


# Academic Integrity

## AC-013

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<b>Policy Holder</b>	<b>Print Name</b>	<b>Date (05/27/2020)</b>

Academic Council	
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Vice President, Academic	Kevin Weaver	
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### Purpose

Academic integrity arises from a system of shared values and responsibilities. The ability of Georgian College to achieve its mission of exceptional teaching and learning, maintain the credibility of its credentials, and uphold the rights of honest students, depends on communities of integrity. Teaching, learning, and conducting research with integrity ensures that learning is authentic and supports the development of professional autonomy and social responsibility. The goal of this policy is to ensure that all members of the Georgian College community (students, alumni, staff, faculty and administrators) make a commitment to work together to embrace a fair and respectful culture that supports institutional, intellectual, scholarly and professional integrity.

## Scope

This policy applies to all members of the Georgian College community (students, alumni, staff, faculty and administrators).

Only violations of academic misconduct are within the scope of this policy. Other types of misconduct may be dealt with by the college under other procedures, such as the Student Code of Conduct procedure, the Information Technology Acceptable Use procedure, the Ontario Human Rights Code or the Criminal Code of Canada, which are outside the scope of this policy.

## Definitions

Word/Term	Definition
<i>Academic Integrity</i>	<i>The International Center for Academic Integrity (ICAI, 2014) defines academic integrity as “a commitment to five fundamental values: honesty, trust, fairness, respect, and responsibility... plus the courage to act on them even in the face of adversity.” (p.16)</i>
<i>Academic Misconduct Form (AMF)</i>	<i>Form to be completed by professor when an incident of academic misconduct has been identified. The form indicates the type of offence, the offence number, and penalty imposed.</i>
<i>Cheating</i>	<i>Cheating is the use of inappropriate, prohibited or unacknowledged materials, information or aids in any academic work. The use of books, notes, electronic technology (including but not limited to calculators, cell phones, tablets, and voice and video recorders) and conversation with others is restricted or forbidden in many instances of academic work and their use constitutes cheating. Students may not request others (including commercial or free term-paper organizations) to conduct research or prepare any work for them. Students may not distribute or receive an examination, test or other course materials that are not obtained with the permission of the professor.</i>
<i>Copyright</i>	<i>Copyright is the right to produce or reproduce a work. Copyright is the legal right of owners to protect their intellectual property. Only copyright owners have the right to decide when and how their work is to be copied. Copyright protection exists whether or not a copyright symbol appears on the work. Copyright includes a legal provision for users to copy or reproduce a legally protected work (literary, dramatic, artistic, musical works, sound recordings, performances, communication signals) subject to limits and restrictions.</i>

<p><i>Denying access to information or material</i></p>	<p><i>It is a violation of academic integrity to deny others access to academic resources or to deliberately impede the progress of another student or scholar. This includes giving other students false or misleading information, making library or shared resource material unavailable to others by stealing, deliberately misplacing, defacing or destroying any of these resources, including computer files that are not one's own.</i></p>
<p><i>Fabrication</i></p>	<p><i>Fabrication is the falsification or invention of any information or citation in an academic work or required program or employment documentation. Such documentation includes, but is not limited to, providing a false signature for attendance at any class, clinical permits, criminal reference checks, co-op jobs, placements, employer or placement supervisor evaluation or signatures, misrepresentation of academic credentials from other institutions, or submitting false information for the purpose of gaining admission or credits.</i></p>
<p><i>Facilitating academic misconduct</i></p>	<p><i>Students who knowingly or negligently allow their work or portions of their work or drafts of their work to be used by other students or who otherwise aid others in committing academic misconduct are violating academic integrity. This applies to students who hide, misrepresent or falsify information related to an incident of academic misconduct. Such students are as guilty as a student who receives and uses the material or is involved in the incident directly, even though they may not themselves benefit from that act of misconduct, and are therefore subject to the same penalties.</i></p>
<p><i>Impersonation</i></p>	<p><i>Impersonation is pretending to be another person for the purpose of deception. Students who knowingly have someone impersonate them, either in-person or electronically, for any academic work or activity are violating academic integrity. Both the impersonator and student impersonated are subject to the same penalties.</i></p>
<p><i>Inappropriate Collaboration</i></p>	<p><i>Students are often encouraged to discuss ideas and concepts with one another to facilitate the learning process. A distinction must be drawn, however, between collaborative learning and collaboration on assignments. Assignments, projects, reports, etc. are required to be completed by an individual unless the professor indicates some kind of collaboration is permissible. Inappropriate collaboration occurs when students work together on an assignment that was intended as an individual assignment or when students work together in groups beyond the degree of permissible collaboration.</i></p>
<p><i>Plagiarism</i></p>	<p><i>Plagiarism is the representation of words or ideas of another as one's own in any academic work. Students should be aware that plagiarism of any part of a work is a violation of academic integrity and</i></p>

