension period has elapsed or until the prescribed conditions deemed necessary by the College to terminate the suspension have been met by the individual(s).
 - Registration in some non-credit courses may be permitted based on the discretion of the appropriate Dean or designate. Once the period of suspension (for a period of up to one semester or relevant in-take, following the term of the violation, except if determined differently by the Dean and Associate Vice President, Academic and Student Experience in consultation with OAI) is over, the individual may reapply to their program or apply to any other program for which they are eligible at Keyano College.
 - An individual who is suspended from the College will have it noted on their Keyano College transcript for a period decided by the Dean, in consultation with the Associate Vice President Student Experience & Registrar. The transcript notation will specify suspension due to academic misconduct.
 - Individuals who complete courses at other institutions in the program that they were enrolled in before they were suspended will not obtain transfer credit for these courses. These (or related) courses will have to be completed at Keyano College.
 - Keyano will not accept transfer credit from another institution which was completed during the time in which the individual was suspended.
- ii. Expulsion: Prohibited from applying or registering for any credit or non-credit courses.
 - An individual who is expelled from the College will have it noted on their Keyano College transcript for a period of seven (7) years. The transcript notation will specify expulsion due to academic misconduct.
 - Individuals who complete courses at other institutions in the program that they were enrolled in before they were expelled

will not obtain transfer credit for these courses and they will have to be completed at Keyano College.

- iii. Suspension of Credential: Where the violation is reported after credential has been awarded, the relevant College Official(s) may give a direction for temporary revocation of Keyano College credential until prescribed conditions deemed necessary by the College for reinstating credential are met by the individual.
- iv. Rescission of Credential: Where the violation is reported after credential has been awarded, the relevant College Official(s) may give a direction for permanent revocation of Keyano College credential awarded to the individual. The individuals will be allowed to keep other credentials which have been earned at the College that are in no way related to the academic offense.

12. EXCEPTIONS

- 12.1 Restorative Conferencing may result in exceptions to the policy. Depending on the severity of the offence, an individual may be subject to sanctions in addition to or outside of those recommended in 11.5.
- 12.2 Decisions made in a Restorative Conferences are not binding to policy directives.

13. APPEALS

- 13.1 Disagreement with a decision is not a basis for an appeal.
- 13.2 An individual may appeal a decision or request a review of any imposed sanction(s) on the following grounds:
 - a. The principles of natural justice were compromised;
 - b. Bias and/or unfair treatment, any procedural error, improper investigation, discrimination;
 - c. The sanction is not a logical consequence of the act of misconduct; and/or
 - d. New information, a new witness, or something unknown at the time of the initial report and determination was made has been discovered.
- 13.3 All appeals must be submitted in writing to the OAI within five (5) business days of receiving the report on the finding of the Decision Maker using the Appeal Request Form (*See Appendix E*).
- 13.4 The OAI will review the request for appeal to ensure that this falls within one of the categories identified in 13.2.
- 13.5 The OAI will communicate the result of the review to the individual within two (2) business days of receiving the request for appeal.

- 13.6 If the individual is unable to make a case for any of these indicated grounds, the OAI will inform the student in writing that the request for appeal is denied and the reason for denial.
- 13.7 If the appeal request is upheld, the OAI will inform the student in writing and the hearing must be held within ten (10) business days of receiving the appeal request from the individual.
- 13.8 All appeals of acts of academic misconduct categorized at the Course stage of impact will be determined by the Vice President of Academic and Student Experience (VPA&SE) or designate.
- The VPA&SE or designate will convene a hearing to review the case. The hearing will involve the individual, relevant Instructor, Chair, or College official.
 - The individual will receive details of the hearing in writing no later than ten (10) business days of receipt of the request for appeal.
 - The individual may be accompanied by a representative, such as a member of the SAKC Executive, for support and advice.
 - The representative may not speak on behalf of the individual. However, the representative will have an opportunity to address the VPA&SE, or their designate, before a finding is made.
 - Other parties deemed necessary (i.e., instructors or academic support staff) may be invited to address the VPA&SE, or their designate, before a finding is made.
 - The VPA&SE or designate may elect to have the case referred to a Restorative Conference or Restorative Circle where appropriate.
 - The decision of the VPA&SE is final and binding.
- 13.9 All appeals of acts of misconduct categorized at the Program and/or College-Wide stages of impact will be determined by the Appeal Review Committee. The Academic Appeal Review Committee consists of:
- VPA&SE or designate;
 - Director of Academic Experience or designate;
 - Dean of an unrelated academic program;
 - Faculty member from an unrelated academic program; and
 - Representative appointed by the SAKC.
- 13.10 The VPA&SE will act as the Chair of the Academic Appeal Review Committee. The Chair will work in collaboration with the OAI to make arrangements for the hearing. This includes gathering any additional information from parties deemed necessary, including instructors or academic support staff, to form the final decision.
- 13.11 The individual will receive details of the hearing in writing via email no later than ten (10) business days of receipt of the request for appeal from the OAI.
- 13.12 The individual may be accompanied by a representative, such as a member of the executive of the SAKC for support and advice.

- 13.13 The representative may not speak on behalf of the individual. However, the representative will have an opportunity to address the Academic Appeal Review Committee before a finding is made.
- 13.14 The decision of the Academic Appeal Committee is final and binding.
- 13.15 Final decisions upon appeal will be communicated to all relevant parties within three (3) business days of the meeting.
- 13.16 Where so directed by the Chair of the Academic Appeal Committee, the OAI will contact the Registrar to file a letter in the individual's academic record within three (3) business days of a decision and direct the relevant Instructor, Associate Dean, or Dean to make a change to grading or status, if necessary.

