



ACADEMIC INTEGRITY POLICY

Policy Area:	Academic		
Policy Number:	ACIPL_2401R_ED/PVPA		
Policy Sponsor:	Provost and Vice President Academic		
Policy Contact:	Provost and Vice President Academic		
Stakeholders:	Student and Employees		
Authority:	<i>College and Institute Act</i>		
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Procedures: *Academic Integrity Misconduct Procedures*

1. Policy Statement

Academic Integrity is a cornerstone in the development and acquisition of knowledge. It is founded on values of trust, fairness, respect, honesty and responsibility ^[1]. Academic Integrity protects the quality of education at Okanagan College. It is expected that all Students will adhere to these ethical values in all their activities at the College.

^[1]see the *Centre for Academic Integrity, Clemson University*; see www.academicintegrity.org

2. Purpose

This policy, and accompanying procedures, sets out the College's standards for Academic Integrity, the consequences for breaching these standards, and the procedures by which an alleged breach is reviewed.

3. Scope and Application

This policy applies to all current and former Students and applies to all course activities.

4. Definitions

Academic Integrity	Means the commitment to and demonstration of honest and ethical behaviour in an academic setting. It is the performance of all academic work without cheating, plagiarizing, lying, stealing, inappropriately collaborating, falsifying information, or receiving unauthorized assistance from any other person, resubmitting work completed for other classes, or using any source of information not appropriately authorized or attributed.
Academic Misconduct	Means obtaining an academic advantage dishonestly through conduct such as cheating, fraud or plagiarism.
Balance of Probability	Means the standard of proof whereby an assessment is made as to whether a violation of the Policy is more likely than not to have occurred.
Interim Measure	Means actions or measures that may be imposed on a Student pending the outcome of a preliminary assessment or Investigation of Academic Integrity misconduct.
Instructor	Means College professor, vocational Instructor, or continuing education Instructor.
Investigation	Means the process of collecting and assessing information to determine if an allegation of Academic Misconduct has occurred.
Procedural Fairness	Means that the procedures used in an Investigation have been conducted in a fair and unbiased manner. A fair process includes all participants being notified, given the substance of the complaint, given an opportunity to respond, and having the decision made by an impartial decision-maker.
Sanctions	Means disciplinary actions imposed on a Student who is found to have violated an Okanagan College policy. The objective of Sanctions is to deter future violations.
Student	Means any person enrolled as a student at Okanagan College. For the purpose of this policy also means Students formerly enrolled at Okanagan College.
Support Person	Means someone who can assist a Student in understanding the College's policies and procedures and help a Student identify questions that they may have throughout institutional processes. Examples include Student Services employees, Student Association representatives, elders, friends.
Tutor	Means a Distance Education department employee whose role is to tutor students and mark the students' assignments and exams.

5. Principles

- 5.1 The College will inform Students of their obligations relating to the standards of Academic Integrity and the potential consequences of violating these standards.
- 5.2 The College reserves the right to review all academic work submitted by a Student for authenticity and originality; such review may include but is not limited to the use of software tools and third-party services including internet-based services.

- 5.3 The College uses the principles of Procedural Fairness when addressing allegations of Academic Misconduct. Allegations of Academic Integrity violations are managed and investigated in a fair and equitable manner, with determinations based on the Balance of Probabilities.
- 5.4 A Student's lack of familiarity with the College's policy on Academic Integrity does not constitute a defense against its application.
- 5.5 A Student may be found to have breached this policy regardless of their intent.
- 5.6 While under Investigation for violation of the Academic Integrity policy, a Student may continue to register and enroll in academic courses but will not receive a credential until a final decision regarding the Integrity matter has been made.
- 5.7 If a Student fails a pre-requisite course due to Academic Misconduct, they may be removed from a subsequent course that requires the pre-requisite.
- 5.8 As an Interim Measure, Students involved in an Academic Integrity violation Investigation may be prevented from continuing to a practicum course or work-term.
- 5.9 If the outcome of the Investigation is pending at the time grades must be submitted, the College will assign a Standing Deferred (SD) grade until a decision is made on the matter.
- 5.10 A Student's withdrawal from a course will not end an inquiry into an Academic Misconduct allegation, nor the implementation of a sanction of an Academic Integrity violation.
- 5.11 A College response imposed for a breach of this policy will not qualify as grounds for a tuition refund for the course in which the violation occurred.

