CÉGEP HERITAGE COLLEGE
POLICY #33

CONCERNING
ACADEMIC INTEGRITY

COMING INTO FORCE: February 10, 2004
REVISED: January 24, 2018
ADMINISTRATOR: Academic Dean
Preamble

Academic integrity is a fundamental value of teaching, learning, and scholarship. Cégep Heritage College believes that the academic value of the diplomas and attestations it grants rests upon the integrity of materials, concepts and skills taught to students, and the integrity of the students’ work. It believes in helping students learn to accept responsibility for the integrity of their work.

ARTICLE 1
Purpose

The purpose of the present policy is to foster commitment to the values of academic integrity. The objectives are to:

1. inform students, faculty, professionals and administrators about their rights and responsibilities in upholding academic integrity;
2. outline the actions to be taken with respect to violations of academic integrity; and
3. ensure the regular evaluation and amendment of this policy, according to the provisions laid out in Article 5.

ARTICLE 2
Application

The present policy applies to all students, faculty, professionals and administrators at all times. Given that each department or program may experience very different types of academic integrity infractions, each department or program is encouraged to establish specific internal procedures regarding academic integrity instruction and reporting that respect and implement this policy.

ARTICLE 3
Provisions

3.1 Academic Integrity

Academic integrity is founded on five essential values - honesty, trust, fairness, respect, and responsibility.

Students learn what they live. Learning environments exemplary of the values of academic integrity are essential to the development of students’ honest academic behaviour.

Building a culture of academic integrity requires leadership from, and collaboration, among all concerned in the effort to support student academic responsibility. The modeling, instruction and discussion of academic integrity practices in the classroom, and the consistent, fair and equitable treatment of all students when infractions occur, are essential.

3.2 Infractions

Examples of academic integrity infractions include, but are not limited to:

3.2.1 Cheating

Examples of cheating are, but not limited to:

- obtaining, distributing, or using academic material such as exams, tests, lab exercises, etc., unless authorized by the teacher;
- using or modifying another student’s arguments, data, results, solutions, or answers unless authorized by the teacher;
- using information from an unauthorized source;
- knowingly falsifying the academic evaluation of another student’s work,
or allowing such falsification of one’s own work;

- assuming the identity of another student or allowing another person to assume one’s own identity;

- submitting any academic work containing purported or falsified facts, laboratory data, and references to fictitious sources; and

- resubmitting an assignment such as an essay, lab report or take-home test, without the permission of the teacher(s).

3.2.2 Plagiarism

Plagiarism is to take credit for someone else’s words or ideas as one’s own. This includes directly quoting, summarizing, or paraphrasing someone else’s work, in whole or in part, without acknowledgement of the source.

3.2.3 Aiding and Abetting

To aid and abet is to knowingly assist in an act of academic dishonesty.

3.3 Sanctions

When an academic infraction is committed, the teacher:

- Reports the infraction to Academic Services, recommending a sanction, within one (1) calendar week of the incident being known, by using form P33.1; and

- Informs the student, immediately, of the infraction, recommended sanction, and the subsequent procedure.

Given the context within which the academic infraction was committed, there is discretion as to the severity of the sanction recommended and applied. Contextual parameters include, but are not limited to: the department/program; the semester; the value assigned to the evaluation activity; the student’s academic integrity history; the details of the infraction. Sanctions recommended and applied could range from an apology with a sanction, a resubmission of the evaluation activity, to a grade penalty, suspension, up to the student’s removal from the course or expulsion. At all times, fairness and equity towards the student is considered by Academic Services.

A student who commits an infraction during an evaluation activity will be asked to relinquish their paper and related evidence and may be asked to leave. Teachers are to use discretion when removing evidence from the student during an evaluation activity, as the student is not to be humiliated or otherwise shamed.

The Associate Academic Dean reviews the details of the infraction and the teacher’s recommended sanction, seeks additional information from the teacher, as required, and determines the sanction based on the seriousness of the infraction(s) and the student’s history of infractions. Efforts will be made to recommend sanctions that encourage student learning over sanctions that are more punitive. Student grades already achieved in a course stand. Multiple infractions are assessed individually.

If a sanction is to be applied, the student, teacher and student’s program coordinator will receive written notification from the Associate Academic Dean, outlining the infraction and subsequent sanction. Disciplinary measures resulting from the infraction are applied by the Associate Academic Dean.

3.4 Student Appeal Process

The student appeal process gives the student the opportunity to present additional information should they feel the sanction is unfair. The student may appeal, in writing, to the Academic Dean, no later than one (1) calendar week after having received the sanction letter from the Associate Academic Dean.
The Academic Dean, or designate, will meet with the student before convening a committee to hear the student’s appeal, and may conduct further inquiry, as required.