14. ABSENCE DURING APPEAL

- 14.1 Failure to attend a hearing does not prevent the relevant Associate Dean or Appeal Review Committee from making a final decision.
- 14.2 Individuals who are unable to comply with the established dates and times for hearing can apply for a deferral. Individuals should submit a completed Academic Integrity Hearing Deferral Form prior to the hearing or within two (2) business days of the formal scheduled time to the OAI, except for medical certificate, which will be submitted to Health Services.
- 14.3 Valid reasons for deferral include:
 - a. Bereavement;
 - b. Personal illness or injury;
 - c. Religious observances;
 - d. Domestic affliction;
 - e. Disability; and
 - f. Academic event such as a class, midterm, or final examination scheduled concurrently.
- 14.4 Documentation (medical certificate, death certificate, accident report, etc.) will be required to support a deferral request. All medical documentation must be provided to Health Services for verification. All documentation related to accessibility must be provided to Accessibility Services for verification.
- 14.5 The application form will be initiated by the individual and provided to the OAI. The OAI will indicate whether deferral is recommended at their level and will forward the form to the Chair of the Academic Appeal Committee, regardless of whether the deferral is recommended for final determination.
- 14.6 If the individual is unable to make a case for any of these indicated grounds for deferral of appeal, the OAI will inform the student in writing that the request for appeal is denied and the reason for denial.

- 14.7 If the request is upheld, the OAI will inform the student in writing and the hearing must be held within ten (10) business days of receiving the appeal request from the individual.

15. RECORDKEEPING

- 15.1 The OAI oversees all tracking and reporting as it relates to academic integrity. This includes the maintenance of a database for the recording of all acts of academic misconduct.
- 15.2 Records of academic misconduct should be kept separate from student academic records. Where the result of a confirmed act of academic misconduct requires changes to the individual's academic record, the Office of the Registrar will be so directed by the OAI in consultation with the relevant Recommender.
- 15.3 Occurrences of academic misconduct will be recorded on the individual's academic record based on the College procedural guidelines. Information related to the misconduct will be kept on the student's academic record for a period of seven (7) years and in compliance with any other applicable policy and legislation.
- 15.4 The OAI will analyze and distribute monthly reports capturing academic integrity related activities (including but not limited to type and number of confirmed misconducts, open violation investigations, appeals, and education or other forms of support per school, program, and/or course) on campus to Dean's Council, Associate Dean's, Chairs, and the VPA&SE.
- 15.5 The OAI and Office of the Registrar will prepare an annual report of all academic misconduct. This report shall be anonymized and ensure no identifying information is included.

B. DEFINITIONS

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| (1) | Academic Activity: | means any scholarly activity conducted by a member of the College community as part of the pursuit of academic credentials or research |
| (2) | Appeal: | means an individual's right to challenge the finding of a Decision Maker by requesting a review of the decision |
| (3) | Academic Misconduct: | means any behavior that gives someone an unfair academic advantage or undermines the fairness and integrity of the academic process |
| (4) | Academic Appeal Review Committee: | means a committee convened to review a violation of policy |
| (5) | Academic Record: | means an internal document maintained by the Office of the Registrar that includes information about an individual's academic performance |

(6)	Balance of Probabilities:	means a standard of proof which considers what is more likely than not to have happened
(7)	College:	means Keyano College
(8)	College Community:	means students, staff, faculty, administration, and visitors of Keyano College
(9)	Credential:	means is a document or certificate documenting a person's qualification
(10)	Decision Letter:	means a written notice of the outcome of an academic misconduct decision which includes the details of misconduct, the findings of the Decision Maker and any sanction(s) to be applied
(11)	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)
(12)	Evidence:	means information or material gathered during the investigation that supports or refutes an allegation of academic misconduct. This includes, assignment submissions, system login history, verbal or written accounts provided during meetings or hearings, and reports from members of the College community
(13)	Individual:	means students, staff, faculty, administration, and visitors of Keyano College
(14)	Invigilator:	means an exam proctor or exam supervisor who is appointed by the examination board and is responsible for maintaining the proper conduct of a particular examination in accordance with the exam regulations
(15)	Investigation:	means a formal process through which information is gathered to assess whether academic misconduct has occurred. This may include gathering and reviewing all relevant documentation, interviewing relevant individuals, and hearings or meetings to assess the credibility or evidence and statements.
(16)	Group:	means two or more students, staff, faculty, administration, and visitors of Keyano College
(17)	Level of Academic Impact:	means the degree of risk associated with the academic violation and the nature of the material, the circumstances of the violation, and the importance of the academic activity

- (18) **Medical Certificate:** means a signed, dated paper from a physician or medical practitioner
- (19) **Policy:** means the Academic Integrity Policy
- (20) **Procedure:** means the Academic Integrity Procedure
- (21) **Restorative Conferences:** means strategies used to restore relationships through open and meaningful discussions and the use of an independent third party to facilitate these discussions. Such discussions may include other members of the College community who may have been affected by the suspected act(s) of misconduct
- (22) **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
- (23) **SAKC:** means the Students' Association of Keyano College
- (24) **Sanction:** means binding repercussions which flow from a finding of misconduct that an individual must follow
- (25) **Student:** means an individual registered in a current college credit or non-credit course or program of study
- (26) **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

