



Policy on Academic Integrity – Policy A25

Revised/Reviewed: March 2023

I. Purpose

To support the campus community in academic integrity, reflecting a culture upon which a reputation of excellence and student achievement is formed.

II. Scope

This policy applies to all Assiniboine Community College students.

III. Policy

Assiniboine Community College expects all academic work to be authentic and wholly the product of an identified individual or group of individuals. The severity or frequency of an incident of academic misconduct and its impact on student learning determines the level of the violation.

IV. Definitions

i. Cheating

Cheating is the use or attempted use of unauthorized materials, information, or study aids in any academic exercise. Examples of cheating include, but are not limited to:

- Any use of books, texts, notes, calculators, applications, artificial intelligence, electronics, websites, programming code, computers, communication, and conversation with others that are restricted or forbidden during academic exercises
- Copying on tests or final examinations
- Acquiring a portion of assigned academic work from another person or source, or acquiring a copy of or information about a test or exam

ii. Collusion

Collusion refers to students working with other students when not directed or allowed to do so by their instructor, in order to complete an assessment in whole or in part. Examples of collusion include, but are not limited to:

- Students working together on assignments that were given individually
- Students giving test answers to other students
- Students receiving test answers from other students

iii. Contract cheating

Contract cheating is a deliberate act of academic misconduct in which students outsource their work to third parties (Lancaster & Clarke, 2016). These third parties can be commercial contract cheating sources such as paper mills and websites, or non-commercial sources such as classmates, friends, or family members of students. Examples of contract cheating include, but are not limited to:

- Accessing or purchasing an assignment from a commercial source and submitting it as one's own for marks
- Having another person complete an assignment and submit it as one's own for marks
- Outsourcing test or exam questions

iv. Deliberately Impeding the Progress of Other Students

It is a breach of academic integrity to deliberately impede the progress of fellow students. Examples include, but are not limited to:

- Giving other students false, misleading information, or misinformation
- Making library materials unavailable to other students by destroying the materials, stealing materials, deliberately misplacing, or hiding the materials
- Altering computer files that belong to another student's account or damaging their personal computer account in any way

v. Fabrication

Fabrication is the intentional misrepresentation of any information in an academic exercise. Examples of fabrication include, but are not limited to:

- Inventing or exaggerating data or information
- Falsifying research
- Listing incorrect or fictitious references. For example, citing a quote in a book review and indicating that the citation actually came from the book itself is a fabrication.

vi. Facilitating Academic Misconduct

Students who knowingly or negligently assist other students to engage in academic misconduct even though there is no benefit to themselves.

Examples of facilitating academic misconduct include, but are not limited to:

- A student allowing other students to use their assignment to do their own assignment
- A student allowing other students to look at their work during a test or exam
- A student uploading their assignment to a file-sharing site

vii. Misrepresentation

Misrepresentation is when students falsify information related to their identity or academic performance. This includes doing so in order to have others complete major portions of their academic work, or doing the same to complete major portions of academic work for other students. Examples of misrepresentation include, but are not limited to:

- Having or being a substitute for an exam
- Altering or falsifying transcripts, medical documents, or other academic records
- Having or being a substitute in class or throughout a course

viii. Misuse of College Electronic Resources

It is a breach of academic integrity to misuse college computers and online resources or the college's computer network in any way.

Examples include, but are not limited to:

- Violating software licensing agreements. For example, the username and password for EBSCOhost is for staff and students of ACC only
- Accessing the accounts of another ACC student or staff member in platforms such as Moodle or Microsoft Office
- Providing access credentials of one's own accounts to others for the purpose of academic misconduct
- It is an offence to violate copyright laws
- Misuse of Internet access as per college policy.

ix. Plagiarism

Plagiarism is using another's words, ideas, theories, or images without crediting the source.

To avoid plagiarism, students should cite using the most current version of APA style, unless another citing style is required by the instructor. Using rephrasing software to avoid doing one's own writing inhibits learning and constitutes plagiarism of a major portion.

Common knowledge are those things that most people would know, and do not need to be credited; for example, names of leaders of prominent nations, basic scientific laws, clichés, etc.; however, if in doubt, students should cite the source.