6. Academic Integrity Violations

- 6.1 Academic Integrity violations covered by this policy can take several forms. While the following list of examples characterizes the most common instances of Integrity violations, the list is not intended to be exhaustive:
 - a) **Plagiarism** includes but is not limited to, when a Student:
 - i) submits or presents work of another person or from artificial intelligence, in whole or part, as that of the Student's own work;
 - ii) fails to provide adequate attribution (author/creator must be acknowledged in the text, in footnotes, in endnotes, or in another accepted form of academic citation) to an author or creator whose work is incorporated into the Student's work, including another person's words, ideas, or entire works;
 - iii) paraphrases material from a source without sufficient acknowledgement;
 - iv) does not ensure the work is the Student's own after the Student has sought assistance from a tutor or other scholastic aids.
 - b) **Cheating** in assignments, projects, examinations, or other forms of evaluation may include but is not limited to:
 - i) using or attempting to use another person's answers/work;
 - ii) purposely exposing or providing answers to another Student(s), or failing to take reasonable measures to protect answers from use by another Student(s);
 - iii) unless permitted by the Instructor/Tutor, a Student submitting identical or virtually identical assignments/materials for evaluation, in the case of Students who study/work together, or otherwise, as the Student's own work;

- iv) unless permitted by the Instructor/Tutor, a Student using artificial intelligence tools for coursework submitted for evaluation;
 - v) sharing information or answers when doing take-home or take-away assignments, tests or examinations except where the Instructor/Tutor has authorized collaborative work;
 - vi) consulting with another person or unauthorized use or possession of materials or equipment in a lab, test or examination, including, concealing and accessing such aids outside the evaluation room during the evaluation period (e.g. emergency evacuation, washroom break, etc.);
 - vii) resubmitting altered test or examination work after it has already been evaluated;
 - viii) Students communicating with one another in any way during a test or examination;
 - ix) accessing or attempting to access examinations or tests before the Student is authorized to do so;
 - x) Impersonating another Student on a lab, examination or test, facilitating the impersonation of a Student, unauthorized use of another person's signature or identification in order to impersonate someone else, or benefiting from the results of such impersonation. Impersonation includes both the impersonator and the person initiating the impersonation.
- c) **Multiple submissions** includes submitting the same, or substantially the same, work more than once (whether the earlier submission was at the College or another institution) unless prior approval has been obtained from the Instructor/Tutor to whom the material is to be submitted.
- d) **Aiding or attempting to aid others** in any Academic Integrity violation.
- e) **Academic fraud:**
- i) falsifying or submitting false records or information, orally or in writing;
 - ii) failing to provide relevant information when requested;
 - iii) falsifying or submitting false documents, transcripts or other academic credentials.
- f) Any behaviour that undermines the College's ability to evaluate a Student's academic achievement, or any behaviour that a Student knew, or reasonably ought to have known, could gain them or others unearned academic advantage or benefit, is a violation of Academic Integrity.

7. Sanctions for Academic Integrity Misconduct

- 7.1 When a determination is made that Academic Misconduct has occurred, Sanctions may be applied to the Student.
- 7.2 Sanctions will vary based on the severity and frequency of the Academic Misconduct. Normally, Students found responsible for successive breaches will receive increasingly severe response.
- 7.3 Sanctions may include (but are not limited to):
- a) Formal warning
 - b) Remedial response
 - c) Educational response (including Academic Integrity training, reflection assignments, topic-specific presentations etc.)

- d) Reduced mark, up to and including zero, on an assignment or any other form of evaluation.
- e) Reduced grade in the course including a grade of less than 50%.
- f) A grade of zero for the course.
- g) A grade of zero for the course with a notation on the Student's official College transcript.
- h) Suspension from a Program.
- i) Rescinding or denial of a College credential.

8. Records

- 8.1 Records of suspension are included on a Student's official College transcript.
- 8.2 A Student's record may include of a grade of zero for the course with a notation on the Student's official College transcript, if this sanction is applied.

9. Related Acts and Regulations

College and Institute Act

10. Supporting References, Policies, Procedures and Forms

Academic Integrity Misconduct Procedures

History / Revisions

Date	Action
2024-01-11	Revision Approved by Education Council: <i>Academic Integrity Policy</i>