C. RELATED LEGISLATION

- *Freedom of Information and Protection of Privacy Act*

D. RELATED DOCUMENTS

- Academic Integrity Policy
- Academic Standing Policy and Procedure
- Ethical Conduct for Research Involving Humans Policy & Procedure
- Examination Policy: Deferred, Supplemental and Challenge Exams Policy
- Examination Procedures
- Non-Academic Misconduct Policy & 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)
September 22, 2024	Revision of Policy & Procedure from 2020. Previous version of the Procedure will be rescinded.	All	Director, Academic Experience and Academic Integrity Officer	Vice President, Academic and Student Experience Officer

APPENDIX A – SAMPLE LETTERS
Example of Decision Letter

Date:
Student Name:
Student ID:

Dear *(Student)*:

In accordance with the Keyano College Academic Integrity Policy, it has been determined that you committed an act of academic misconduct in respect of *(name of course)*. The particulars are:
(describe the occurrence, including all evidence presented, including the names of any witnesses or individuals who provided evidence).

The sanction is: (particulars of sanction) in *(name of evaluation OR name of the course)*.

Additionally, to minimize the risk of further academic misconduct, a mandatory meeting with the Academic Integrity Officer is required. The Academic Integrity Officer will contact you and set an appointment for a meeting. This is a mandatory meeting and failure to comply will result in further follow-up.

This letter of offence will remain on your *(academic record or transcript)* for seven (7) years. After seven (7) years, this letter of offence will be removed from your record. Please note, any other academic misconduct offence during this seven (7) year period may result in more severe sanctions being applied.

You may appeal this decision in within five (5) business days from the date of this letter by following the appeal procedures set forth in the Keyano College Academic Integrity Procedures. During an appeal hearing, the request for appeal is reviewed along with any the evidence presented, whether by you, *(the instructor, the Chair, the Associate Dean or Dean)*. The decision on the appeal is final and binding and not subject to further appeal.

Yours truly,
(Name of Decision Maker)
Title of Decision Maker
(Name of Program)
cc: *(Chair) (Associate Dean) (Dean) (Instructor) (Registrar) (Academic Integrity Officer)*

Example of Letter to Individual Advising of An Appeal Hearing

Date:
Student Name
Student ID

Dear *(Student)*:

On behalf of Keyano College, I am writing to acknowledge receipt of your application dated *(date of application)* requesting an appeal the decision of *(Decision Maker)* contained in letter dated *(date of the offence letter)*.

As per the Keyano College Academic Integrity Policy and Procedure *(copy attached)*, the *(Associate Dean/Dean of your program)* will meet to hear your case on, *(date)*, at *(time)*. Please report to *(room)* on that day so you may present your case.

As outlined in the procedure, you are entitled to be present during the presentation of the case against you. You are also entitled to have witnesses to the alleged offence speak to the *(Associate Dean/Dean of your program)*. If you wish to submit documentation for review by the *(Associate Dean/Dean of your program)*, please do so by *(time)* on *(date)*. New evidence may only be presented at the hearing only if it meets the criteria set out in the Academic Integrity Procedure. The decision of the *(Associate Dean/Dean of your program)* will be final and binding.

Please confirm your attendance and whether you plan to have witnesses present by phoning our office at *(phone number)* or sending an email to *(email address)* before 4:30 pm on *(date)*.

Sincerely,

Office of Academic Integrity

Example of Letter to Individual Advising of Academic Appeal Review Committee Hearing

Date:
Student Name
Student ID

Dear *(Student)*:

On behalf of Keyano College, I am writing to acknowledge receipt of your application dated *(date of application)* requesting an appeal the decision of *(Decision Maker)* contained in letter dated *(date of the offence letter)*.

As per the Keyano College Academic Integrity Policy and Procedure *(copy attached)*, an Academic Appeal Review Committee will meet to hear your case on, *(date)*, at *(time)*. Please report to *(room)* on that day so you may present your case.

As outlined in the procedure, you are entitled to be present during the presentation of the case against you. You are also entitled to have witnesses to the alleged offense speak to the Appeal Review Committee. If you wish to submit documentation for review by the Academic Appeal Review Committee, please do so by *(time)* on *(date)*. New evidence may only be presented at the hearing if it meets the criteria set out in the Academic Integrity Procedure. The Academic Appeal Review Committee's decision will be final and binding.

Please confirm your attendance and whether you plan to have witnesses present by phoning our office at *(phone number)* or sending an email to *(email address)* before 4:30 pm on *(date)*.

Sincerely,

Office of Academic Integrity

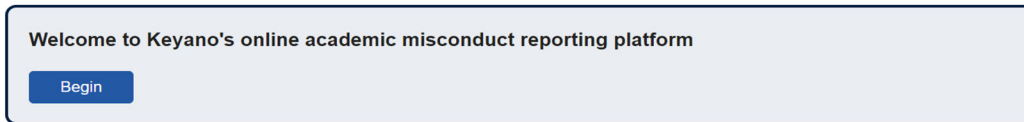
APPENDIX B – Virtual Reporting System

Kindly note that the virtual reporting system does not limit the ability of any person to make reports through any other emails including via email or through the submission of a completed Academic Misconduct Report Form.

Access to the system:

All members of the College community will have access to the virtual reporting system. A log in will not be needed to access to the platform.

