

Academic Integrity Policy

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Version	Version Date (MM/DD/YYYY)	Next Review Date (MM/DD/YYYY)	Description of Changes
1	05/27/2020	05/27/2025	Initial Release
2	04/30/2024	04/30/2029	Updated language and terminology

Sheila West, Associate Vice President, Academic	04/24/2024
Policy Holder	Date Reviewed

Academic Council	04/18/2024
Advising Body	Date Consulted

Yael Katz, Vice President, Academic	04/25/2024
Approver (Name and Title)	Date Approved

Purpose

Academic integrity arises from a community of shared values and responsibilities, including “honesty, trust, fairness, respect, responsibility and courage” (International Center for Academic Integrity [ICAI], 2021, p. 4). The ability of Georgian College to achieve its vision of exceptional teaching and learning, maintain the quality and credibility of its credentials, and uphold the rights of honest students, depends on the culture 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. This will be accomplished by supporting the community through a restorative approach to academic integrity breaches that focusses on learning and development.

Scope

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

Only reported suspected breaches (hereinafter referred to as breaches) of academic integrity are within the scope of this policy. Other breaches of integrity 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
Academic Integrity	The International Center for Academic Integrity (2021) defines academic integrity as “a commitment to six fundamental values: honesty, trust, fairness, respect, responsibility and courage” (p. 4).
Artificial Intelligence (AI)	Artificial intelligence (AI) is the design, implementation, and use of programs, machines, and systems that show human intelligence, with its major activities being knowledge representation, reasoning, and learning. Although it is important to note there is no one agreed upon definition of artificial intelligence, and it can vary according to the disciplines it works within. Artificial intelligence includes a number of important sub-fields: voice recognition, image identification, natural language processing, expert systems, neural networks, planning, Robotics, and Intelligent agents (list not inclusive) (Salem Encyclopedia of Science, 2020, as cited in Georgian College Library and Academic Success, n.d.).
Cheating	Cheating is the use of inappropriate, prohibited or unacknowledged materials, information or aids in any academic work. The use of books, notes, digital technology (including but not limited to inappropriate use of calculators, cell phones, tablets, voice and video recorders and generative AI) 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.

Word/Term	Definition
Copyright	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.
Denying access to information or material	Denying access to information or material or to deliberately impede the progress of another student or scholar is a breach of academic integrity. 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.
Fabrication	Fabrication is the falsification or invention of any information or citation in an academic work or required program or employment documentation. Such program or employment 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. An example of fabrication is making up data or references.
Facilitating academic integrity breach	Facilitating an academic integrity breach is when students who knowingly or negligently allow any portion, draft, or copy of their work to be used to be used by other students. This applies to students who hide, misrepresent or falsify information related to a breach. Such students are as responsible as a student who receives and uses the material or are involved in the incident directly, even though they may not themselves benefit from that breach. Students who facilitate breaches are subject to the same outcomes. For example, facilitating academic integrity breach may occur when one student shared a copy of their assignment with another student and the result was the assignment being copied.
Impersonation	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 breaching academic integrity. Both the impersonator and student impersonated are subject to the same outcomes.

Word/Term	Definition
Inappropriate Collaboration	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. 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. Collaborative learning involves joint learning experiences, while collaboration on assignments refers specifically to working together to complete academic tasks. Assignments, projects, reports, etc. are required to be completed by an individual unless the professor indicates some kind of collaboration is permissible.
Plagiarism	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 breach of academic integrity. 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. Any type of text reuse without appropriate citation of the original publication is considered plagiarism.
Self-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. 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.
Breaches of research or professional ethics	Breaches of the code of ethics of a particular profession or for acquiring, analyzing or reporting research data include committing a breach of a professional code in a vocation for which a student is preparing and misusing grant funds.

Responsibility

- **All members of the college community (students, alumni, faculty, staff, and administrators)** are responsible for:
 - Maintaining a culture of academic integrity in all phases of academic life, including research, teaching, learning, academic advising, and administration;
 - Supporting learning, growth, and engagement of academic integrity;
 - Participating in academic integrity education and the promotion of academic integrity activities;
 - Detecting and reporting breaches of academic integrity;
 - Accessing and using college academic integrity supports and resources; and
 - Co-operating in the upholding of academic integrity culture at the college and communities.
- The **Teaching Excellence Committee** is responsible for
 - Making recommendations to *the Vice President Academic and the Office of the Registrar* on policies and procedures relating to academic integrity and on strategies designed to reduce breaches of academic integrity;
 - Planning and coordinating academic integrity education, and the promotion of academic integrity 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 the Georgian community in professional development to inform the promotion of current, responsive, adaptive, and evidence-based practices related to academic integrity.
- The **Vice President Academic, Associate Vice President Academic, Deans and Associate Deans**, are responsible for
 - Cultivating a culture of academic integrity and ensuring an inclusive and accessible review process in breaches of academic integrity;
 - Upholding academic integrity and breaches procedures;
 - Reviewing college-wide trends related to academic integrity;
 - Provide resources so that college members can function with integrity in their academic pursuits; This may include:
 - Disseminating information about the expectations for academic integrity;
 - Providing opportunities for participation in academic integrity related discussions, professional development, and program/course redevelopment;
 - Testing environments, examination protocols and expectations for the review of examinations to make the opportunity for academic dishonesty more difficult;
 - Providing the resources to support the Teaching Excellence Committee; and
 - Identifying and encouraging academic integrity discussions and/or assessment revision when breaches in academic integrity trends become evident (e.g. significant percentage of students on one assessment, same assessment semester over semester) including holistic (academic, mental, etc.) supports for students and faculty.

