

# ACADEMIC INTEGRITY POLICY

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# 1. Purpose

To outline the expectations of Academic Integrity placed on all students and staff at Cambrian at Hanson ('Hanson' or 'the College'), as well as the consequences for engaging in Academic Dishonesty.

## 2. Definitions

**Academic Administrator:** For the purposes of this policy, the Academic Administrator is the Dean, Academic Director, Academic Manager, or Designate.

**Academic Dishonesty:** In its broadest sense, Academic Dishonesty refers to any conscious, deliberate, or reckless action or omission taken to obtain academic credit through deception and/or false means. Academic Dishonesty, in whatever form, compromises the values of the College, undermines the credibility of credentials granted by the College, and discourages students and staff who pursue their academic activities honestly. Academic Dishonesty includes but is not limited to, the following examples: plagiarism, cheating, passing the work of others off as your own, misrepresentation, falsification, and fabrication of information. Examples of Academic Dishonesty are provided in *Appendix A* of this policy.

**Academic Integrity:** "The International Center for Academic Integrity defines academic integrity as a commitment, even in the face of adversity, to six fundamental values: honesty, trust, fairness, respect, responsibility, and courage. From these values flow principles of behavior that enable academic communities to translate ideals into action" ([International Center for Academic Integrity](#), n.d.).

**Academic Accommodations:** Academic accommodations are supports provided to students with disabilities, or limitations and/or restrictions based on one or more of the protected grounds under the *Ontario Human Rights Code* ("Code"). Accommodation is a means of preventing and removing barriers that impede students with disabilities from participating fully in a post-secondary environment. This provides students with disabilities equitable access based on their program of choice and their unique circumstances. Students with disabilities who require academic accommodation are required to contact an Academic Administrator.

## 3. Application/Scope

This policy applies to all staff, applicants, and students associated with Hanson College ('the College').

## 4. Policy Statements

### 4.1 Allegations and Steps for Academic Dishonesty Violations

When a faculty member, invigilator, or Academic Administrator suspects student Academic Dishonesty, it is their responsibility to:

- 4.1.1 investigate the situation to determine whether dishonesty occurred, using fair and consistent procedures;
- 4.1.2 advise the student that this policy will govern the resolution of their concern and encourage the student to review this policy; and,
- 4.1.3 ensure that student confidentiality regarding Academic Dishonesty is maintained at all times,

sharing student names and academic dishonesty allegations or findings with other staff is a violation of student privacy.

#### **4.2 Timing**

Investigation of any case of a suspected Academic Dishonesty violation occurs as promptly as the circumstances permit. The faculty member should meet with the student(s) involved as soon as possible. An Academic Administrator should reach a decision concerning penalties following the investigation of the incident according to the penalties outlined in this policy. Normally, all processes should occur within five (5) business days of the incident in question, subject to any accommodations a student may require to participate in the investigation.

#### **4.3 Meeting with Student(s)**

- 4.3.1 An investigation of academic dishonesty must include a meeting between the student(s) and the faculty member. At this meeting, the faculty member advises the student of the allegations of Academic Dishonesty against them and provides the student(s) with an opportunity to respond to those allegations.
- 4.3.2 If the faculty member determines that there has been no violation of the Academic Integrity Policy, then the matter is closed.
- 4.3.3 If the faculty member determines that there has been a violation of the Academic Integrity Policy, the faculty member communicates the results of their investigation to the Academic Administrator with responsibility for the course.
- 4.3.4 The Academic Administrator reviews the matter to determine if further investigation is required. They may engage the faculty member and the student as part of this review. When meeting with the student(s), the student(s) may provide any additional evidence that they feel is pertinent to the matter at hand.
- 4.3.5 If the Academic Administrator determines that there has been a violation of the Academic Integrity Policy, they are tasked with determining the appropriate penalty. They may choose to engage the faculty member in a discussion regarding the appropriate penalty.
- 4.3.6 The Academic Administrator reviews the student(s) record to determine if this is the student's first or only offense. Based on whether the student has prior offences and penalties, and the severity of the current offense, the Academic Administrator determines a penalty from the options in section 2.0 of this policy and communicates their finding to the student.
- 4.3.7 Decisions regarding penalties are determined in accordance with the criteria outlined below.

