

COLLEGE POLICY

POLICY: Student Academic Integrity Policy

APPROVED BY EXECUTIVE: August 25, 2026

EFFECTIVE DATE: September 8, 2026

SUPERSEDES POLICY: Academic Integrity Policy (September 15, 2021)

PURPOSE

This policy affirms Sault College's commitment to academic integrity by:

- defining expectations for members of the College community;
- empowering professors to exercise informed professional judgment when responding to academic integrity concerns; and
- ensuring fair, consistent, transparent, and proportionate responses that support student learning and uphold the integrity of Sault College credentials.

INTRODUCTION AND GUIDING PRINCIPLES

Academic integrity is fundamental to a culture of trust and shared responsibility for learning. It is the honest representation of learning and includes ethical care for knowledge, respect for diverse ways of knowing and community protocols, and responsible participation in individual and collaborative academic work, including coursework, work-integrated learning, and research.

An academic integrity concern arises when there is reason to believe that a student's work may not honestly represent their learning or that the student may have gained, or attempted to gain, an unfair academic advantage. Concerns may include plagiarism, unauthorized collaboration, unauthorized use of artificial intelligence or other technologies, cheating, fabrication or falsification, impersonation, unauthorized reuse of previous academic work, or facilitating academic misconduct.

Sault College approaches academic integrity with a commitment to both student learning and the credibility of its credentials. The College trusts professors as academic professionals and supports their informed professional judgment in matters of academic integrity. Responses balance learning and accountability and are guided by fairness, transparency, and proportionality.

SCOPE

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

POLICY STATEMENTS

- 1. Professor Expectations:** Professors are expected to communicate clear expectations for assessments, including expectations regarding collaboration, artificial intelligence, and other technologies.
- 2. Student Expectations:** Students are expected to honestly represent their learning by completing assessments in accordance with the expectations communicated by their professor, including expectations regarding the use of collaboration, use of published resources and citation, and use of artificial intelligence and other technologies.
- 3. Fair and Proportionate Process:** When an academic integrity concern is identified, the College follows a fair, consistent, transparent, and proportionate process to determine if an academic integrity breach has occurred and the appropriate outcome. The process supports student learning while protecting the integrity of its academic standards.
- 4. Professional Judgement:** Professors shall determine whether a breach has occurred based on all relevant information and shall apply their professional judgement in determining an appropriate outcome.
- 5. Student Notification:** The student will receive formal notification of a suspected academic integrity breach and a written decision and outcome once determined. All formal notifications will be sent to the student's official Sault College email address, which serves as the official record of communication. The notification of a suspected academic integrity breach will state the concern in reasonable detail and specify the date by which the student is expected to respond.
- 6. Delegation and Referral:** The professor's responsibilities under this policy may be delegated to another member of the academic division at any time and a matter may be referred or escalated to the Chair/Dean, including based on the nature, severity, recurrence, or broader implications of the concern. Chairs/Deans may access information about disciplinary history to inform an appropriate outcome, and all matters in which a student has disciplinary history shall be escalated to the Chair/Dean. The Chair/Dean may uphold or modify an outcome, up to and including course failure, program removal, suspension or expulsion provided they employ a fair procedure in doing so.

7. **Individualized Outcomes:** In cases involving multiple students, the College may assign independent outcomes or sanctions based on each student's specific level of involvement and history with academic integrity.
8. **Professional Programs.** The College may report integrity violations to external professional or regulatory bodies.
9. **Right to Appeal:** Students may appeal an academic integrity decision in accordance with the Student Academic Appeals Policy where the established grounds for appeal have been met.

RESPONSIBILITIES

Promoting, acting in accordance with, and upholding, academic integrity is a shared responsibility. In upholding this policy, the following responsibilities apply.

