AC406 Academic Integrity Violations and Sanctions Standards

Violations Levels

Academic Integrity violations are assessed according to the severity and the intent involved in the act as identified by faculty:

a) **Warning:** Where a student has made a genuine error in an assessment, Faculty may give a warning to encourage and support learning. Warnings will not be considered a violation, but a learning opportunity. A warning will be recorded on the student record to identify to other faculty that this opportunity has been given to the student.

b) **Level 1 Violation:** Violations in the Level 1 category may be minor in nature and affect a small portion of assessment work in question. Examples *(not intended to be an exhaustive list):*

- Failure to acknowledge working with a third party on an assessment without explicit permission from faculty.
- Failure to **attempt** to cite or give proper acknowledgment in a small/minor portion of the assignment.

c) **Level 2 Violation:** Violations in the Level 2 category are of a more serious or extensive nature than the ones described in Level 1 or are those that affect a larger or more significant portion of the assessment. Examples *(not intended to be an exhaustive list)*:

- Recognizing for the first time that a student has breached Academic Integrity on more than one occasion but has not been previously reported.
- More than one form of Violation within one assignment.
- Plagiarizing portions of a written assignment or project.
- Facilitating copying during an exam or in the completion of other work.
- Submitting the same work, or major portions thereof, to satisfy the requirements of more than one course without permission from the instructor.
- Cheating during a test, exam or other type of Academic Assessment (this could include using prohibited materials such as books, notes, calculators, or other electronic devices).
- Receiving assistance from others (e.g., research, statistical, computer programming, field data collection help, or technical art/design production help) that constitutes an essential element in the undertaking without acknowledging such assistance in a paper, examination, or project.
- Repeat Violation at Level 1, where education Sanctions have taken place, **may** be considered to raise the Violation to a Level 2.

d) **Level 3 Violation:** Violations in the Level 3 category affect a sizable proportion of the assessment work done to meet course requirements and/or involve premeditation. Level 3 Violations may even be selected for students who have repeated Level 1 or Level 2 violations. Examples (not intended to be an exhaustive list):

- Removing posted or reserved material, preventing other students from having access to materials.
- Falsification of data or inventing and/or deliberately altering material.
- Engaging in contract Cheating through the selling or purchasing of assessments for submission for grades.
- Collaborating before an exam to develop methods of exchanging information and implementation thereof.
- Use or distribution of material which has been acquired through unauthorized means.
- Repeat Violation at Level 1 or Level 2, where education Sanctions have taken place, **may** be considered to raise the Violation to a Level 3.

e) **Level 4 Violation:** Violations in the Level 4 category are reserved for the most serious breaches of Academic Integrity and/or incidents preceded by repeated violations at all previous levels. Examples (not intended to be an exhaustive list):

- Providing another student with login information in an attempt to have that person complete the assessment work (false impersonation).
- Infractions of Academic Integrity resembling criminal activity (e.g., forging a grade form, stealing an examination, buying an exam, falsifying a transcript).
- False impersonation in an exam.
- Sabotaging another student's work through actions designed to prevent the student from successfully completing an assignment.
- Repeat Violation at Level 3, where education Sanctions have taken place, **may** be considered to raise the Violation to a Level 4.

Sanctions

Mandatory and/or optional Sanctions are assigned based on the Violation level.

1) Mandatory Sanctions

- **Warning:** While there are no mandatory Sanctions for warnings, Faculty are strongly encouraged to consider educational options to encourage and support learning.
- **Level 1 Violation:** Educational Sanction as selected by the Faculty. Faculty will determine one or more Sanctions.

- **Level 2 Violation:** Educational Sanction as selected by the Faculty. A grade of "0" on the assignment will be given.
- **Level 3 Violation:** Educational Sanction as selected by the Faculty. A grade of "0" on the course will be assigned.
- **Level 4 Violation:** Educational Sanction as selected by the Faculty. Suspension from the College for a minimum of one Semester or regular program delivery as per the extenuation circumstances:
    i. One to Three Semesters: Must be approved by the Dean of the applicable School.
    ii. Three or More Semesters: Must be approved by the Dean in consultation with the Sr. Vice-President, Academic and Student Success.

2) Optional Sanctions

Faculty may choose additional Sanctions for a Warning, Level 1 or Level 2 Violations.

Examples of suitable **Warning** and **Level 1** Sanctions include (but are not limited to):

i. Resubmission of the original assessment piece.
ii. Submission of a new assessment piece.
iii. A portion of assessment work receives a grade of "0", or associated penalty at the discretion of the faculty, resulting in a reduced overall grade.

Examples of suitable **Level 2** Sanctions include (but are not limited to):

i. Submission of a new assessment piece for full or partial grade.
ii. Presentation to Faculty on Academic Integrity for bonus marks.

Application of Sanctions

Academic Sanctions

- Faculty will implement academic Sanctions as required for Warnings, Level 1 and Level 2 violations.
- Records staff will follow internal procedures to implement academic Sanctions as required for Level 3 and Level 4 violations.
- Students withdrawing from a course following a Violation must complete the assigned Sanctions and the Violation will remain on the student record.
- Students will not be eligible for refunds in the case of severe disciplinary actions.