

**CANADORE COLLEGE  
PROCEDURES MANUAL****ACADEMIC INTEGRITY Procedures:****1 Introduction**

- 1.1 The Vice President, Academic oversees A-18 Academic Integrity Policy and PA-18 Academic Integrity Procedure by providing leadership, support, information, and counsel to the academic area.

**2 Definitions**

2.1 Academic Integrity Services

A centralized function that provides academic integrity support and compliance monitoring.

2.2 Cheating

Unauthorized use of information, materials, devices, sources, practices, or assistance when completing academic activities. This definition also includes Contract Cheating, whereby a student's academic work is completed by a third party, presence or absence of fees paid notwithstanding, on their behalf and submitted for academic evaluation and/or credit.

2.3 Falsification

Creating, changing, or using false information or documents to gain an academic advantage (e.g., forging documents, fabricating data, misrepresenting facts).

2.4 Plagiarism

Using another individual's work (e.g., words, images, ideas, logic, phrases, signatures, or computations) and presenting it as one's own, in whole or in part, without acknowledging the source. This includes self-plagiarism.

**3 Academic Integrity Breach Resources**

- 3.1 The following resources are made available and are to be used in the administration of these procedures:
- 3.1.1 Breach of Academic Integrity Submission Form
  - 3.1.2 Breach of Academic Integrity Learning Opportunity Notification Template (Faculty Authority)
  - 3.1.3 Breach of Academic Integrity Notification Template (Faculty Authority)
  - 3.1.4 Breach of Academic Integrity Notification Template (Dean Authority)

**4 Procedure**

- 4.1 Breaches of academic integrity include, but are not limited to, those listed in Appendix A.
- 4.2 Upon identifying a suspected breach of academic integrity, the Faculty investigates by gathering and reviewing documentation and evidence related to the breach.
- 4.2.1 Should a College employee other than the course Faculty discover a suspected breach, the employee shall notify the course Faculty, who will investigate to determine if further action is required.
  - 4.2.2 Should a Continuing Education (CE) representative receive notice of a suspected breach through the College's OntarioLearn partnership, the CE representative completes the *Breach of Academic Integrity Submission Form*.
- 4.3 Should the Faculty suspect a breach, they discuss the investigation details with the student

- and determine whether further action is required.
- 4.3.1 Should the student not respond to, not meet with, or decline the opportunity to discuss the matter with the Faculty within three (3) business days, the Faculty may proceed with submitting the breach.
  - 4.4 Following the investigation, if the Faculty determines that action is required, they complete the *Breach of Academic Integrity Submission Form* to formally report all relevant information and evidence to Academic Integrity Services (AIS).
  - 4.5 AIS reviews the submitted information and determines whether the matter may be resolved at the Faculty or Dean level in accordance with Appendix A of this procedure.
  - 4.5.1 Should AIS determine that the Faculty has the authority to administer the policy, AIS proceeds with notifying the student of the Faculty decision via email using the *Breach of Academic Integrity Learning Opportunity Notification Template (Faculty Authority)* or the *Breach of Academic Integrity Notification Template (Faculty Authority)*.
    - 4.5.1.1 Should a student breach academic integrity while completing a learning opportunity, Faculty may impose disciplinary action in accordance with Appendix B of this procedure.
  - 4.5.2 Should the matter be referred to the Dean, the Dean reviews the breach with the Faculty and/or the student as needed, in a timely manner, to determine appropriate disciplinary action. The Dean informs the student of the decision via email using the *Breach of Academic Integrity Decision Template (Dean Authority)*.
  - 4.5.3 Students are notified of breaches of academic integrity through their institution-assigned email address.
  - 4.6 If the Dean is not available for any step(s) outlined in this procedure, another academic administrator is appointed to act on the Dean's behalf by the Vice President, Academic.

## **5 Responsibilities**

- 5.1 Students are responsible for understanding and upholding the College's academic integrity expectations, completing all academic work honestly, participating in discussions related to suspected breaches, and complying with any outcomes, decisions, or educational measures assigned through this procedure.
- 5.2 All College employees share responsibility for fostering and upholding academic integrity. Employees are expected to model integrity in their work, support adherence to academic standards, and take appropriate action when a suspected breach of academic integrity is identified in accordance with this procedure.
- 5.3 Faculty are responsible for identifying and documenting suspected breaches of academic integrity, collecting all required evidence before meeting with the student, meeting with the student to review and clarify the concern, determining whether the matter requires action in accordance with the policy and procedure, submitting all required documentation to AIS, assigning learning opportunities, as applicable, and imposing disciplinary action consistent with this procedure.
- 5.4 The Dean is responsible for ensuring, as applicable, consistent implementation of this procedure, reviewing information provided by AIS, imposing disciplinary action consistently, escalating where required, and ensuring all documentation is completed and communicated as outlined in this procedure. The Dean may consult with the Director, First Peoples' Centre, where applicable.
- 5.5 AIS notifies students of breaches of academic integrity, as applicable, and ensures academic standards are upheld consistently and transparently. AIS supports faculty through consultation and guidance, monitors trends and identifies emerging issues, validates and maintains

academic integrity data, and ensures accurate and compliant documentation practices. AIS works closely with Student Success Services and the First Peoples' Centre to support the availability of student resources.