#### **4.4 Standard of Proof**

4.4.1 The Standard of Proof is a balance of probabilities. This means that, for a finding of Academic Dishonesty to be supported, based on the information available, it must be established that, more likely than not, the student engaged in Academic Dishonesty.

#### **4.5 Retention of Materials**

- 4.5.1 While an investigation or appeal is underway, the faculty member retains possession of any unauthorized aids, examinations, essays, assignments, etc. to assist in the investigation and subsequent appeal processes.

- 4.5.2 Upon request from the student, the faculty member provides the student with a copy of their material(s).

#### 4.6 Reporting and Disclosure

- 4.6.1 No matter what penalty is imposed, the Academic Administrator responsible for the course is responsible for reporting all instances and penalties to the Registrar.
- 4.6.2 The Academic department maintains a centralized academic offences file used to verify whether a student has a previous record of academic dishonesty.
- 4.6.3 Disclosure of information from the centralized academic offences file is available to Academic Administrators only.

#### 4.7 Penalties

- 4.7.1 The Academic Administrator responsible for the course where an Academic Dishonesty offense has occurred may select from the following list of penalties (depending on the severity of the offence and whether or not this is the student's first offense):
  - 4.7.1.1 written warning with resource links and in-person options for the student to learn more about Academic Integrity at Hanson College;
  - 4.7.1.2 resubmission of the assignment;
  - 4.7.1.3 partial or total loss of marks on the exam/assignment in which the offence occurred;
  - 4.7.1.4 partial or total loss of marks for the course in which the offence occurred;
  - 4.7.1.5 suspension from the College for a period of 2 years (this penalty may be repeated if this is a further offence after a past suspension); and
  - 4.7.1.6 a recommendation for canceling a credential. A student who is found guilty of academic misconduct after having been approved for graduation, or after having a credential conferred, may lose their credential.

#### 4.8 Consequences for Repeated Offences

- 4.8.1 Hanson College supports academic integrity and academic growth but repeated Academic Dishonesty offences will not be tolerated.
- 4.8.2 Depending on the severity of any prior penalties (e.g., if a student has received two penalties that are not suspension from the College), a **third** offence of Academic Dishonesty will result in an automatic suspension from all College programs and/or courses for a period of 2 years. The student will automatically receive an F grade (0%) in each course they were registered in at the time of the suspension.
- 4.8.3 In the event that the College re-admits a student to a program after a two-year suspension for Academic Dishonesty, and in the event that this student commits a **further** act of Academic Dishonesty, the student will receive a further suspension from all College programs and/or courses and an F grade (0%) in each course they were registered in at the time of the suspension.

#### **4.9 Appeals**

Students who wish to appeal an Academic Integrity decision should follow the procedure outlined in the *Student Appeals Policy*.

#### **4.10 Progression**

With some exceptions (for courses and programs where progression to placement may endanger student or others' safety), if a student is charged with Academic Dishonesty, the student may progress if they have filed an official appeal of the charge. In the event that the appeal is not granted, then the student will be withdrawn from any course/semester for which they do not have the necessary prerequisites.

#### **4.11 Student Records**

The College records all Academic Dishonesty offenses at the level of the student, not the program. If a student changes programs or graduates from one program at Hanson and then begins another, any previous record of Academic Dishonesty offenses, sanctions, or penalties will follow the student to the new program.

Academic Dishonesty records are held in accordance with the timelines outlined in the College's *Confidentiality of Student Records Policy*.

## **5. Responsibility and Accountability**

All members of the Hanson College community are responsible for ensuring the maintenance of an environment where academic integrity can flourish:

#### **Dean, Academic Excellence and Compliance is responsible for:**

- Overseeing administration of Academic Integrity at the College.
- Ensuring the development, review, and availability of this Policy.

#### **Students are responsible for:**

- Being familiar with what constitutes Academic Dishonesty and seeking clarification from faculty members when they are unsure.
- Upholding the principles of Academic Integrity.