For further clarification about plagiarism questions, reference the ACC Academic Integrity for Students Guide.

V. Expectations

- Any faculty or staff member who notices an incident of academic misconduct must, within 3 working days, file an *Academic Misconduct Report*, and initiate appropriate procedures including collection of information as appropriate.

- Students who notice an incident of academic misconduct are encouraged to report the incident either verbally or in writing to a faculty or staff member of the college.
- All decision-makers will follow college policy and principles of administrative justice, responding to the incident report within 3 working days.
- If the incident of misconduct is Level One, the faculty or staff member will respond with a decision.
- If the incident of misconduct is a Level Two, the faculty or staff member will notify the Chair or designate to initiate decision-making procedures.
- If the incident of misconduct is a Level Three or Four, the faculty or staff member will notify the Dean or designate, who will notify the Vice President, Academic, to initiate decision-making procedures. Policy authorities set out in Student Conduct, Behaviour and Discipline (A02) will guide who makes the decision.

VI. Sanctions

a. Level One Violations

Level one violations may occur because of academic inexperience or lack of knowledge of principles of academic integrity on the part of persons committing the violation. These violations are likely to involve a small fraction of the total course work, are not extensive, and/or occur on a minor assignment. Cases involving level one violations may be dealt with between the instructor and the student. The following are examples:

- Working with another student on a small portion of a homework assignment when such work is prohibited. i.e. collusion
- Failure to cite or give proper acknowledgment in an extremely limited section of an assignment. i.e. plagiarism.
- Uploading or otherwise distributing assignments to file-sharing sites. i.e. facilitating academic misconduct.

Recommended sanctions for Level One violations are educative, and listed below:

1. Oral reprimand and warning.
2. Completion of the learning objective related to the assignment.
3. Reduced grade for the assignment.
4. Under the guidance of the Student Success Advisor, completion of remedial academic skills module related to the misconduct within two-weeks.

b. Level Two Violations

Level two violations are characterized by misconduct of a more serious character, or which affects a more significant aspect or portion of the course work. Cases involving level two violations will be heard by the Chair or designate of the school in which the incident took place.

The following are examples:

- Repeated Level One violations.
- Failure to cite or give proper acknowledgment in a moderate section of an assignment. i.e. plagiarism
- Submitting the same work or major portions thereof to satisfy the requirements of more than one course without permission from the instructor. i.e. fabrication
- Using data or interpretative material for a laboratory report without acknowledging the sources or the collaborators. i.e. plagiarism or collusion. All contributors to the preparation of data and/or to writing the report must be named.
- Receiving assistance from other students, such as research, statistical, computer programming, or field data collection help that constitutes an essential element in the undertaking without acknowledging such assistance in an assignment. i.e. collusion

Recommended sanctions for Level Two violations are largely educative, and listed below:

1. Completion of the learning objective related to the assignment.
2. Reduced or failing grade for the assignment.
3. Under the guidance of the Student Success Advisor, completion of remedial academic skills module related to the misconduct within two-weeks.
4. Student may be given a written warning and placed on a contract by the Chair or designate, with a copy placed in the student file.
5. Students found to have engaged in academic misconduct at this level are not allowed to represent the college in any extra-curricular activities (e.g. varsity sports, Ambassador's Club, peer tutoring) for the remainder of the term.

c. Level Three Violations

Level three violations are those that go beyond level one or two and require adjudication by the Dean, who will notify the Vice-President, Academic of the misconduct. Level three violations include misconduct that affects a major or essential portion of work done to meet course requirements, or involves premeditation, or is preceded by one or more incidents at levels one and two. Cases involving level three misconduct are heard by the Dean. Examples include:

- Repeated Level Two violations.
- Copying on tests or final examinations. i.e. cheating.
- Plagiarizing major portions of an assignment, including the use of rephrasing software. i.e. plagiarism.
- Acting to facilitate copying during a test or exam. i.e. facilitating academic misconduct or collusion.
- Using prohibited materials, e.g., books, notes, applications, calculators, or electronic devices during a test or examination. i.e. cheating.
- Colluding before a test or exam to develop methods of exchanging information and implementation thereof. i.e. collusion.

