

AC406: Academic Integrity Policy

Policy Title:	Academic Integrity Policy
Policy Number:	AC406
Owner:	Senior Vice-President - Academic
Approved by:	College Executive Team
Effective Date:	September 1, 2019
Reference:	Research Integrity Policy Student Code of Conduct
Links to Other Policy:	Academic Appeal Policy Acceptable Use Policy Copyright Policy

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 submitted

and graded for another course/credit 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.

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

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. 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.

MONITORING

POLICY REVISION DATE

September 2024

SPECIFIC LINKS

APPENDIX A AND ATTACHMENTS

Procedures:

1. Faculty identifies or is informed of a possible academic misconduct and communicates via email with the student that an academic offence incident has likely occurred. This email will invite the student to meet to discuss the situation. This email should be sent within three days of discovering the potential infraction.
2. The student has three business days to respond from the date the faculty communication was sent. If the student fails to respond or refuses to meet, the faculty member will forward the material to the Associate Dean, as outlined in Point 5.
3. The faculty member meets with the student to discuss the incident. This conversation should include an explanation of why this incident appears to involve misconduct. As well, the faculty member will advise the student of the proposed sanction and the outcome.
4. If the faculty member determines that there has been no intentional or deliberate misconduct, the matter is dismissed and the meeting serves as an advisement to the student.
5. If the faculty member determines that academic misconduct has occurred, the faculty member electronically completes the Academic Misconduct Report Form including contextual information and a proposed sanction (i.e. Additional Information). The faculty member will also assign a temporary grade, as per the proposed sanction, subject to review by the Associate Dean. The faculty member emails the form to the Associate Dean. This temporary grade cannot be appealed until the Academic Misconduct review process has been completed.

6. The Associate Dean reviews the materials submitted by the professor to determine misconduct. In the case of misconduct, the Associate Dean electronically completes Part I of the Academic Misconduct Form and emails it to the Registrar's Office to review for an offence history. If no misconduct, the Associate Dean will review the temporary grade and make changes, as necessary.
7. The Registrar's Office reviews the student's record, identifies any offence history, and provides any details of previous offences (including sanctions given) on Part II of the form. This form is returned to the Associate Dean for completion.
8. The Associate Dean reviews the offence history and determines the applicable sanction. The Associate Dean invites the student to meet to discuss the offence and the outcome. If the student brings new information to that meeting, the Associate Dean can revise the outcome and/or investigate further, as needed. If the student declines a meeting, the Associate Dean can consider the matter closed and move on to Point 9.
9. The Associate Dean completes Part III of the report, digitally signing and emailing copies to the student, the faculty member, and the Registrar's Office.

P1 Immediate Response to Suspected Academic Misconduct

All members of the college, including students, have a duty to uphold academic integrity and report suspected incidents of misconduct. Any witness to an incident of academic misconduct is responsible for reporting the incident to the course faculty member, program coordinator or Associate Dean.

If a faculty member and/or other college representative has good reason to suspect academic misconduct, they will refer to the Academic Integrity Policy in discussion with the student, identify the suspected infraction of the policy and may retain any materials such as unauthorized aids, examination, suspect assignment, etc. to assist in further investigation as needed.

If the misconduct is detected during a formal assessment, the faculty/college representative may ask the student to leave the test/exam room immediately and collect any work completed to that point.

P2 Investigation of Academic Misconduct

Suspected incidence(s) of academic dishonesty will be addressed within 5 working days.

If there is suspicion of academic dishonesty, without conscious or deliberate intent, the college representative—in most cases a faculty member—will communicate with the student as soon as possible and advise the student of the expectations to uphold academic integrity.

If a faculty member and/or other college representative believes there is evidence that academic misconduct requiring a formal response has occurred, they will collect any relevant evidence/material, and carry out the appropriate sanction. The summarized details of the incident will be recorded using the **Academic Misconduct Form** (see Attachment A) and submitted to the appropriate Associate Dean.