#### **Faculty are responsible for:**

- Upholding and championing the principles of Academic Integrity.
- Indicating the degree of collaboration that is acceptable for assignments and, for group assignments, the responsibilities of each individual in the group, and the processes used to identify individual work.
- Thoroughly investigating suspected cases of Academic Dishonesty and meeting with students suspected of committing Academic Dishonesty to review the situation.

#### **Academic Administrators are responsible for:**

- Upholding and championing the principles of Academic Integrity.
- Reviewing allegations of Academic Dishonesty.
- Meeting with students to discuss the circumstances of offenses.
- Documenting and reporting instances of Academic Dishonesty to the Registrar.

- Communicating penalties to students and faculty members.
- Maintaining the official records of Academic Dishonesty offenses.
- Reporting on aggregate trends.

## **6. Related Form**

Academic Dishonesty Reporting & Procedure Form

## **7. Related Policies/Directives/Regulations**

Academic Appeal Policy

Code of Conduct

Official Student Records Policy

Student Complaints Policy

Student's Rights and Responsibilities Policy

## Appendix A: Examples of Academic Dishonesty

Below are some examples of Academic Dishonesty. These examples are not intended to be an exhaustive list of all possible infractions. As a guiding principle, in situations where students are unsure of the appropriateness of a specific decision, action, or behaviour in a specific class, they are advised to discuss their questions with their faculty member to avoid any suspicion of Academic Dishonesty and/or disciplinary action.

### Cheating

- The use (or attempted use) of material or helping others in the use of material that is prohibited or inappropriate for a specific academic assignment or evaluation. Examples include:
- Copying (or attempting to copy) from others during a test, exam or assignment.
- Sharing answers on a test, exam, or assignment (regardless of whether the test, exam, or assignment is in-person or online) without approval of the faculty member or allowing others to copy from you on a test, exam, or assignment. Looking at another student's test, assignment, computer screen, etc. during an evaluation will be considered cheating.
- Using unauthorized materials or concealed information during an evaluation.
- Programming a calculator, mobile devices or other electronic device to contain answers or other forms of unauthorized information for tests, exams, or other assignments.
- Using computer technology inappropriately to gain an advantage on an assignment, test or examination (e.g., using a web browser to look up answers during an in-person or online assessment).
- Allowing another person to do an assignment (or portion of an assignment) for you or completing an assignment (or portion of an assignment) for another person.
- Buying, selling, or stealing essays, papers, or assignments. Submitting coursework that was purchased or stolen.
- Submission of the same assignment for more than one course without prior approval of the faculty member(s) involved.
- Collaborating on a test, exam, or assignment without approval of the faculty member. Talking, or communicating with others during a test or exam without approval of the faculty member is considered cheating.
- Taking a test or exam for another person, or having another person take a test or exam for you.

### Plagiarism

The use of material produced by another person without acknowledging that source. Plagiarism is distinct from co-operation and collaboration. Faculty may expect students to work together on assignments and present the results, either collectively or individually.

Examples of plagiarism include:

- Presenting, in whole or part, material created by someone else, or presenting the ideas, language, or other intellectual property of someone else as your own work without acknowledgment of the source of the material.
- Incorporating direct quotations or large sections of paraphrased material in an assignment without appropriate acknowledgment of the source(s).
- Utilizing paraphrasing remix software of any kind (e.g., Spinbot), rather than paraphrasing according to accepted writing and research practices is considered plagiarism.
- Receiving any assistance from a third party (e.g., proofreader, editor, etc.) that compromises the authenticity of a piece of work. Proofreaders/editors may help with typographical, spelling, punctuation, grammatical, syntactical, and formatting errors, etc.; however, students using a third party to rewrite or add to existing content, to alter arguments or logic, to add or alter references, and/or to check facts, data,

calculations, equations, etc. will be considered to have committed Academic Dishonesty.

**Falsification, Fabrication, or Alteration of Information**

- Submitting false information as part of an academic assignment.
- Making up or altering information or data and presenting it as legitimate.
- Providing false or misleading information to a faculty member or any other College official.
- Forgery of official documentation.
- Forgery of a signature.
- Claiming another person's work as your own.
- Altering a previously graded test, exam, or assignment for purposes of an appeal.
- Submitting an academic credential (e.g. a transcript, certificate, diploma, etc.) that has been falsified, tampered with, or modified in any way.