Academic Integrity Report Form



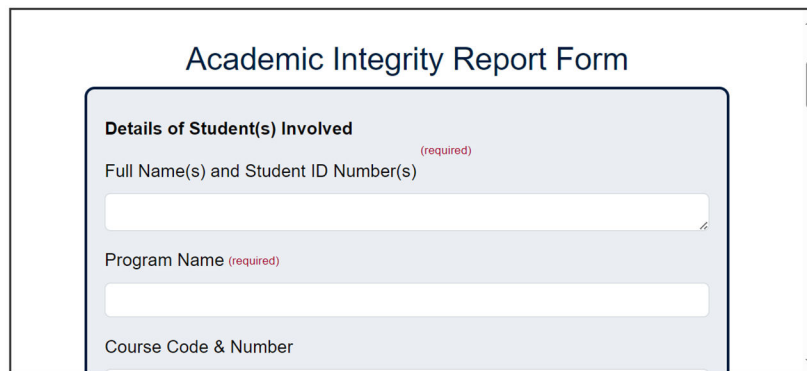
Welcome to Keyano's online academic misconduct reporting platform

[Begin](#)

Report details:

Users can fill out the required fields in the report form.

This includes basic information about the individual involved in the suspected act of misconduct, date, time, and location of the incident, description of the incident.



Academic Integrity Report Form

Details of Student(s) Involved

Full Name(s) and Student ID Number(s) (required)

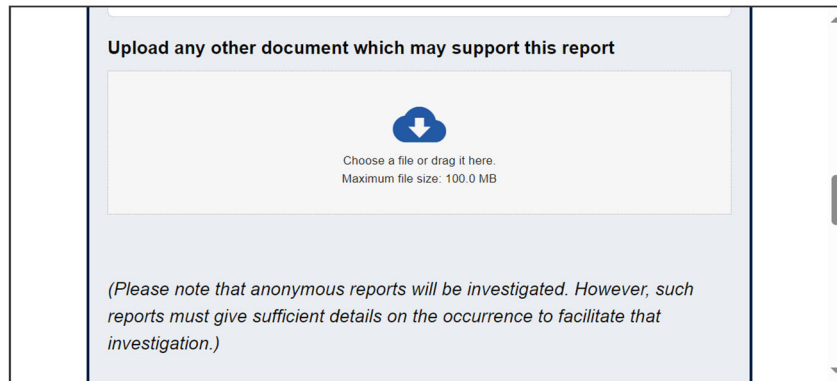
Program Name (required)

Course Code & Number

Supporting Documentation:

Upload any supporting documents or files.

The system allows users to upload batch files in various formats (pdf, jpg, png etc).



Upload any other document which may support this report

Choose a file or drag it here.
Maximum file size: 100.0 MB

(Please note that anonymous reports will be investigated. However, such reports must give sufficient details on the occurrence to facilitate that investigation.)

Submission and confirmation:

When completed, the report is submitted into the system.

Confirmation of submission is sent to the user. The user may also receive an email confirmation as well.

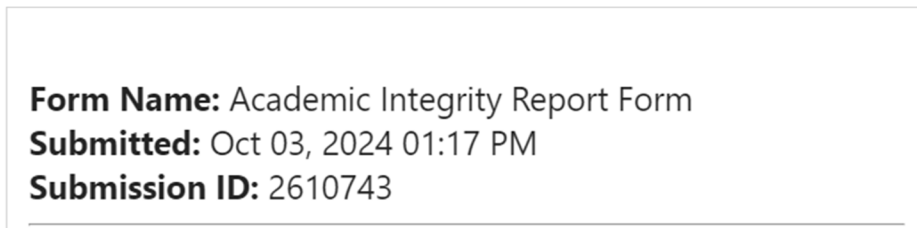


Academic Integrity Report Form

Thanks, your form was submitted!

After submission:

After the report is submitted, the Office of Academic Integrity receives the report. This is within minutes of submission. A unique submission ID is assigned to each report.



Form Name: Academic Integrity Report Form
Submitted: Oct 03, 2024 01:17 PM
Submission ID: 2610743

APPENDIX C – ACADEMIC MISCONDUCT REPORTING FORM


Academic Integrity: Misconduct Report Form

Student Information

STUDENT NAME: Click or tap here to enter text.	STUDENT ID: Click or tap here to enter text.	YEAR OF STUDY: Click or tap here to enter text.
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Details of Incident

INSTRUCTOR: Click or tap here to enter text.	COURSE NAME: Click or tap here to enter text.	COURSE CODE: Click or tap here to enter text.
--	---	---

TYPE OF MISCONDUCT:	DATE OF INCIDENT:
<input type="checkbox"/> Plagiarism <input type="checkbox"/> Cheating <input type="checkbox"/> Contract Cheating <input type="checkbox"/> Unauthorized or Undisclosed Use of Editor <input type="checkbox"/> Obstruction or Interference <input type="checkbox"/> Collusion <input type="checkbox"/> Theft <input type="checkbox"/> Falsification, Misrepresentation, Fraud or Fabrication <input type="checkbox"/> Breach of Ethical or Other Approval Requirements in Research <input type="checkbox"/> Other	Click or tap to enter a date.

IF 'OTHER' WAS SELECTED ABOVE, PLEASE SPECIFY:

Click or tap here to enter text.

DESCRIPTION OF THE INCIDENT:

Click or tap here to enter text.

