

Policy Name: Academic Integrity Policy	Responsible Owner: President	Effective Date: July 28, 2025
Policy Number:	Approval Body: Board of Governors	

A. POLICY:

PURPOSE/COMMITMENT:

The Institution is committed to fostering a culture of academic integrity and expects all students to produce original work and uphold the highest standards of academic honesty. This policy defines academic misconduct and outlines the procedures for addressing allegations of such behaviour. Academic misconduct includes cheating, attempts to cheat, plagiarism, collusion, any other attempts to gain an unfair advantage for oneself or others in an assessment or course.

DEFINITIONS:

ACADEMIC MISCONDUCT: any attempt to gain unfair academic advantage or concession for oneself or others, alone or in coordination with others. This includes but is not limited to:

- **Plagiarism:** Presenting the work or ideas of another as one's own.
- **Cheating:** Using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
- **Falsification:** Fabricating or altering information, data, or citations.
- **Falsified documents:** documents that imply status or qualifications that convey a benefit upon the student, but which do not reflect these various conditions accurately or upon which an expert's authority or signature is wrongly applied.
- **Unauthorized Collaboration:** Working with other people or the use of artificial intelligence tools on an assignment meant to be completed individually.
- **Contract Cheating:** Having a third party complete an assignment, including purchasing a paper, assignment, or other form of material that will be submitted.

SCOPE:

This policy applies to all students registered in courses or programs at the institution.

WHEN TO USE THE POLICY:

Students, Faculty, Staff, and Administration should use this policy when academic integrity is in question to address allegations of academic misconduct.

B. Procedures:

Reporting an Incident:

- An instructor or staff member who suspects an act of academic misconduct will gather all relevant evidence and inform the student of the allegation in writing.

Informal Resolution:

- The instructor will schedule a meeting with the student to discuss the allegation.
- The instructor has the option of dealing with minor transgressions on their own, both through warnings and mark deductions.

Formal Charge and Appeal:

- If the incident is not resolved informally, the instructor or staff member submits the relevant form for academic misconduct, along with relevant evidence, to the Registrar's Office or delegate.
- If the student does not appeal the charge, the charge will hold and penalties detailed below will be applied.
- If the student appeals the charge, the relevant Dean will form an Academic Misconduct Committee to review the evidence and hold a hearing. The student has the right to be present, be heard, and be accompanied by a support person. The decision of the Committee is final.
- A student may appeal a decision of the Academic Misconduct Committee to the VP Academic on grounds of procedural unfairness. The appeal must be submitted in writing within the specified timeframe.

Penalties:

- Each offence results in the student receiving one demerit and the associated penalty listed below. However, students submitting falsified documents (such as medical notes) receive 2 demerits.
- Demerits:
 - 1 demerit: zero on assignment
 - 2 total demerits: "F" in the course
 - 3 total demerits: "F" in the course; additionally, may result in suspension or expulsion as determined by the relevant Dean and VP Academic.
 - 4 total demerits: Suspension or expulsion, "F" in all courses