	<p><i>constitutes academic misconduct. To avoid plagiarism, every source of information must be identified and properly documented according to an established writing convention (e.g., American Psychological Association (APA) style) determined by the professor. Faculty have the right to request that students submit their work for electronic text-matching.</i></p>
<p><i>Self-Plagiarism</i></p>	<p><i>Any type of text reuse without appropriate citation of the original publication is considered plagiarism. Self-plagiarism is the reuse of one's own previous work, or portions thereof, without acknowledging that the work is not new by appropriately citing the previous work. It can involve re-submitting an entire paper, copying or paraphrasing passages from one's own previous work, or recycling old data.</i></p> <p><i>Self-plagiarism misleads the reader by presenting old work as completely new and original. For students, the current course professor's permission is required for reuse of an entire paper, or portion of a paper, that was previously submitted in any course.</i></p>
<p><i>Violation of research or professional ethics</i></p>	<p><i>Violations of the code of ethics of a particular profession or for acquiring, analyzing or reporting research data include violating a professional code in a vocation for which a student is preparing and misusing grant funds.</i></p>

## Responsibility

- **All members of the college community (students, alumni, faculty, staff and invigilators) are responsible for:**
  - maintaining an atmosphere of academic integrity in all phases of academic life, including research, teaching, learning, academic advising and administration;
  - detecting and reporting incidents of academic dishonesty, falsification of documents, etc.; and
  - providing assistance and co-operation in the identification of violations of academic integrity.
- **The Academic Integrity Committee is responsible for**
  - making recommendations to *the Vice-President Academic and the Office of the Registrar* on policies and procedures relating to issues of academic integrity and on measures designed to reduce instances of academic dishonesty;
  - planning and coordinating academic integrity education, and academic dishonesty prevention activities;
  - reviewing and revising the academic regulations on academic integrity;

- reporting its activities and plans to the Vice-President Academic annually;
  - developing a strategy for supporting a culture of academic integrity throughout the college; and
  - engaging in professional development to inform the promotion of current, responsive, adaptive and evidence-based practices related to academic integrity.
- The **Vice-President Academic, Deans and Associate Deans**, are responsible for
    - upholding the academic misconduct and appeals procedures;
    - providing resources so that members of the college are able to function with integrity in their academic pursuits. This may include:
      - disseminating information about the expectations for academic integrity;
      - providing testing environments, examination protocols and expectations for the review of examinations to make the opportunity for academic dishonesty more difficult; and
      - providing the resources to support an Academic Integrity Committee.
- The **Office of the Registrar** is responsible for
    - processing the Academic Misconduct Form (AMF);
    - keeping records of academic misconduct offences;
    - supporting the academic misconduct and appeals procedures;
    - detecting false information submitted for the purpose of gaining admission or obtaining credit; and
    - initiating reviews of academic misconduct and appeal procedures annually.
- The **Centre for Teaching and Learning** is responsible for
    - providing guidance in preparing syllabi and assignments that clearly articulate expectations of academic integrity; and
    - supporting faculty with resources for creating a culture of academic integrity in the classroom.
- The **Library Commons** is responsible for
    - maintaining, developing and promoting core resources relating to research and citation;
    - modelling academic integrity during classroom instruction and within department spaces.
    - conducting information literacy skills workshops pertaining to plagiarism, citation, cheating and credibility in research; and
    - management, promotion and advocacy of Copyright policy and copyright matters for the college.
- **Coop and Career Consultants** are responsible for
    - clearly articulating to faculty, students and employers, expectations with respect to academic integrity, and, in particular, those violations related to work integrated learning or employment, such as fabrication of documents (including but not limited to records of employment, resumes submitted as part of an application for employment, etc.)