LIST ANY SUPPORTING DOCUMENTS BEING ATTACHED:

SELECT ANY ADDITIONAL COLLEGE SERVICES BEING RECOMMENDED:

- Library Services
- Wellness Services
- Accessibility Services
- Academic Success Centre
- Work Integrated Learning
- Other

IF 'OTHER' WAS SELECTED ABOVE, PLEASE SPECIFY:

Click or tap here to enter text.

RECOMMENDED SANCTION(S):

Click or tap here to enter text.

Details of Person Making the Report

NAME:

Click or tap here to enter text.

POSITION:

Click or tap here to enter text.

SIGNATURE:

Click or tap here to enter text.

DATE:

Click or tap to enter a date.

The personal information requested on this form is collected under the authority of section 65 of the Post-Secondary Learning Act and section 33© of Alberta's Freedom of Information and Protection of Privacy Act and will be used for the purpose of treating with reported incidents of academic misconduct. Certain information collected in this form may be released to other departments at Keyano College for the continuous improvement of student academic success. For information about the collection and use of this information, contact the Academic Integrity Officer.

Keyano College Office of the Academic Integrity | 8115 Franklin Avenue, Fort McMurray AB T9H 2H
 Telephone 780.791.4921 | E-Mail academic.integrity@keyano.ca

APPENDIX D: INFORMAL RESOLUTION FORM


Informal Resolution Form

SECTION A: To be completed by Instructor.

STUDENT NAME: Click or tap here to enter text.	STUDENT ID: Click or tap here to enter text.	YEAR OF STUDY: Click or tap here to enter text.
PROGRAM OF STUDY: Click or tap here to enter text.	KEYANO EMAIL ADDRESS: Click or tap here to enter text.	
INSTRUCTOR: Click or tap here to enter text.	COURSE NAME: Click or tap here to enter text.	COURSE CODE: Click or tap here to enter text.
TYPE OF ACADEMIC ACTIVITY: Click or tap here to enter text.		
TYPE OF ACADEMIC MISCONDUCT:		DATE OF ALLEGED MISCONDUCT: Click or tap to enter a date.
<input type="checkbox"/> Plagiarism <input type="checkbox"/> Cheating <input type="checkbox"/> Contract Cheating <input type="checkbox"/> Unauthorized or Undisclosed Use of Editor <input type="checkbox"/> Obstruction or Interference <input type="checkbox"/> Collusion <input type="checkbox"/> Theft <input type="checkbox"/> Falsification, Misrepresentation, Fraud or Fabrication <input type="checkbox"/> Breach of Ethical or Other Approval Requirements in Research <input type="checkbox"/> Other		
IF 'OTHER' WAS SELECTED ABOVE, PLEASE SPECIFY: Click or tap here to enter text.		
DESCRIBE THE SANCTION IMPOSED: Click or tap here to enter text.		

Informal Resolution Form

ADDITIONAL COMMENTS (IF ANY):

SIGNATURE:

Click or tap here to enter text.

DATE:

Click or tap to enter a date.

SECTION B: To be completed by the student.

DO YOU AGREE WITH THE DESCRIPTION OF THE INCIDENT:

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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DO YOU AGREE WITH THE SANCTION IMPOSED:

<input type="checkbox"/> Yes	<input type="checkbox"/> No
------------------------------	-----------------------------

IF YOU ANSWERED "NO" TO ANY OF THE ABOVE, EXPLAIN. ATTACH SUPPORTING DOCUMENTS AS NECESSARY:

Click or tap here to enter text.

ADDITIONAL COMMENTS (IF ANY):

SIGNATURE OF STUDENT:

Click or tap here to enter text.

DATE:

Click or tap to enter a date.

SECTION C: To be completed by the Office of Academic Integrity

REVIEWED BY:

Click or tap here to enter text.

ANY PREVIOUS INCIDENTS:

No

Yes

If 'yes', details: Click or tap here to enter text.

ADDITIONAL COMMENTS (IF ANY):**SIGNATURE:**

Click or tap here to enter text.

DATE:

Click or tap to enter a date.

The personal information requested on this form is collected under the authority of section 65 of the Post-Secondary Learning Act and section 33© of Alberta's Freedom of Information and Protection of Privacy Act and will be used for the purpose of treating with reported incidents of academic misconduct. Certain information collected in this form may be released to other departments at Keyano College for the continuous improvement of student academic success. For information about the collection and use of this information, contact the Academic Integrity Officer.
Keyano College Office of the Academic Integrity | 8115 Franklin Avenue, Fort McMurray AB T9H 2H
Telephone 780.791.4921 | E-Mail academic.integrity@keyano.ca

Appeal Request Form

Student Information

STUDENT NAME: Click or tap here to enter text.	STUDENT ID: Click or tap here to enter text.	YEAR OF STUDY: Click or tap here to enter text.
PROGRAM OF STUDY: Click or tap here to enter text.	KEYANO EMAIL ADDRESS: Click or tap here to enter text.	PHONE NUMBER: Click or tap here to enter text.

Course Details

INSTRUCTOR: Click or tap here to enter text.	COURSE NAME: Click or tap here to enter text.	COURSE CODE: Click or tap here to enter text.
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Academic Misconduct Details

TYPE OF ACADEMIC MISCONDUCT: <input type="checkbox"/> Plagiarism <input type="checkbox"/> Cheating <input type="checkbox"/> Contract Cheating <input type="checkbox"/> Unauthorized or Undisclosed Use of Editor <input type="checkbox"/> Obstruction or Interference <input type="checkbox"/> Collusion <input type="checkbox"/> Theft <input type="checkbox"/> Falsification, Misrepresentation, Fraud or Fabrication <input type="checkbox"/> Breach of Ethical or Other Approval Requirements in Research <input type="checkbox"/> Other	DATE OF ALLEGED MISCONDUCT: Click or tap to enter a date.
---	---

IF 'OTHER' WAS SELECTED ABOVE, PLEASE SPECIFY:

Click or tap here to enter text.