- The **Associate Vice President Academic** is responsible for
 - Facilitating the maintenance and currency of Academic Integrity Module (AIM) in partnership with Academics, Office of Registrar, CTL, Library and Academic Success, Student Experience, and Language Help Centre, amongst others.
 - Creating a culture and community to investigate, discuss and gather feedback on academic integrity topics and issues as they arise.

- The **Office of the Registrar** is responsible for
 - Initiating and updating annual review of academic regulations, Registrarial processes and resources, as it relates to academic integrity;
 - Maintaining reportable and searchable records for data analysis; and
 - Collaborating on the maintenance and currency of Academic Integrity Module (AIM) in partnership with Academics, Office of the Registrar, CTL, Library and Academic Success, Student Experience, and Language Help Centre, amongst others.

- The **Centre for Teaching and Learning (CTL)** is responsible for
 - Providing guidance in preparing syllabi that clearly articulate expectations of academic integrity;
 - Providing professional development opportunities, resources and guidance in assessment design and delivery that support authentic, relevant expectations of academic integrity;
 - Supporting faculty with resources for creating a culture of academic integrity in the classroom;
 - Maintaining technical stability of the Academic Integrity Module (AIM) within the Learning Management Systems (LMS).
 - Collaborating on the maintenance and currency of Academic Integrity Module (AIM) in partnership with Academics, Office of the Registrar, CTL, Library and Academic Success, Student Experience, and Language Help Centre, amongst others; and

- The **Library and Academic Success** is responsible for
 - Maintaining, developing, and promoting core resources relating to research and citation;
 - Modelling academic integrity during classroom instruction and support and within department spaces;
 - Conducting information literacy skills workshops pertaining to academic integrity, credibility, and artificial intelligence in research that show cultural awareness and are accessible (e.g., alternative formats);
 - Management, promotion and advocacy of Copyright policy and copyright matters for the college; and
 - Collaborating on the maintenance and currency of Academic Integrity Module (AIM) in partnership with Academics, Office of the Registrar, CTL, Library and Academic Success, Student Experience, and Language Help Centre, amongst others.

- The **Language Help Centre** is responsible for
 - Providing academic integrity and language support training to students
 - Supporting students as they learn how to complete assignments with integrity;
 - Providing assistance, resources, and training to students with breaches of academic integrity; and

- Collaborating on the maintenance and currency of Academic Integrity Module (AIM) in partnership with Academics, Office of the Registrar, CTL, Library and Academic Success, Student Experience, and Language Help Centre, amongst others.
- **Coop and Career Consultants** are responsible for
 - Emphasizing to the Georgian community clear expectations concerning academic integrity, and particularly those breaches 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
 - Modelling academic integrity, fostering the application of ethical educational strategies, and following the academic integrity policy and procedures, in the best interest of students, that encourage students to behave honestly. These many strategies include:
 - Clearly articulating expectations about appropriate academic behaviour at the beginning of the course and in the course syllabi;
 - Developing course syllabi that clearly set out expectations for referencing sources of information, for group work and so on;
 - Using effective practices, methodologies and strategies in teaching students the basic references, pointing them to the appropriate supports and services, and creating assessments that reduce or eliminate the opportunities for breaches of academic integrity;
 - Regularly producing new assessments to ensure currency and reduce breaches of academic integrity;
 - Modelling academic integrity in the classroom, and in resources, including research practice, written work, presentations, [artificial intelligence](#), etc.;
 - Communicating and engaging often with students about academic integrity.
- **Students** are responsible for
 - Understanding and demonstrating behaviour that is honest and ethical in their academic work. Such behaviour includes:
 - Following course and assessment policies and instructions around the use of generative artificial intelligence (AI) and academic integrity;
 - Engaging in Academic Integrity module (AIM) and regular academic integrity training and discussions;
 - Accessing support services when in doubt prior to submission of assessment;
 - Accessing support services when in breach of academic integrity;
 - 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 student rights and responsibilities and reporting breaches 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. Members of the college community are responsible and accountable for integrity in their behaviour and academic work. This policy is designed to ensure that Georgian's standards are upheld in an equitable 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 suspected academic breach, 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 Breaches of academic integrity are outlined in the [Academic Regulations 9.1 Types of academic misconduct](#), and include:
 - Cheating (including but not limited to inappropriate use of digital technology;
 - Fabrication;
 - Plagiarism (including self-plagiarism);
 - Facilitating academic integrity breach;
 - Impersonation;
 - Denying access to information or material;
 - Copyright violation;
 - Inappropriate collaboration;
 - Violation of research or professional ethics.
- 1.3 Georgian's goal is to ensure the opportunity for growth and development throughout the student's academic career. Severity, significance, and repetition of the breach will be factored into the outcome along with student supports to assist the student.
- 1.4 Accessible and current academic integrity resources and supports will be made available to the Georgian community to provide assistance prior to, during and after breach of academic integrity.

Related Materials

[Copyright Act, R.S.C. c. C-42 \(1985\)](#)

[Criminal Code, R.S.C. c. C-46 \(1985\)](#)

[Freedom of Information and Protection of Privacy Act, R.S.O. c. F.31 \(1990\)](#)

Georgian College. (2020, September 30). *Copyright policy*

[Georgian College. \(2023, October\). *Guiding principles for AI.*](#)

Georgian College. (2013, March 6). *Information technology, acceptable use procedure*

Georgian College. (2021, August 26). *Student code of conduct*

[Georgian College Library and Academic Success. \(n.d.\). *Artificial intelligence* \[LibGuide\]](#)

[Human Rights Code, R.S.O. c. H.19 \(1990\)](#)

[International Center for Academic Integrity \[ICAI\]. \(2021\). *The fundamental values of academic integrity* \(3rd ed.\)](#)

[McMaster University. \(2023, May 17\). *Academic integrity policy*](#)