### 3.4.1 Membership of the Appeal Committee

The Appeal Committee comprises the following members:

- the Academic Dean (Chair);
- the student’s Program Coordinator or designate;
- the Director of Student Services or designate;
- an Academic Advisor;
- another member, based on their expertise or relevance to the infraction.

The student may be accompanied by one other person who attends as an observer only.

### 3.4.2 Appeal Committee Decision

On behalf of the Appeal Committee, the Academic Dean informs the student and the teacher of the decision and ensures that it is carried out. The Appeal Committee decision is final.

### ARTICLE 4

#### Roles and Responsibilities

#### 4.1 Board of Governors

The Board of Governors adopts the present policy and all revisions thereto.

#### 4.2 Academic Senate

Academic Senate oversees the revision of this policy and recommends its approval to the Board of Governors.

#### 4.3 Academic Dean

The Academic Dean has the duty to:

- disseminate the present policy;
- promote the positive aspects of academic integrity throughout the College ensuring links with other policies and broader ethical concerns;
- lead the enculturation of academic integrity activities throughout the College;
- determine the procedures to follow during incidents of academic dishonesty (see P33.2);
- receive the appeal from the student;
- convene and chair the Appeal Committee;
- implement the decision of the Appeal Committee; and
- revise the present policy as outlined in Article 5 or as deemed necessary.

#### 4.4 Associate Academic Dean

The Associate Academic Dean, or designate, has the duty to:

- review the details of the infraction and the teacher’s recommended sanctions;
- seek additional information from the teacher, as required;
• determine the sanction based on the seriousness of the infraction(s) and the student history of infractions, in accordance with Article 3.3; and

• notify the student, teacher and student’s program coordinator when sanctions have been imposed.

• oversee the archiving of academic integrity infractions and their outcomes.

4.5 Appeal Committee

The Appeal Committee has the duty to:

• hear the student appeal and thoroughly review any student documentation presented;

• ensure fairness and equity in the appeal process;

• come to a decision regarding the appeal;

• record its decision, with justification and documentation, regarding the application of sanctions.

4.6 Program/Department Coordinators

The Program/Department Coordinators have the duty to oversee, within their program/department, the development and implementation of procedures specific to their discipline, in consultation with Academic Services, that:

• reinforce the values inherent to the standards of the academic integrity of the College;

• align internal academic integrity instructional strategies with academic integrity infraction procedures so that they comply with this policy and ensure fair and equitable practice; and

• are included in course outlines.

4.7 Teachers

Teachers and proctors, as applicable, have the duty to:

• model exemplary academic integrity behaviour;

• teach and reinforce the values inherent to the standards of the academic integrity of the College by addressing academic integrity practices in each course and discussing them with students throughout the semester;

• implement the provisions of the present policy;

• implement their department-specific procedures (reference 4.6, above) in a fair and equitable way;

• report the infraction and recommend a sanction, using form P33.1;

• take the opportunity to further student understanding of academic integrity as various infractions occur;

• inform the student of their academic integrity infraction, its reporting and sanctioning procedures;

• apply the academic sanction confirmed by Academic Services.

4.8 Students

Students have the duty to:

• be familiar with this policy;

• understand their academic integrity rights and responsibilities;

• act with integrity;
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- report known incidents of academic dishonesty to Academic Services;

- prepare and present relevant documentation and facts should they choose to request an appeal of an imposed sanction.

ARTICLE 5
Revision

This Policy will be reviewed at least every five (5) years and revised as necessary.

5.1 Criteria

The review criteria will assess:

- conformity, in that the practical application of the present policy is in accord with the written policy;

- effectiveness, in that the application affords heightened awareness of and compliance with academic integrity; and

- equity, in that the treatment of academic integrity infractions is equitable for all students.
Glossary

Aiding and abetting: to assist in the commission of an offence.

Academic integrity: a fundamental value of teaching, learning, and scholarship, encompassing honesty, trust, fairness, respect, and responsibility

- Honesty: search for truth and knowledge through intellectual and personal honesty in learning, teaching, research, and service.
- Trust: foster and rely upon climates of mutual trust which encourage and support the free exchange of ideas.
- Fairness: establish clear and transparent expectations, standards, and practices to support fairness in the interactions of students, faculty, and administrators.
- Respect: foster the interactive, cooperative, participatory nature of learning where diverse opinions are treated with rigour and openness.
- Responsibility: rest upon foundations of personal accountability coupled with the willingness of individuals and groups to lead by example, uphold mutually agreed-upon standards, and take action when they encounter wrongdoing.

Academic dishonesty: contravening the behaviours and values of academic integrity

Appeal: This is a formal process convened to provide a student who feels that an imposed sanction is unfair, with the opportunity to present documentation and facts on their behalf.