DECISION MADE BY: Click or tap here to enter text.	DATE OF DECISION LETTER: Click or tap to enter a date.
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Instructions for Using the Academic Impact Rubric

1. Understand the Purpose of the Rubric

- The rubric is a guide that outlines specific considerations when addressing suspected incidents of academic misconduct. The aim is to ensure consistency and transparency in the evaluation of these incidents.
- The rubric is not meant to create sequential steps. The response to each suspected incident of academic misconduct will be based on the severity of the behavior. An incident can be addressed at the Program or College-wide levels of impact even if it is a first occurrence on account of the severity of the behavior and other contextual factors.

2. Familiarize Yourself with the Rubric Components

- The rubric is divided into categories of academic misconduct (genuine misunderstanding, course, program and college-wide). Each category contains performance levels with specific descriptors outlining behaviors associated with each.
- The impact level that a suspected incident of academic misconduct is categorized under is dependent on the particulars of each incident.

3. Gather Relevant Evidence

- Collect all pertinent information related to the suspect academic misconduct.
- This includes:
 - a. The assessment submission, assignment, or exam.
 - b. Any supporting documents.
 - c. Reports from other members of the College community regarding the incident.

4. Assess the Evidence Against the Rubric

- Carefully review the evidence and compare it to the criteria outlined in the rubric.
- Determine which level of impact best describes the behaviour displayed.

5. Consider Contextual Factors

- Evaluate any contextual factors that may influence the assessment of the suspected incident.
- Contextual factors are:
 - a. Academic integrity experience and understanding of the individual.
 - b. Observed evidence of intent.
 - c. Nature of the violation.

Academic Impact Rubric for Evaluating Acts of Academic Misconduct

Level of Academic Impact: Legend			
The four categories of acts of academic misconduct are based on level of impact on the Keyano College Community, with each level increasing in severity.			
Genuine Misunderstanding	Course	Program	College-Wide
This involves very minor misconducts arising from an individual's inability to demonstrate understanding of concepts, instructions, or requirements correctly, whether through error or misinterpretation, despite demonstrable good faith effort to do so. *This does not include acts of intentional negligence where the individual failed to take reasonable steps to access information or seek clarification from an instructor.	This level of impact involves academic misconduct that primarily affects the integrity of an individual's or group's work within a specific course.	This level of impact stage encompasses serious concerns where academic misconduct by an individual or group may compromise the academic integrity of an entire program.	This level of impact 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.
Note: A maximum of two occurrences of academic misconduct by an individual and/or group may occur at course level prior to immediately escalating academic misconduct to program level or college-wide level of impact, depending on the severity of repeated acts. If required, any act may be escalated to a higher level of impact to ensure applicable consequences are administered.			

1. Academic Integrity Experience and Understanding			
Experiential factors to consider include the individual's academic background, expected knowledge of the expectations for and principles of academic integrity.			
Genuine Misunderstanding	Course	Program	College-Wide
While it is the responsibility of every member of the college community to be familiar with academic integrity principles, there may be cases, despite demonstrable good faith efforts, where academic integrity principles are unclear. These are limited to the following: <ul style="list-style-type: none"> Individuals may have limited experience in a post-secondary environment or are from different 	<ul style="list-style-type: none"> Individual who has been introduced to the basic principles of academic integrity. Individual who has completed or is in the process of completing the Keyano College Understanding Academic Integrity Tutorial. Individual who has some experience with proper citation and referencing techniques. 	<ul style="list-style-type: none"> Individual who has completed the Keyano College Understanding Academic Integrity Tutorial. Individual who has repeated incidents of violation of academic integrity. Individual who has completed a significant portion of course or program. 	<ul style="list-style-type: none"> Experienced individual who is expected to be aware of the principles of academic integrity. Individual who has completed the Keyano College Understanding Academic Integrity Tutorial. Individual who has received additional academic integrity education and

<p>academic backgrounds resulting with varying levels of academic integrity familiarity.</p> <ul style="list-style-type: none"> • Individuals are aware of the College's Academic Integrity policy but do not fully understand all nuances. • Individuals are not aware of the expectations regarding the use of a required new citation style. • Individuals not made aware of expectations regarding approved uses of artificial intelligence in their work. • Individual who has not completed the Keyano College Understanding Academic Integrity Tutorial (only within the permissible timeframe for completion). 	<ul style="list-style-type: none"> • Individual who has had a single minor incident related to academic integrity. These are generally isolated and not part of a pattern. • Individual who has been introduced to various assessment types (e.g., essays, exams, group projects, lab reports) and the expectations for each. 	<ul style="list-style-type: none"> • Individual who has received additional academic integrity education and support (e.g., success plan with academic success coach) • Individual who has previously demonstrated understanding and commitment to upholding required program ethical standards. 	<p>support (e.g., success plan with academic success coach)</p> <ul style="list-style-type: none"> • Experienced individual who has completed a significant portion of study. • Individual who has repeated incidents of violation of academic integrity. • Individual who has previously demonstrated understanding and commitment to upholding required program ethical standards.
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2. Evidence of Intent Any evidence which speaks to the intention of the individual(s) as it relates to act(s) of academic misconduct. Evidence may include assessment submissions and opinions of other members of the College community.			
Genuine Misunderstanding	Course	Program	College-Wide
<p>Act(s) which appear to be accidental or genuine misunderstanding in nature (i.e., a good faith effort to follow and/or understand academic integrity principles is demonstrated).</p>	<ul style="list-style-type: none"> • Act(s) which appear reckless and amounts to a blatant disregard for the principles of academic integrity. • Act(s) which appear intentional (e.g. dual or multiple log ins to Moodle from two different locations during an in-class assessment). • Evidence that demonstrates that the individual did not adhere to the 	<ul style="list-style-type: none"> • Act (s) which appear reckless and amounts to a blatant disregard for the principles of academic integrity. • Act(s) which appear intentional (e.g. dual or multiple log ins to Moodle from different locations during an in-class assessment). • Evidence that demonstrates that the individual did not adhere to the 	<ul style="list-style-type: none"> • Act(s) which appear reckless or amount to a blatant disregard for the principles of academic integrity (e.g. unethical behavior during practicum or work experience activity). • Evidence that shows actions were deliberated and/or planned (e.g. communication between individuals

