

AC406: Academic Integrity

Policy Title:	Academic Integrity
Policy Number:	AC406
Owner:	Sr. Vice President, Academic and Student Success
Approved by:	Senior Leadership Team
Effective Date:	September 2026
Reference:	
See also:	Research Integrity Policy Student Code of Conduct Academic Appeal Policy Acceptable Use Policy Copyright Policy
Process documents:	Academic Integrity Process Academic Integrity Violations and Sanctions Standards Academic Integrity Misconduct Form

St. Lawrence College is committed to making our resources fully accessible to all persons. This document will be made available in alternative format upon request.

BACKGROUND

Definitions:

Academic Integrity: The upholding of the fundamental values of honesty, trust, fairness, respect, and responsibility in the performance of all academic activities. Ethical conduct in teaching, learning and research according to the conventions of academic integrity builds credibility, trust, and respect for all students, staff and the college as a whole.

Academic Misconduct: Any action taken to obtain unfair academic advantage or credit for self or other(s). Academic misconduct undermines the Western based principles and values of academic integrity and can take many forms, including but not limited to the following examples:

Cheating – includes, but is not limited to: the use or possession of an unauthorized aid(s) during any form of evaluation; giving or receiving any unauthorized assistance in any evaluation; collaborating on work when instructed to work independently; providing others with information or material for tests or assignments that would

provide them an unfair advantage in a test or assignment; re-submitting work that was previously submitted and graded without explicit permission of the faculty involved.

Copyright Infringement – failure to comply with the laws regarding copyright, trademark and licensing agreements pertaining to the use of print materials, software, databases, etc. and/or failure to comply with the College’s copyright policy.

Artificial Intelligence- Inappropriate use of AI in a course, or failure to acknowledge the use of AI in Academic Work will be deemed Academic Misconduct and handled in accordance with the College’s Academic Integrity Policy. See AC517- Artificial Intelligence in the Classroom.

Fabrication or Misrepresentation of Research – improper research practice such as dishonest reporting of results; using research results of others without permission or acknowledgement; misrepresentation or selective reporting of research results or methods used.

Forging or Falsification of Information– forging, altering, falsifying or misrepresenting any document or electronic communication including an academic record, academic credential/qualification, medical note, letter of recommendation, etc. Changing or altering the work, lab data or grade(s) of another student, or changing grades or answers on an evaluation for purpose of regrading. This includes providing false or misleading materials to meet Admissions requirements.

Impersonation – misrepresentation of one’s identity through taking a test or assessment for another person or allowing someone to take a test or assessment for you.

Intentionally damaging the work of another – destroying or altering the work of another individual/group including the destruction, damage, theft, disposal or holding/hiding of library resources.

Plagiarism – is the misrepresentation of someone’s work as one’s own including words, images, ideas, designs, phrases, computer code or computations. Specific examples may include but are not limited to:

- Submitting as your own, work in-whole or in-part, which was completed by someone else.
- Providing someone else with work in-whole or in-part, which they submit as their own.

- Submitting any work copied, in whole or in part, from another source, such as the internet, journal articles or books without reference to the original author or source
- Allowing another student to do your lab work, assignment or field work for you
- Submitting work with misleading references, fabricated references, or data that do not reflect the sources you actually used
- Not giving credit for work that was done collaboratively
- Double submission occurs when a student submits the same academic work, or a substantial portion of it, for credit in more than one course without prior authorization from the instructor. It is considered a form of academic dishonesty because it bypasses the requirement for original effort and new learning within each specific curriculum.

Procurement – buying, selling, and/or otherwise assisting to obtain a test, report, essay, assignment or other academic work for submission. Obtaining, distributing, receiving or sharing of test/exam questions in advance of its administration without permission from the professor.

Support Person—a person who attends a college meeting with a student, functioning as an observer, at the student’s request. Support persons are not entitled to speak on behalf of the student.