Students are responsible for:

- honestly representing their learning by completing assessments in accordance with the expectations communicated by their professor;
- seeking clarification whenever expectations are unclear;
- following and cooperating with the established academic integrity procedure, including responding within the timelines communicated by the professor;
- unless a breach is admitted, responding to a stated concern by providing evidence that work in question was their own and was completed without unauthorized assistance or misrepresentation;
- complying with the outcome of an academic integrity review, which may include learning opportunities such as referral to academic support or resubmission of work, or academic outcomes with a grading impact such as a grade reduction or assessment failure; and
- initiating the academic appeals process if they believe they meet the grounds for appeal as outlined in the Academic Appeals Policy.

Professors are responsible for:

- communicating clear expectations for assessments, including expectations regarding the use of collaboration, use of published resources and citation, and use of artificial intelligence and other technologies;
- providing a notification of a suspected academic integrity breach that states the concern in reasonable detail and specifies the date by which the student is expected to respond;

- exercising informed professional judgement in determining whether a breach has occurred by reviewing all relevant information, which may include but is not limited to samples of the student's work, supporting evidence, relevant documents and resources, and detection software outputs;
Note: Detection software outputs are considered supporting indicators and not the sole evidence of an academic integrity breach
- exercising informed professional judgement in determining an appropriate outcome when a breach has occurred, by considering all appropriate factors, including:
 - the extent to which learning has been misrepresented and the nature of the breach;
 - the student's level of academic progression and their expected demonstration of academic integrity awareness;
 - the student's explanation and provided evidence; and
 - any professional, regulatory, or accreditation requirements associated with the program and the potential risk posed to the field of practice;
- communicating the decision and outcome (with concise and clear reasons) to the student through the student's official Sault College email address;
- consulting with academic administrators where appropriate; and
- documenting academic integrity breach occurrences and action taken in accordance with College procedures.

Chairs/Deans are responsible for:

- supporting consistent application of this policy;
- providing guidance and consultation to professors; and
- considering matters that warrant institutional review and communicating with students regarding the action and potential outcome(s).

The College is responsible for:

- fostering a culture of academic integrity;
- maintaining fair and transparent institutional processes;
- providing students with the opportunity to appeal an academic decision if the grounds for appeal have been met; and
- upholding the integrity and credibility of Sault College credentials.

PROCEDURE

This procedure outlines a fair, consistent, and transparent process that supports student learning while upholding the integrity of Sault College academic standards.

When an academic integrity concern is identified, the professor will:

1. Notify the student, through the student's official Sault College email address, of the academic integrity concern and provide an opportunity for discussion.
2. Provide the student with one calendar week to respond. The notification will state the concern in reasonable detail and will identify the specific date by which the student is expected to respond. The professor may adjust the response timeline where circumstances warrant.
3. Review all available information including any explanation or evidence provided by the student. Professors should have a meeting if hearing directly from the student and/or witnesses will help fairly resolve the matter.
4. Determine, on the balance of probabilities, whether an academic integrity breach has occurred. If a breach is not found, the student will be notified, and no further action will be taken.
5. If a breach is found, determine an appropriate learning opportunity and/or academic outcome, considering all appropriate factors, including the factors outlined in Professor Responsibilities. A learning opportunity may include referral to academic support or resubmission of work; an academic outcome has a grading impact, such as a grade reduction or assessment failure.
6. Communicate the decision and outcome (with concise and clear reasons) to the student through the student's official Sault College email address.
7. Document the breach and outcome in accordance with College procedures.
8. Refer or escalate the matter to a Chair/Dean where appropriate, including where concerns are repeated, have significant academic impact, may warrant additional institutional action, or have broader institutional implications.
9. Students who wish to challenge an academic integrity decision may follow the Academic Appeals policy and process where the grounds for appeal established in that policy have been met.

End-of-Term Academic Integrity Concerns

Where an academic integrity concern arises in relation to an end-of-term assessment, College grading deadlines may require a professor to determine an academic outcome and submit a final course grade before the student has had an opportunity to respond.

In these cases, students are encouraged to engage with faculty to discuss the decision before submitting a formal appeal under the Student Academic Appeals Policy.

RELATED DOCUMENTS

Student Academic Appeals Policy