ACADEMIC INTEGRITY POLICY

Policy Statement

Hanson College of Business, Health and Technology (hereinafter 'Hanson') has a responsibility to ensure that student success is not compromised by academic dishonesty. As a preventive measure, the impact of academic dishonesty will be communicated to students and faculty. Both faculty and students are expected to be familiar with the consequences and procedures associated with academic dishonesty, which will be outlined in this policy. Academic dishonesty is a serious accusation; therefore, it is on the onus of the accuser to provide proof that academic dishonesty has occurred.

Students are reminded of the Student Rights & Responsibilities policy. The Academic Integrity does not supersede the Dismissal Policy. This policy is available to past, current, and future international students at all times.

Definitions

Academic Dishonesty:

Academic dishonesty or 'academic misconduct' is any behaviour, whether it be intentional or otherwise, that may give a student(s) an improper and unfair advantage on academic evaluation. It is any word, action, or deed that may be performed alone or with others. This may include the use of unauthorized assistance that may deceive any person(s) who may be evaluating a student's work, such as an instructor. Forms of academic dishonesty include plagiarism (a form of cheating).

Academic Dishonesty Is an act of dishonesty in an attempt to gain an improper advantage in an academic evaluation. Actions that are considered academic dishonesty include, but are not limited to, the following:
- Copying from another student's test paper or computer data.
- Using materials not authorized by the person giving the test.
- Collaborating with another student during a test without permission.
- Falsifying ("modifying"), without authorization, an examination paper, record, or report.
- Knowingly using, buying, selling, stealing, and soliciting contents of any assessment.
- Falsifying identification or taking a test for another student or permitting another student to take a task or assessment for oneself.
- Bribing a course instructor/college designate to obtain a passing grade or higher grade on an assessment.
- Presenting data that may have been falsified or concocted in any way (e.g. in lab reports).
- Attributing a statement or a reference to an invented source.
- Submitting the same work (or a large part of the same work) for more than one course, unless authorized to do so by the course instructor of each course.
- Supplying materials or data for another student or other students knowing the material will be used for

academic dishonesty purposes.
- Any other action to falsify an academic evaluation.
- Using unauthorized technological aids.
- Plagiarizing means representing the work, ideas, or other forms of intellectual property of others as one's own. This may be done intentionally or unintentionally.

Plagiarism, which is a form of cheating, may include:

- Word-for-word borrowing of material from another source without giving credit to that source.
- The use of facts, ideas, and opinions from another source and re-wording to give the impression that they are one's own.
- The use of another student's work, including computer data, as if it were one's own.

Penalties for Academic Dishonesty and Plagiarism

First Offence
A student found to be academically dishonest for the first time will receive an automatic zero for the specific test or assignment.

Second Offense
A student found to be academically dishonest the second time in the same course/module as the first offense, will receive an automatic "F" (fail) grade for that course/module.

Third Offense
A student found to be academically dishonest for the third time, regardless of the course involved, will be suspended or expelled.

Ethical Use of AI in Academic Work
Students must use AI tools in ways that uphold the principles of honesty, fairness, and responsibility. AI can assist in research, data analysis, and content creation, but should support, not replace, critical thinking. Proper attribution is essential; when using AI-generated content, students must give proper credit by citing AI tools and algorithms as they would any source to avoid plagiarism.

Additionally, students should ensure their work reflects their understanding and creativity. Adhering to privacy laws and institutional policies is crucial, avoiding sharing sensitive data with AI tools. If unsure about ethical AI use, students should consult instructors or advisors to maintain academic integrity.

Procedures for Allegations of Academic Dishonesty

Notification

If a course instructor/college designate believes academic dishonesty has occurred, he/she will not award a grade until after discussion with the student.

The course instructor/college designate will inform the student that a meeting is required immediately.

If the student does not meet with the course instructor/college designate within the five (5) business days period, the academic dishonesty penalties will be invoked unless otherwise agreed to by the course instructor/college designate and the student.

The Academic Dishonesty Offense Form will be submitted and will indicate that the student did not meet with the course instructor/college designate during the specified period.

Resolution

1. The course Instructor and Committee will gather evidence to support the charge of academic dishonesty and submit this evidence and relevant documentation to the Academic Administrator within five (5) business days.

2. The Academic department designate will meet with the student to inform the student of the Instructor and Committee's Decision about academic dishonesty and will explain the Academic Dishonesty Policy, outlining the consequences.

3. The student and the course Instructor and Committee will sign the Academic Dishonesty Offense Form, indicating the discussion has taken place, and will submit a copy to the Academic Administrator.

4. Should the student agree to the Academic Dishonesty accusation, the instructor will notify the Academic Administrator. The Academic Administrator will check the student's file for previous offenses and notify the instructor. The Academic Administrator will flag the student's record.

5. Should the student disagree with the Academic Administrator's decision and the subsequent penalty, he/she should make an appointment to meet with the Academic Administrator within five (5) business days.

6. If no resolution is reached, an Appeal Submission can be made by the student to the college's Incident Resolution Committee within three (3) business days

7. The Appeal Review process will be completed within five (5) business days of the meeting with the Academic Administrator.

8. The Incident Resolution Committee will consist of members appointed by the Academic Administrator and may consist of administrative staff members and instructors.

9. At any stage of the Appeal process, the student may consult the Incident Resolution Committee. Following this, a Final Appeal Resolution Render will take an additional five (5) business days. If the

Committee rules in the student's favor, the Academic Administrator will appoint a second evaluator to grade the material based solely on its academic merit as the student's original work. Furthermore, the Academic Administrator will be responsible for destroying all records related to the accusation of Academic Dishonesty.

10. Should the Incident Resolution Committee find in favor of the course instructor, the penalty will stand.

11. If the Academic dishonesty accusation is upheld, the Academic Administrator's office will check the student's file to determine if there are previous offenses. The Academic Administrator will be advised and will flag the student's record.

After the Second Offense or Allegation

The procedure will be the same as above with the following exceptions:

- For second or third offenses, the student must meet with the Academic Administrator/designate.
- Instances of Academic Dishonesty and suspensions will form part of the student's permanent record in the Student File and will stay on file.