Authorized source: These are sources of information that teachers have identified as credible and academically appropriate to the discipline/program/purpose.

Cheating: acting dishonestly or unfairly in order to gain an advantage.

Falsify: to alter information or evidence.

Grade penalty: The Associate Academic Dean, after consultation with the teacher, may impose a grade penalty to the evaluation activity, ranging from zero (0) for the activity to any percentage deemed to be appropriate.

Plagiarism: using someone else’s words or ideas as one’s own, for credit.

Sanction: an imposed penalty of varying severity, from an apology with a sanction to expulsion, in response to the infraction.

Suspension / Expulsion: The Associate Academic Dean, or Appeal Committee, based on recommendations of the teacher, or after repeated offences, may suspend the student for a period of time, remove the student from the facilities, course and/or program, or recommend, to the Director General, expulsion from the College.

Unauthorized sources are those sources that support plagiarism or academic dishonesty, such as, but not limited to, hiring a ghost writer or using online tools that complete course exercises in place of the student completing them, or sources explicitly prohibited by the instructor or discipline.
Reporting of Incidents of Academic Integrity Infractions
In an effort to develop a culture of academic integrity in which each student is treated fairly and equitably, and in which each student is encouraged to take responsibility for their learning and behavior, it is important that:

- This form is used to report the academic integrity infraction, and is submitted to Academic Services, accompanied by the student work in question and any supporting documentation.

- Academic Integrity infractions are kept on file within Academic Services and are used to identify repeat offenders and their offences. They are not recorded on the student’s official transcript.

- The student has the right to appeal a sanction.

Part 1: Employee (teacher/proctor)

Report on Infraction of Academic Integrity (to be completed by the employee within one (1) calendar week of the infraction being identified)

Date:

Employee name:

Name of student and Student Number:

Course title and number:

Briefly describe the sequence of events that led you to be aware of an infraction:

List of supporting documents, attached:

Informed the student [date] via [means]

Employee recommendation to the Associate Academic Dean:
Based on the information available to me at the time of reporting this infraction, I recommend:

____________________________________

Please send to Academic Services

Part 2: Academic Services

Associate Academic Dean:

- Reviews the documentation and recommendation provided by the employee;

- Reviews the student’s academic integrity infraction history, if relevant;

- Either accepts the employee’s recommendation or consults with the employee to discuss the most appropriate sanction to apply should there be additional evidence found in the student’s academic integrity file or extenuating circumstances; and

- Prepares the letter that:
o Responds to the employee’s report, with the sanction and related information of the case, and information to the student on the timeframe for an appeal;

o Will be sent to the student, teacher, and student’s program coordinator, as soon as possible or within three (3) working days; and

o Will be kept on file in Academic Services.
Responding to Incidents of Academic Integrity Infractions

In an effort to treat each student equitably and fairly, to help the student learn the importance of academic honesty, and to build a strong culture of academic integrity within the College, the collaboration of the teacher (or proctor, if applicable) with Academic Services, especially the Associate Academic Dean, is essential. In the event that a student commits an academic integrity infraction:

The teacher:

1. Completes Part 1 of Form P33.1 and submits it to Academic Services, within one (1) calendar week of the incident being identified.

2. Informs the student of the infraction, recommended sanction, and the reporting process. If a sanction is recommended it is advisable not to post the student’s grade in OMNIVOX until reception of sanction confirmation.

3. Collaborates with the Associate Academic Dean, as required.

4. Applies the academic sanction indicated upon receiving the letter from the Associate Academic Dean.

The Associate Academic Dean:

1. Reviews the submitted form and the student’s academic integrity file, if one exists. Depending on the infraction and related facts, the Associate Academic Dean follows up accordingly by:

   - Consulting with the teacher, as appropriate
   - Inquiring further into the case by consulting the teacher, and any other relevant persons.
   - Meeting with the student, as appropriate.
   - Recording the incident and sanction through a letter sent to the teacher, the student, and relevant persons.

The student:

1. Will be informed by their teacher of the reporting of an infraction of the Academic Integrity Policy.

2. Will be informed of any sanction to be applied by the Associate Academic Dean.

3. Has the right to appeal no later than one (1) calendar week after receiving the sanction from the Associate Academic Dean. To appeal, the student makes a request to appeal to the Academic Dean who calls an initial meeting with the student and then convenes an Appeal Committee within two (2) calendar weeks. The student is responsible for preparing and presenting documentation and facts on his/her behalf during an appeal. The student may be accompanied by one other person who attends as an observer only.

The Appeal Committee:

1. Reviews all documentation;

2. Meets with the teacher;
3. Meets with the student; and

4. Documents their decision.