If there is reasonable evidence to indicate that academic misconduct has occurred, the student has the right to be informed of the allegations of academic misconduct and to be heard by the decision-maker before any final decision is made. If sanctions are being considered, the student will be given the full particulars of the allegation and any related evidence and be given an opportunity to meet with the decision-maker so they may fully respond to the allegations and provide any additional evidence which the student may have which may exonerate the student before a final decision is made. The student(s) have a right to bring someone to any meetings for their personal support.

A decision based on the facts should be reached concerning any sanctions within 5 business days following investigation of the incident.

If it is concluded that no academic misconduct has occurred, the decision should be communicated in writing to the student.

If during the course of the investigation, the decision maker determines that an allegation of misconduct was false and was made with malicious intent, the person who brought forward the allegation may be subject to sanctions.

Decisions regarding sanctions will be determined in accordance with procedure P3.

P3 Sanctions

A first occurrence of minor misconduct, or an incident which is thought to have been committed without conscious or deliberate intent, may be dealt with by way of an advisement/verbal warning. In such situations, the faculty member or other college official should take care to determine that the student(s) fully understand(s) what constitutes academic misconduct at St. Lawrence College. Subsequent occurrences of academic misconduct by the student will be interpreted as conscious, deliberate acts and are subject to the sanctions outlined in this policy.

In subsequent incidents, where a student(s) has been found to have breached the Academic Integrity Policy by engaging in academic misconduct, the College may impose one or more of the following sanctions.

Sanctions for academic misconduct will be appropriate to the nature and seriousness of the offence and in consideration of the student's offence history. Minor offences, such as lack of proper citations in a paper, and first time offences warrant less severe sanctions than if the offence is a major infraction of academic integrity such as stealing a test or submitting someone else's work as their own. Repeated offences will result in an escalation of sanctions. Sanctions can be determined by different levels of authority. Course level sanctions are normally imposed by the appropriate faculty member in consultation with academic management or other staff. All other sanctions are normally imposed by the appropriate Associate Dean in consultation with faculty. Any decision to suspend or expel a student requires consultation with the Sr. Vice President Academic or designate.

Sanctions may include one or a combination of the following:

- **Advisement**
Review the policy and advise the student of the expectations to uphold academic integrity when there is a strong suspicion of academic misconduct.
- **Written Warning**
Provide a written warning or reprimand when academic misconduct of a minor nature has taken place and it is a first offence.
- **Resubmission**
Resubmission of an assignment or an alternative assignment can be required. The faculty member or Associate Dean can limit the grade that can be achieved for a resubmitted or alternate assignment.

- **Academic Integrity Training**
Requirement for student to complete training or work with student service providers to develop strategies to maintain academic integrity.
- **Failing Grade for piece of work**
Assign a grade of zero for the assignment, test or other academic work with no opportunity to resubmit. Depending on the value of the evaluation component, this action could result in a failing grade for the course.
- **Failing Grade for course**
Assign a grade of zero for the course in which the offence was committed.
- **Behavioural Contract**
A signed agreement between a student and the College which specifies the conditions which must be met and adhered to by the student to return to class, placement or academic activity.
- **Suspension from the College^{†*}**
 - **Short-term** suspension of 1-5 business days from program of study. Student may have to adhere to specific conditions to return.
 - **Long-term** suspension for remainder of semester and up to one year. This sanction will usually result in automatic failing grades in courses where there was academic misconduct and no fees will be refunded for that semester. The opportunity to receive a “W” (Withdrawn) will be forfeited. Student may have to adhere to specific conditions to return.
- **Expulsion from the College^{†*}**
Immediate termination of the student’s contractual relationship with the College which excludes the student from all college programs, courses and activities. An automatic failing (F or no grade) grade of zero (0%) will be reflected on the student’s transcript for all courses in which the student is registered and no fees will be refunded. A permanent negative service indicator will be placed on the student’s internal record with a notation for the reason for expulsion. “Required to Withdraw” will be permanently noted on the student’s transcript.