- Altering tests or examinations after they have been marked for the purposes of re-grading. i.e. misrepresentation.
- Acquiring or distributing an examination from unauthorized sources prior to the examination. i.e. facilitating academic misconduct.
- Presenting the work of another as one's own. i.e. misrepresentation.
- Using purchased assignments or other assessments and submitting for grades, i.e. contract cheating.
- Removing posted or reserved material, or preventing other students from having access to it. i.e. deliberately impeding the progress of other students.
- Fabricating data by inventing or deliberately altering material. (This includes citing "sources" that are not, in fact, sources.) i.e. fabrication.
- Using unethical or improper means of acquiring data. i.e. cheating, or misuse of college electronic resources.
- Using file-sharing sites for the purpose of academic misconduct. i.e. facilitating academic misconduct, collusion.

Recommended sanction for Level Three violations is a suspension from the college. The following sanctions will be applied:

- Reduced or failing grade for the course.
- Student will be suspended under the Student Conduct, Behaviour and Discipline Policy (A02) who will be informed in writing of the terms of the suspension. A copy of the suspension letter will be placed in the student file.
- Suspensions will be recorded on the student transcript according to college policy on Student Conduct, Behaviour and Discipline (A02).
- Students found to have engaged in Level Three violations are not allowed to represent the college in any extra-curricular activities (e.g., varsity sports, Ambassador's Club, peer tutoring).

d. Level Four Violations

Level four violations represent the most serious breaches of academic integrity. Examples of level four misconduct include:

- Repeated Level Three violations.
- All academic misconduct occurring after return from suspension for a previous incident of academic misconduct.
- Incidents of academic misconduct in ways similar to criminal activity (such as stealing an examination from an instructor or from a college office; buying an examination i.e. contract cheating; using or acting as a ghost/proxy student, falsifying a transcript to secure entry into the college or changing the record of work done at the college. i.e. Misrepresentation).

- Sabotaging another student's work through actions designed to prevent the student from successfully completing an assignment. i.e. deliberately impeding the progress of other students.

Recommended sanction for Level Four violations is expulsion from the college:

1. Student will be expelled under the Student Conduct, Behaviour and Discipline Policy (A02) by the Vice-President, Academic.
2. Expulsions will be recorded on the student's transcript.
3. No refund of fees will be made for the term in which the student is currently enrolled.

VII. Procedures

Comprehensive procedures for reporting, investigation, and decision-making under this policy are developed and outlined in the *Academic Misconduct Procedures Manual* available through the Library.

VIII. Appeals

Decisions made under this policy can be appealed under Policy A1 Academic and Disciplinary Appeals.

IX. Policy Authority

The Vice President Academic is responsible for the overall management of the policy.

The Registrar is responsible for the maintenance of student records.

The Dean is accountable for ensuring academic policy objectives are met.

The Manager, Library Services is responsible for maintaining the *ACC Academic Integrity for Students Guide* and the *Academic Misconduct Procedures Manual*.

Questions regarding interpretation of this policy should be directed to:

Office of the Vice-President Academic
 1430 Victoria Ave. East
 Brandon, MB R7A 2A9
 Phone: 204.725.8700 / 800.862.6307
 Email: VPAcademic@assiniboine.net

X. Policy History

Policy Change Date	Details
Substantive revisions approved: December 13, 2021	Replaces policy A25 Student Honesty and Integrity, effective July 1, 2023.
Minor revisions March 2023	Reference to artificial intelligence added to definition of cheating

XI. Related Policies

Academic and Disciplinary Appeals (A01)
Student Conduct, Behaviour and Discipline (A02)
Academic Responsibilities (A08-1)
Academic Standards (A08-2)
Acceptable Use of Computer Resources (G49)

XII. Related Resources

The *Academic Misconduct Procedures Manual* available through the Library provides examples by level, and information for faculty and academic leaders on the handling of investigation and determination of academic misconduct.

May 8/23
Date



President