	requirements outlined (e.g. examination instructions, ethical procedures etc.).	requirements outlined (e.g. examination instructions, ethical procedures etc.).	during an examination using unauthorized devices). <ul style="list-style-type: none"> Evidence that demonstrates that the individual did not adhere to the requirements outlined (e.g. examination instructions, ethical procedures etc.).
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3. Nature of Violation			
The proportion of the assessment, academic activity or exercise, and the significance of the section which fails to meet the standard of academic integrity required.			
Genuine Misunderstanding	Course	Program	College-Wide
<ul style="list-style-type: none"> Very minor act(s) which are accidental in nature or a genuine misunderstanding. <ul style="list-style-type: none"> E.g., Portion of the academic work or assessment which is not significant in nature (i.e., less than 5%). Very minor acts in misrepresentation, editing, or plagiarism despite good faith effort to align with academic integrity principles and course/program/college expectations is apparent. <ul style="list-style-type: none"> E.g., A paragraph, a few sentences, data, a graphic or picture is used but referenced improperly according to required citation style. E.g., An authorized artificial intelligence tool use is disclosed for brainstorming 	<ul style="list-style-type: none"> Minor act(s) which affect a small portion of academic work and show a lack of understanding of the principles of academic integrity. These acts are confined to activities within a particular course. <ul style="list-style-type: none"> E.g., Minor act where 5-10% of written assessment or academic work are suspected as violating academic integrity principles. E.g., Minor act where one to two answered questions in a test are suspected as violating academic integrity principles. Moderate act(s) which are reckless, intentional, failure to follow instructions or disregard for academic integrity. 	<ul style="list-style-type: none"> Moderate or severe act(s) which affect a significant portion of the academic work or assessment across a program. These act(s) usually involve activities across two or more courses. Repeated acts which show a blatant disregard for the principles of academic integrity. Act(s) which are reckless, intentional, failure to follow instructions or disregard for the principles of academic integrity. Act(s) which are deliberate and/or planned, usually supported by evidence showing blatant disregard for the principles of academic integrity and/or failure to follow instructions or to comply with consequences because of prior confirmed academic misconduct. 	<ul style="list-style-type: none"> Severe act(s) which affect a significant portion of the academic work or assessment. These act(s) usually have the potential to affect the reputation of the College. Repeated acts which show a blatant disregard for the principles of academic integrity. Act(s) which are by nature severe and deliberate and/or planned, usually supported by evidence showing blatant dismissal of the principles of academic integrity and/or failure to follow instructions, failure to comply with consequences arising out of academic misconduct.

<p>purposes but required disclosure of prompts and results are not provided.</p> <ul style="list-style-type: none"> ○ E.g., Use of an authorized AI writing assistant for grammar checking is not disclosed, not realizing that all AI use (including instructor approved tools) should be reported in final work submission. ○ E.g., Disclosure of use of approved AI paraphrasing tool for a small portion of an essay, but citation of original sources used is missing. 	<ul style="list-style-type: none"> ○ E.g., moderate act where a group of individuals work together to generate exact same solutions and submit an assignment intended to be independently completed (i.e., individual lab reports) ○ E.g., moderate act where 25% or several paragraphs are suspected as violating academic integrity principles. ● Severe act(s) which are deliberate and/or planned, usually supported by evidence showing blatant disregard for the principles of academic integrity and/or failure to follow instructions. <ul style="list-style-type: none"> ○ E.g., Students share Moodle logins to assist one another with completing independent assessments. ○ E.g., 50% or more of assessment or academic work is suspected of violating academic integrity principles. 		
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Examples of Academic Misconduct