Students who have been expelled from the College as a result of academic misconduct will not be allowed to re-apply or be re-

admitted to any St. Lawrence College program or course for a period of three years.

Criminal Acts - some forms of academic misconduct (e.g. theft and impersonation) may constitute criminal acts which are liable to criminal prosecution independent of and in addition to possible sanction under this policy.

† Suspension and Expulsion are carried out by the AD/CD, but require consultation with the Sr. Vice President Academic or designate.

*Students of Laurentian University programs follow the SLC academic integrity policy first, up to the point of suspension or expulsion at which point they follow the LU policy.

P4 Appealing a Decision/Sanction

Decisions made under this policy may be appealed by the student following the Academic Appeal Policy and procedures. If the decision or sanction was made by the faculty member, the appeal process starts at Step 1. If the decision/sanction was made by the Associate Dean, the appeal process starts at Step 2 with a designate of the Senior Vice-President Academic.

P5 Record of Offences

The student will be provided a copy of the Academic Integrity Misconduct form (see Attachment A) 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 Associate Dean is responsible for submitting a copy of the Academic Integrity Misconduct form to the Registrar's Office where a centralized Academic Integrity Misconduct file will be maintained 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 to the Registrar's Office. Investigations that determine there was no evidence of academic misconduct will not be reported to the Registrar's Office. Repeated acts of academic misconduct are subject to escalating sanctions. The record of offences is permanent.

The Registrar's Office will prepare a statistical report annually, summarizing information on the number and types of offences reported in the **Academic Misconduct Forms** submitted by Associate Deans.

ACADEMIC INTEGRITY POLICY - Academic Misconduct Report

(Part I completed and given to the Associate Dean/Faculty; Part II forwarded to Registrar for completion;
Part III completed by Associate Dean/Faculty)

Part I

Student Number: _____ Name: _____

Course Number: _____ Name: _____

Faculty Member Name: _____

Date incident occurred: _____ Date discussed with student: _____

Type of Offence [*please check the appropriate box below*]

- Cheating
- Copyright Infringement
- Fabrication or Misrepresentation of Research
- Forgery or Falsification of Information
- Impersonation
- Damaging or altering the work of another
- Plagiarism
- Procurement
- Other: (Please Explain)

Additional Information [*Use this section to record any anecdotal information pertinent to the incident of academic misconduct, and the decision reached concerning an appropriate sanction. Attach supplemental materials/evidence if applicable.*]

Outcome of Investigation: **Dismissed / no evidence of academic misconduct**

Academic misconduct occurred
(Forward to the Registrar to begin completion of Part II Academic Misconduct Sanctions form)

Associate Dean Signature: _____

Date: _____

ACADEMIC INTEGRITY POLICY - Academic Misconduct Sanctions

(Part I completed and given to the Associate Dean/Faculty; Part II forwarded to Registrar for completion; Part III completed by Associate Dean/Faculty)

PART II

Student Number: _____ Name: _____

Type of Offence: _____ Date of Offence: _____

Previous Offences:

Date: _____	Offence: _____	Sanction: _____
Date: _____	Offence: _____	Sanction: _____
Date: _____	Offence: _____	Sanction: _____
Date: _____	Offence: _____	Sanction: _____

Signature of Registrar: _____ **Date:** _____

(Forward Report and Sanctions forms to the Associate Dean for completion)

PART III

Sanction for the current offence: _____

Notes:

1. Repeat occurrences of academic misconduct will be subject to escalating sanctions, up to and including suspension or expulsion from the college.
2. Decisions under this policy can be appealed under the Academic Appeal Policy and Process.

Signature of Student: _____ **Date:** _____

PLEASE CHECK BOX IF STUDENT SIGNATURE NOT OBTAINABLE

Signature of Faculty Member or Program Coordinator: _____

Signature of Associate Dean: _____

Signature of Senior Vice President - Academic: _____
(required only for sanctions of suspension or expulsion):

Date Completed: _____

Copy provided to student

Return Full Report and completed Sanctions forms to the Registrar for retention