

Procedure Title	Academic Integrity Procedure
Procedure Holder	Office of the Vice President Academic
Procedure Approver(s)	Senior Team
Related Policies	Ch5-s1-02 Academic Appeal Policy Ch5-s5-02 Student Code of Conduct Ch5-s5-01 Academic Integrity Policy
Related Procedures	
Appendices	
Storage Location	Website - https://www.confederationcollege.ca/policies-and-procedures
Effective Date	2024 Apr 20
Next Review Date	2027 Apr 20

Purpose

The students, faculty, staff, and administration of Confederation College believe that academic integrity is central to the mission of the College. Commitment to academic integrity supports the mutual respect and learning that our community values. The Academic Integrity policy and procedure reflects these values.

Scope

This procedure applies to all students and faculty at the College. This procedure is intended to guide behaviour and support learning.

Definitions

Academic Dishonesty A violation of academic integrity. Academic dishonesty takes the form of any kind of cheating in academic work, including taking credit for the work of others without crediting them, misrepresenting one's own work, fabricating information, and facilitating academic dishonesty by others.

Examples of academic dishonesty include, but are not limited to, the following:

Plagiarism: representing the words or ideas of someone else as one's own including copy and pasting from internet, as well as failing to attribute any of the following: quotations, paraphrases, or borrowed information.

Unauthorized use of artificial intelligence: utilizing AI and specifically foundational models to create writing, computer code, or images from minimal human prompting and presenting that work as one's own is an academic offense. There will be times when you are able to utilize generative artificial intelligence for productive and ethical academic use, but these instances will be guided and introduced by your faculty as part of your learning.

Cheating: using or attempting to use unauthorized information or materials in any academic exercise; copying from one's own or someone else's work; representing someone else's work as one's own; or violating rules and policies governing examinations, such as bringing pre-written work into an in-class examination or talking during examination or accessing information via the internet.

Fabrication: inventing or falsifying data, citations, or information.

Facilitating academic dishonesty: intentionally helping or trying to help someone else commit an act of academic dishonesty.

Suspension	The student is removed from a course, program, or the College by the Dean, for a period not less than the end of the current semester in which the student is enrolled. Suspension usually results in automatic failing grades in all courses in which the student is registered, and no fees are refunded for that semester.
Expulsion	The student is permanently removed from the College learning environment by the Dean. Expulsion from the learning environment may result in expulsion from residence without refund.
Restorative Justice Practice	A model adopted in numerous jurisdictions across Canada as an alternative to the mainstream justice system, based on an understanding of traditional models of justice practiced by Indigenous peoples. Encourages dialogue between individuals involved in an incident to create action plans that address accountability and meet the needs of those affected. The approach is 'restorative' because its goal is to heal and restore community relationships. For this to occur, individuals must be accountable to the community.
Academic Administrator	Dean, Regional Director, Associate Dean, Chair or Manager

Governing Laws and Regulations

Minister's Binding Policy Directive

Procedure Statements

	Action		Responsibility
1.	Read and become familiar with College policy and faculty expectations regarding academic integrity, as stated in the course outline.		Student
2.	Seek clarification of principles and practices of academic integrity from the faculty and/or other academic resources, such as librarians, tutors, or the writing center, before completing assignments or attempting examinations.		Student
3.	Explain to students the expectations and outcomes of conducting themselves with academic integrity in the classroom. This includes acknowledging and discussing the unauthorized use of generative artificial intelligence tools.		Faculty
First Occurrence			
4.	Responsible to promptly identify, investigate (as needed) and address violations of Academic Dishonesty within five days of the incident, including addressing this directly with the student(s). Attempts to violate academic integrity are treated with the same severity as actual completed violations.		Faculty
5.	Utilize or refer internal resources to support student learning regarding issues of Academic Dishonesty.		Faculty
6.	Complete the online tracking tool to flag occurrence.		Faculty
7.	Initial authority on first offenses.		Faculty
8.	Sanctions implemented may include: <ul style="list-style-type: none"> • Official warning • Requirement to submit an alternate assignment / assessment. • A reduced or failing grade for the assignment / assessment. • For group projects involving academic wrongdoing, faculty can apply failing grades to individual students or the entire group pending any investigation outcome. • Restorative Justice practice (examples of restorative practice include providing a service (College or Community); writing a letter of apology. 		Faculty

Second or subsequent occurrences			
9.	Consistently identify and address repeated violations, including informing the student that the situation will be escalated.		Faculty
10.	Immediate sanctions implemented which may include: <ul style="list-style-type: none"> • Requirement to submit an alternate assignment / assessment. • A reduced or failing grade for the assignment / assessment. • For group projects involving academic wrongdoing, faculty can apply failing grades to individual students or the entire group pending any investigation outcome. 		Faculty
Repeated or more serious Academic Dishonesty infractions			
11.	Raise repeated or more serious instances of academic integrity violations to academic administrators.		Faculty
12.	Responsible for investigating patterns of behaviour across courses, and/or assigning more severe consequences to student directly. Sanctions may include: <ul style="list-style-type: none"> • Failing the course • Permanent grade of XF on the academic transcript • Suspension or expulsion from a program or certification • Suspension or expulsion from the College • Restorative Justice practice (examples of restorative practice include providing a service (College or Community); writing a letter of apology. 		Academic Administrators
13.	Communicate via email to faculty and the student within 5 days.		Academic Administrators
Appeals and Disputes			
Students have the right to appeal College academic decisions that affect their academic success. Disputes and appeals are resolved as specified in the Academic Appeal Policy, Ch5-s1-02			
14.	Students have the right to request clarification and explanations of allegations of academic dishonesty.		Students
15.	The Dean's office may become involved in the resolution process, especially when disputes require a higher level of authority to ensure fairness and adherence to college policies.		Dean's office

Non-Compliance

Violations of academic integrity are taken seriously, with consequences ranging from immediate grade penalties to severe sanctions. The approach involves a stepped system, with faculty members, Associate Dean, and Dean playing distinct roles in addressing and resolving issues.

An educational approach is emphasized, with faculty members assisting students in understanding their behavior, its impact on others and the classroom, and the importance of taking responsibility for their actions. This may be further addressed through restorative justice practice.

Revision History

Version	Change	Author	Date of Change
	New format	Richard Gemmill	2023-04-20
	New format	Registrar's Office	2023-11-20
2024Mar25	Complete review process	VPA Office	2024-03-21