- **Faculty** are responsible for following the academic misconduct and appeals procedures, and for using ethical educational strategies, in best interest of students, that encourage students to behave honestly. These may strategies include:
  - clearly articulating expectations about appropriate academic behavior at the beginning of the course;
  - developing course syllabi that clearly set out expectations for referencing sources of information, for group work and so on;
  - using mechanisms during testing that reduce or eliminate the opportunities for copying, e.g., test facilities and randomized seating;
  - regularly producing new tests/examinations, especially for deferred examinations;
  - producing new assignments (such as laboratories and essay and report topics) on a regular basis to discourage copying from previous years' assignments; and
  - modelling academic integrity in the classroom, and in resources including research practice, written work, presentations etc.
  
- **Students** are responsible for being aware of and demonstrating behaviour that is honest and ethical in their academic work. Such behaviour includes:
  - identifying testing situations that may allow copying;
  - preventing their work from being used by others, e.g., protecting access to computer files;
  - adhering to the principles of academic integrity when conducting and reporting research;
  - knowing their rights and reporting violations of academic integrity that they see, thereby not letting other students diminish the value of their achievement;
  - acknowledging their sources whenever they use words or ideas that are not their own;
  - obtaining the current course professor's permission for reuse of any paper or portion of a paper they have previously submitted in any course and appropriately citing the source;
  - protecting their work so they are the only ones that receive credit for what they know unless prior agreement has been reached with the professor that group work is allowed;
  - following the expectations articulated by professors for referencing sources of information and for group work; and
  - asking for clarification of expectations as necessary.

## Policy

- 1.1 The academic experience at Georgian College is focused on student-centred learning, support for student success, academic integrity and excellence. Students are responsible and accountable for integrity in their behaviour and academic work. This policy and procedure are designed to ensure that Georgian's standards are upheld in a fair and transparent fashion.
- 1.2 Under the Freedom of Information and Protection of Privacy Act 1990, respondents have the right to know that information has been collected about them. If any action is to be taken against respondents in an area of academic misconduct, the respondents have the right to know the allegations against them and enough information about the complaint to be able to defend themselves.

1.3 Violations of academic integrity considered academic misconduct offences are outlined in the Academic Regulations 9.1 Types of academic misconduct, and include:

- cheating;
- fabrication;
- plagiarism (including self-plagiarism);
- facilitating academic misconduct;
- impersonation;
- denying access to information or material;
- copyright violation;
- inappropriate collaboration; and
- violation of research or professional ethics.

## Procedures

### ***Academic misconduct procedure***

2.1 Academic misconducts follow the process outlined in the Academic Regulations 9.2 Academic misconduct process.

## Related Materials

**Academic Integrity Policy, McMaster University**

**Administration Procedure #2-117 Information Technology Acceptable Use**

**Administration Procedure AD-### Copyright Policy**

**Ontario Human Rights Code**

**Copyright Act**

**Criminal Code of Canada**

**Freedom of Information and Protection of Privacy Act, 1990**

ICAI (2014). In T. Fishman (Ed.), *The Fundamental Values of Academic Integrity* (2<sup>nd</sup> ed.). Clemson University. <https://www.academicintegrity.org/wp-content/uploads/2017/12/Fundamental-Values-2014.pdf>

**Student Affairs Procedure #6-100 Student Code of Conduct**

**Appendix A – Institutional Philosophy on Academic Integrity**

Portions of this document have been adapted from “Academic Integrity Policy” by Academic Integrity Officer, McMaster University, 2018 (<https://secretariat.mcmaster.ca/app/uploads/Academic-Integrity-Policy-1-1.pdf>). Adapted with permission.

**Appendix A – Institutional Philosophy on Academic Integrity**

Academic Integrity arises from a system of shared values and responsibilities. The ability of Georgian College to achieve its mission of exceptional teaching and learning, maintain the credibility of its credentials, and uphold the rights of honest students, depends on communities of integrity. Teaching, learning, and conducting research with integrity ensures that learning is authentic and supports the development of professional autonomy and social responsibility. Therefore, all members of the Georgian College community (students, alumni, staff, faculty and administrators) make a commitment to work together to embrace a fair and respectful culture that supports institutional, intellectual, scholarly and professional integrity.