Type of Violation	Genuine Misunderstanding	Course	Program	College-Wide
Plagiarism				
• Copying the work or ideas of another without acknowledgement.	✓	✓	✓	
• Submitting or presenting the work of another person with partial or inadequate accreditation (citation, reference etc.).	✓	✓	✓	
• Inadequate paraphrasing of sources.	✓	✓	✓	
• Inadequate referencing/citing of sources.	✓	✓	✓	
• Summarizing the work of another with minimal or inaccurate citations provided.	✓	✓	✓	
• Use of file swapping websites or essay mills.		✓	✓	✓
• Copying all or a part of an essay or assignment from an author or other person, including a tutor or student, mentor, and presenting the material as original work.		✓	✓	✓
Cheating				
• Unauthorized sharing of material during an 'open book' assessment.		✓	✓	✓
• Unauthorized possession or use of course notes or any other aids not approved by an instructor during an examination.		✓	✓	✓
• Concealing information pertaining to an examination on one's person, in the examination room or space or within close vicinity of examination room, washroom etc.		✓	✓	✓
• Unauthorized access or sharing of information related to an examination, quiz, or any other academic assessment.			✓	✓
• Unauthorized possession, use or sharing of an examination question sheet, answer book, completed examination or assignment, lab results or any another material to be submitted for assessment.			✓	✓
• Unauthorized use of devices, such as mobile phones, smart watches, earphones, headphones etc. to receive or share information pertaining to the examination or any other academic assessment.		✓	✓	✓

• Unauthorized use of artificial intelligence to complete all or parts of an assessment or evaluation.		✓	✓	✓
• Sharing personal information, allowing someone other than the student to access, view, share or complete an assessment, examination, or any parts thereof.		✓	✓	✓
• Unauthorized access or sharing of information, resources, in any format, pertaining to an examination or other assessment.			✓	

Obstruction or Interference				
• Deliberately disrupting academic activities.		✓	✓	✓
• Using or attempting to use another individual's answers.		✓	✓	
• Providing questions and/or answers to another person during an assessment.		✓	✓	✓
• Improperly obtaining confidential information, examination questions, or other protected academic materials.			✓	✓
• Impeding access by altering, destroying, hiding, or improperly restricting access to library materials, electronic materials to deprive others of their use.			✓	✓
• Taking actions that create an unfair advantage in academic competition or assessment.		✓	✓	✓
• Improperly obtaining confidential information, examination questions, or other protected academic materials.			✓	✓

Contract Cheating				
• Purchasing material for submission as part of an assignment.		✓	✓	✓
• Selling material for submission as part of an assignment.			✓	✓
• Submitting any material for assessment written by another individual.		✓	✓	✓
• Submitting assessment or research material completed by a computer or any other machine without prior approval from an instructor/supervisor.		✓	✓	✓

Collusion				
• Sharing work or answers on an individual assignment or assessment without permission.		✓	✓	
• Completing individual assessment tasks with peers.		✓	✓	

• Permitting other individuals to copy material for assignment or assessment.		✓	✓	
• Providing unauthorized assistance to another individual during examinations or any other assessment.			✓	✓
• Permitting other individuals to access academic accounts, including course shells and online assessments, to gain an unfair advantage.			✓	✓

Editing				
• Unauthorized and undisclosed use of third party for editing portions of assignment or other material for assessment.		✓	✓	
• Unauthorized and undisclosed use of third party for editing an entire assignment or material assessment.		✓	✓	

Theft				
• Unauthorized sharing, selling, or use of proprietary instructional, examination, textbook, assignment, or other course material.			✓	✓
• Stealing physical items such as textbooks, laptops, or other educational resources from classrooms, labs, faculty, or spaces on campus such as the library.			✓	✓
• Accessing another individual's academic account, files, or data without consent.			✓	✓
• Using, editing, changing or in any way altering another individual's academic account, files, or data without consent.			✓	✓
• Stealing another individual's work.			✓	✓

Falsification, Misrepresentation, Fraud, Fabrication				
• Obtaining any textbooks, study aids, equipment, materials, or services by fraudulent means.			✓	✓
• Falsifying material subject to academic evaluation.		✓	✓	✓
• Fabricating data for an experiment, lab, practicum etc.		✓	✓	✓
• Submitting false records, such as falsified document to gain a benefit or advantage in a course (e.g. Establishing entitlement to accommodations on protected grounds, such as disability), the Withdrawal Under Extenuating Circumstances process, or the Deferred Grade process.			✓	✓

• Forging or altering any College academic document or record.				✓
• Submitting a manufactured, forged, altered, or converted documents, such as a medical certificate, death certificate, or travel document to the College.			✓	✓
• Misrepresenting artificial intelligence generated work as one's own.		✓	✓	✓
• Using artificial intelligence to complete assignments when explicitly prohibited.		✓	✓	✓
• Using artificial intelligence for prohibited exam assistance.		✓	✓	✓
• Misrepresenting artificial intelligence assisted work in peer reviews or group projects.		✓	✓	✓
• Including permitted artificial intelligence generated content without proper acknowledgment.	✓	✓		
• Impersonating an instructor, student, or other member of the College community.				✓

Breach of ethical or other approval requirements in research				
• Conducting research without approval.				✓
• Failing to maintain ethical conditions in research.				✓
• Failing to recognize the contributions of others in research, through proper acknowledgement.				✓
• Use of unpublished work of others without permission or without proper acknowledgement.				✓
• Use of archival material in violation of any rules or restrictions as indicated by the archival source.				✓
• Breach of ethical standards set by regulating bodies, professional associations, or the workplace standards set by practicum, clinical or volunteer placement agencies.				✓

RELATED DOCUMENTS

Adapted from:

Flinders University. (2021, September 8). *Student academic integrity policy*.

<https://www.flinders.edu.au/content/dam/documents/staff/policies/academic-students/student-academic-integrity-policy.pdf>

Wilfrid Laurier University. (2020, January 27). *Policy for the responsible conduct of research*.

<https://www.wlu.ca/about/governance/assets/resources/11.14-policy-for-the-responsible-conduct-of-research.html>