Purpose

The purpose of this policy is to:

1. Protect the integrity and reputation of St. Lawrence College’s academic credentials by ensuring that grades accurately reflect actual student work.
2. Outline the responsibility of every member of the college community to be familiar with the policies, procedures and expectations to uphold academic integrity and conduct themselves in an honest and trustworthy manner.
3. Foster a culture of academic integrity through education, trust and respect.
4. Identify that academic misconduct will be taken very seriously and clarify the disciplinary action that will be taken in response to acts of academic misconduct.

Scope:

This policy applies to all members of the St. Lawrence College community including applicants, students and employees and includes all activities and interactions related to any academic environments including classes, labs, online, library and test centers,

placement/co-op/clinical work, research and learning management system. The policy also applies to all students of the Laurentian University programs offered at St. Lawrence College up to the point of suspension or expulsion, at which point the policies of Laurentian are followed.

POLICY STATEMENTS

1. All members of the St. Lawrence College community are responsible for upholding the highest standards of academic integrity. Individuals and groups must act to uphold the values of fairness, honesty, trust, respect and responsibility. This includes being vigilant regarding their respective roles and responsibilities when academic misconduct occurs.
2. The College recognizes that the concepts of academic integrity vary across different cultures and it will make available training on Western definitions and concepts of academic integrity which students are expected to follow. The College is committed to supporting students to develop acceptable standards of academic integrity as part of the fundamental aspects of the learning process. In turn, students are expected to only claim credit for their own ideas, writing, projects and creations. Students will give due recognition when using the work of others and will not attempt to gain unfair academic advantage in any graded or ungraded academic work.
3. The College is committed to supporting faculty to teach and promote acceptable standards of academic integrity by providing training and resources to teach skills and reduce the opportunities for academic misconduct to occur in written work, tests and other forms of evaluations. Faculty members are encouraged to make efforts to limit opportunities for academic misconduct and to be vigilant and responsive to any signs of possible misconduct and respond in accordance with this policy and the related procedures.
4. Suspected incidents of academic misconduct by any student (or applicant) will be investigated thoroughly and resolved in accordance with principles of procedural fairness within documented Academic Integrity Violations and Standards. Specifically, anyone accused of misconduct has a right to (1) know the details of the case against them; (2) have the fair opportunity to be heard and respond to the allegations; (3) bring a support person to meetings; and (4) receive a written summary of the decision.
5. Confirmed incidents of academic misconduct will be subject to applicable sanctions that will be applied in accordance with the severity and frequency of the offence as per this policy's corresponding procedures.
6. The Academic Integrity Policy is available widely and communicated to students in a number of different ways. A lack of awareness of the Academic Integrity Policy and/or

procedure is not an acceptable explanation for misconduct.

7. To support academic integrity and honesty at St. Lawrence College all work submitted by students may be reviewed for authenticity and originality utilizing software tools and/or third party services. In submitting their work, students consent to their submission undergoing such review and being retained in a database.

Appealing a Decision/Sanction

Students have the right to appeal all decisions of Academic Integrity violations. Decisions made under this policy may be appealed by the student following the Academic Appeals Policy and procedures.

Record Of Offences

The student will be provided a copy of the Academic Integrity Misconduct form which will serve as written notice of the decision, the specific sanction if any, the potential consequences of any repeated offences and the right to appeal the decision.

After the opportunity for appeal has elapsed, the Academic Integrity Misconduct file will be centrally maintained by the Registrar's Office and used to verify whether a student has a previous record of academic misconduct. All incidents of academic misconduct, including those that resulted in an advisement or written warning must be reported whereas investigations that determine there was no evidence of academic misconduct do not need to be reported. Repeated acts of academic misconduct are subject to escalating sanctions. The record of offences is permanent.

The Registrar's Office is responsible for preparing an annual statistical report, summarizing information on the number and types of offences reported via the **Academic Misconduct Forms**.

MONITORING

Sr. Vice President, Academic and Student Success or delegate.

POLICY REVISION DATE

September 2031

SPECIFIC LINKS