- 5.6 The Deans' Office provides administrative support to facilitate the academic integrity process, including coordinating meetings and notifying students of Dean-level academic integrity breach decisions.
- 5.7 The Registrar's Office retains records in accordance with the policy and procedure.
- 5.8 The Vice President, Academic is responsible for providing institutional oversight, assigning an alternate academic administrator if the program Dean is not available, and approving disciplinary action involving suspension.
- 5.9 The President is responsible for approving disciplinary actions involving expulsion or revocation of a credential.

## Academic Integrity Breaches

Table 1

*Academic Integrity Breaches*

| May be Imposed By | Academic Integrity Breaches                                                                                                                                                                                                                                                                     |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Faculty           | a. Using someone else's words, ideas, opinions, or facts as though they were your own, including quoting, paraphrasing, or summarizing text without proper citation, paraphrasing too closely, and submitting work with misleading or fabricated references, in-text citations, quotes or data. |
|                   | b. Providing or receiving students' answers to questions during a test/examination or while leaving the test/examination room.                                                                                                                                                                  |
|                   | c. Providing or receiving information on tests/examinations used during testing to students being examined at a later time.                                                                                                                                                                     |
|                   | d. Possessing unauthorized material or devices during a test/examination.                                                                                                                                                                                                                       |
|                   | e. Knowingly helping another student to commit an act of academic dishonesty (e.g., letting your answers be viewed, lending your work, supporting academic work that is specifically deemed to be an individual effort).                                                                        |
|                   | f. Changing grades or answers on an assignment for the purpose of re-grading.                                                                                                                                                                                                                   |
|                   | g. Failing to abide by the instructions of the Faculty or Proctor concerning test-taking procedures, such as but not limited to, talking, failing to take a seat assignment, or failing to adhere to start/stop times.                                                                          |
|                   | h. Altering an assessment or report.                                                                                                                                                                                                                                                            |
|                   | i. Collaborating with other students when individual work is required.                                                                                                                                                                                                                          |
|                   | j. Giving Faculty, Staff, or Administration false reasons for absence(s).                                                                                                                                                                                                                       |
|                   | k. Using applications or generative artificial intelligence to misrepresent, in whole or in part, academic work whereby the results reflect any of the academic breaches noted in this policy.                                                                                                  |
|                   | l. Submitting work previously submitted for evaluation in another course without permission or proper citation.                                                                                                                                                                                 |
| Dean              | a. Forging a signature                                                                                                                                                                                                                                                                          |
|                   | b. Obtaining a test/examination, in whole or in part, in advance of its administration, without the permission of the Faculty.                                                                                                                                                                  |
|                   | c. Obtaining answers to test/examination questions through unauthorized materials or unauthorized information.                                                                                                                                                                                  |
|                   | d. Taking a test or examination for another student or having a student take a test or examination on one's behalf.                                                                                                                                                                             |
|                   | e. Deliberately damaging any academic work of another student.                                                                                                                                                                                                                                  |
|                   | f. Influencing or attempting to influence any College employee responsible for processing grades, evaluating students, or maintaining academic records, using bribery, threats, or any other means of coercion to affect a grade or evaluation.                                                 |
|                   | g. Any forgery, alteration, unauthorized possession, or misuse of documents, records, results, data, or other academic information.                                                                                                                                                             |
|                   | h. Contract cheating by current or former students, including the creation, exchange, uploading, sale, purchase, or distribution of academic materials intended to be submitted or represented as academic work.                                                                                |

# Breach of Academic Integrity Learning Opportunities and Disciplinary Actions by Authority

Table 1  
*Learning Opportunities*

| May be Imposed By | Learning Opportunity                                                                               |
|-------------------|----------------------------------------------------------------------------------------------------|
| Faculty           | A formal written warning.                                                                          |
|                   | Completion of an academic integrity module.                                                        |
|                   | Resubmission of the original evaluation with the expectation to meet academic integrity standards. |
|                   | Submission of an alternate evaluation with the expectation to meet academic integrity standards.   |

Table 2  
*Disciplinary Actions*

| May be Imposed By       | Disciplinary Action                                                                                                                                                                                                                                                                                                                                                                                                               |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Faculty                 | A lower grade on the original evaluation.                                                                                                                                                                                                                                                                                                                                                                                         |
|                         | A mark of zero on the original evaluation.                                                                                                                                                                                                                                                                                                                                                                                        |
| Dean                    | A failing grade for the course in which the breach occurred.                                                                                                                                                                                                                                                                                                                                                                      |
|                         | A failing grade for all semester courses. No fees will be refunded for that semester. Re-entry into the program may be allowed as per the PA-7 Program Progression Procedure.                                                                                                                                                                                                                                                     |
|                         | Immediate involuntary withdrawal from the program for a period of not less than the end of the current semester in which the student is registered. This penalty will result in automatic failing grades for all courses in which the student is registered, and no fees will be refunded for that semester. Students may reapply to the program at a later date, consistent with the College's involuntary withdrawal practices. |
| Vice President Academic | Suspension from the College for a period of not less than the remainder of the academic year in which the student is registered. This penalty will result in automatic failing grades for all courses in which the student is registered, and no fees will be refunded for that semester. Students who have been suspended from the College must apply for readmission to a program.                                              |
| President               | Expulsion from the College resulting in a permanent notation on the student's record. This penalty will result in automatic failing grades for all courses in which the student is registered, and no fees will be refunded for that semester. Students who have been expelled from the College will not be allowed to re-apply or be re-admitted to any program offered by the College.                                          |
|                         | Revocation of an academic credential. Students who have had an academic credential revocation will not be allowed to re-apply or be re-admitted to any program offered by the College.                                                                                                                                                                                                                                            |