

COLLEGE POLICY

POLICY: **ACADEMIC INTEGRITY POLICY**

APPROVED BY EXECUTIVE: October 14, 2020

SUPERSEDES POLICY: N/A – Founding College Policy

PURPOSE

This document provides policy and procedure when a possible academic integrity offense is suspected in the work of a Sault College student. To protect the reputation of Sault College credentials and maintain its academic integrity mission, this policy and procedure document is intended to:

- a) Describe academic work expectations;
- b) define academic integrity offences;
- c) outline sanctions and procedures for academic integrity offences;
- d) lay out faculty reporting procedures for suspected academic integrity offences; and,
- e) identify faculty and student rights and responsibilities.

SCOPE

This policy applies to all Sault College students, faculty, delivery partners, administrators, and staff involved with College academics.

DEFINITIONS

Academic Integrity refers to student and staff participation in academic activities that reflect honesty and accountability as fundamental principles, including:

- Respecting and following all College academic regulations, policies, and provincial and federal legislation (e.g., copyright laws).
- Following expectations and course requirements outlined by faculty for referencing sources of information, as well as for individual and group participation and submissions.
- Asking assigned faculty for clarification of assignment expectations. Students experiencing any concern that an action on their part may be viewed as an academic violation should speak with their faculty.
- Completing and submitting personally original work for all academic evaluations.
- Collaborating appropriately and participating actively in group work situations.

- Ensuring that one's academic work is not used inappropriately by others (e.g., not lending any aspect of print documents or electronic files of one's academic work to others).
- Maintaining confidentiality of material and questions covered in all course testing formats.
- Acting ethically and with integrity while conducting research and in the reporting of research results, as required by Sault College's Research Ethics Board.

Academic Dishonesty is any intentional or negligent action that diminishes the credibility of one's own academic work or the academic work of others, including but not limited to:

- Collusion – obtaining from or giving to another student unauthorized assistance in course work.
- Plagiarism – adopting or reproducing another's work without due acknowledgment. This includes self-plagiarism (e.g., submitting one's own work from another course without consent from the current professor).
- Falsification – falsifying data, information, or citations in any formal academic exercise.
- Sabotage – acting to prevent others from completing their work.
- Cheating – attempting to give or obtain an advantage in an academic exercise by using unauthorized materials or means.
- Deception – providing false information (e.g., giving a false excuse for missing a deadline or falsely claiming to have submitted work; representing oneself as another for the purpose of taking a test).
- Coercion – attempting to bribe or coerce someone to obtain academic advantage.

POLICY STATEMENT

Sault College is committed to maintaining an academic environment where academic integrity is central. All students are required to demonstrate academic integrity in all of their work. In an event of academic dishonesty, students shall comply with the Academic Integrity Policy and cooperate with full disclosure during an academic integrity investigation. Academic dishonesty offences are tracked over the student's program enrolment, and shall be sanctioned according to severity and frequency.

PROCEDURE

Determining Minor and Major Forms of Academic Dishonesty – For Faculty

The following examples of minor and major forms of academic dishonesty are guidelines only. Specific determinations may vary depending on the nature of the offence and the policies of individual academic programs. Two or more minor offences will be regarded as a major offence.

Examples of minor offences:

- Plagiarism or unauthorized assistance on any course work or assignment worth 10% or less of the course.
- Careless documentation of sources (e.g., inadequate citations and references).

Examples of major offences:

- Any repeated minor offence within a course.
- Plagiarism or unauthorized assistance on any course work or assignment worth more than 10% of the course.
- Any plagiarism or unauthorized assistance on a test or exam.
- Copying/stealing another student's work.
- Altering, fabricating, falsifying or tampering with College documents stating acquired privileges or rights conferred by the College.

Sanctions

For a minor offence of academic dishonesty, the work receives a zero or a deduction commensurate with the dishonest portion of the work. Any second attempt, if permitted by the professor, will receive a maximum grade of C.

For a major offence of academic dishonesty, the work receives a zero, no second attempt. A second major offense will result in failure in the course. A third major offence may result in suspension or expulsion from the College, as determined by the student's Dean's office.

Reporting Procedures – For Faculty

In an instance of academic dishonesty, the professor shall complete the Academic Dishonesty Report Form. This form serves to document the occurrence, outline the sanction, and refer the student to College services. The professor must email copies of the form to the student and the student's program Coordinator, and should retain the form, a copy of the dishonest work, and any accompanying proof until after the last day for Academic Appeals for that semester has passed.

Reporting Procedures – For Program Coordinators

Program Coordinators will track their program's student offences; identify recurrent major academic integrity offenses; and communicate with the professor, the student's Chair, and the student's Dean for transparency in the implementation of sanctions for recurrent major offences.

RIGHTS, ROLES, AND RESPONSIBILITIES

Students and professors must abide by the Sault College Academic Integrity Policy and its associated procedures.

In addition to following the Academic Integrity Policy, the professor has the duty to:

- Inform the student of the sanction, and instruct the student on academic integrity; it is advised that this informing and instructing of the student be documented.
- Email the Academic Dishonesty Report Form to the student's program Coordinator.

The professor also maintains the right to:

- Use online plagiarism detection programs such as TurnItIn, as well as testing lockdown browsers such as Respondus.
- Confer with colleagues about the nature and severity of an offence.
- Keep copies of the student's work in question.
- Administer a reasonable evaluation tool (e.g., test to verify student performance in work in question).
- Inform the student's school Chair or Dean of the incident.

Program Coordinators will work within their purview to support the investigation process; maintain a record of a student's academic dishonesty offences until the student has exited the program; and facilitate the sanctioning process within policy guidelines. The Program Coordinator may also identify recurrent minor offenses across a student's classes and, working in concert with the course professor, levy a sanction.

As required by the *Student Code of Conduct*, students have a duty to cooperate with an academic dishonesty investigation in a fully transparent manner. They may also:

- Meet with the professor for the course to discuss the work in question.
- View the completed Academic Dishonesty Report.
- Exercise their rights outlined in the *Student Code of Conduct*.

Sault College students enrolled in programs associated with parent university programs (e.g., Laurentian University's Collaborative BSCN Program) must also comply with that parent university's academic integrity policies.

RELATED DOCUMENTS

- Appendix to the Sault College Academic Integrity Policy: Reporting and Sanctioning Procedures
- Academic Dishonesty Report Form
- Academic Dishonesty Tracking Sheet
- Sault College Student Code of Conduct

Appendix to the Academic Integrity Policy (Oct 2020)
Reporting and Sanctions Protocols

