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| TYPE: | Academic |
| TITLE: | Academic Integrity |
| NO.: | ACAD-101 |
| RESPONSIBILITY: | Vice-President, Academic and Students |
| APPROVED BY: | Durham College Leadership Team |
| EFFECTIVE DATE: | February 2025 |

1. Introduction

Academic integrity in teaching, learning and research is fundamental to our mission and an expectation of the Durham College community. Mechanisms to support academic integrity reinforce core College values, such as excellence, integrity and respect, enrich educational inquiry and enhance the quality of our scholarship and reputation.

2. Purpose

This policy and procedure provide the foundation for fostering and maintaining high academic standards while protecting the integrity of Durham College's credentials, supporting the accurate assessment of student performance and promoting the values of excellence, integrity and respect.

3. Definitions

Refer to [Durham College's Standard Definitions](#).

4. Policy statements

- 4.1 It is an expectation of all students, staff, faculty members and educational partners to be aware of and comply with Durham College's high standard of academic integrity.
- 4.2 There are a variety of supports available to the College community to support academic integrity, including information and guidance about the nature of and penalties for breaches of academic integrity.
- 4.3 The College will design curricula, assessments, resources, materials and learning environments, both remote and in-person, that support academic integrity.
- 4.4 Durham College faculty members and staff can reduce and/or eliminate opportunities for breaches of academic integrity through preventive assessment methodologies, including, but not limited to use of multiple versions of an evaluation, randomized questions, and randomized order of answers.

- 4.5 Faculty members may verify a breach of academic integrity using a variety of techniques, including, but not limited to, the use of plagiarism detection software.
- 4.6 All suspected breaches that result in the issuance of an academic integrity alert will be reported to the appropriate Executive Dean/Associate Dean. Suspected breaches of academic integrity will be investigated using the principles of procedural fairness. Penalties will be applied individually and progressively and will remain on a student's record.
- 4.7 Where an academic penalty is applied that results in removal from a course, the program or college, a student will be directed to their student advisor for guidance moving forward. In the case of international students, there will also be referral to an international student advisor to discuss any potential implications with Immigration, Refugees and Citizenship Canada.

5. Procedure

- 5.1 Documenting Alleged Breaches of Academic Integrity
 - 5.1.1. Alleged breaches of academic integrity will be documented on the Academic Integrity Alert form and signed by the faculty member. If the integrity alert involves more than one student, a separate Academic Integrity Alert form must be completed for each student.
 - 5.1.2. The faculty member will send the Academic Alert form to the student through DC Mail and invite the student to discuss the alleged academic integrity breach. This is considered the date of breach notification.
 - 5.1.3. The student will have five business days from the date of breach notification to respond to the allegation by signing back the Academic Integrity Alert form and adding comments, if desired.
 - 5.1.4. Following receipt and review of the student response or a discussion, the faculty will decide within three business days whether to proceed with the Academic Integrity Alert. The faculty will communicate the decision in writing to the student through their DC Mail account, along with attaching a completed copy of the Academic Integrity Alert form, if it is determined a breach occurred.
 - 5.1.5. A student who does not respond to the faculty within five business days, and/or forgoes the opportunity to discuss a suspected academic integrity breach with the faculty member, will be notified through DC Mail that the Academic Integrity Alert is being submitted to the Academic Faculty office for review by the Executive Dean/Associate Dean or designate. The alert form will note the student's decision not to respond to the alert.
 - 5.1.6. The Academic Integrity Alert form, and any supporting documentation, will be submitted to the Executive Dean/Associate Dean or designate. This will take place within two business days of the faculty

communicating their decision to the student.

5.2 Review and Disposition of Academic Integrity Alert forms

- 5.2.1 Students will be notified by the academic Faculty office through DC Mail of the submission of an Academic Integrity Alert form. This notification will occur within four business days of the completed Academic Integrity Alert being received.
- 5.2.2 For a first academic integrity offence, students may be required to meet with the Executive Dean/Associate Dean or designate within five business days of notification by the academic Faculty office.
- 5.2.3 For all second and subsequent offence allegations, students will be required to meet with the Executive Dean/Associate Dean or designate.
- 5.2.4 Failure to meet with the Executive Dean/Associate Dean or designate when requested will result in an academic integrity penalty being applied in absentia and may also be addressed through the Student Conduct: Standards for All Learning Environments policy and procedure.
- 5.2.5 Respecting privacy requirements, students may have the opportunity to view information that is part of the academic integrity breach investigation.
- 5.2.6 The Executive Dean/Associate Dean or designate, as appropriate, will use the principles of procedural fairness to determine whether a breach has occurred and if so, determine one or more penalties.
- 5.2.7 At the discretion of the Executive Dean/Associate Dean or designate, a completed Academic Integrity Alert form may also be referred to the Associate Vice President, Academic (Administration).
- 5.2.8 Decisions by the Executive Dean/Associate Dean or designate regarding academic integrity may be appealed, as per the College's Grade Appeals policy and procedure.
- 5.2.9 A copy of the completed Academic Integrity Alert form will be sent to the student and the Office of the Registrar. A permanent entry will be made in the student information system if an academic integrity penalty has been assessed.
- 5.2.10 Breaches of academic integrity will not be noted on a student's transcript.

5.3 Penalties for Breaches of Academic Integrity

5.3.1 A first breach of academic integrity may result in one or more of the following penalties, at the discretion of the Executive Dean/Associate Dean or designate:

- A referral to Student Academic Learning Services (SALS) to complete the live facilitated Academic Integrity workshop, obtain a Workshop Verification, sign the Academic Integrity Pledge and/or write a self-reflection on academic integrity, and provide proof of such to the academic Faculty office as requested;
- Have the original assessment redone or assign an alternative assessment;
- A deduction of the assessment by a portion of the grade;
- A zero on the assessment;
- An academic performance contract;
- Removal from a course with a grade of “0” or F;
- Suspension from a program; and/or
- Dismissal from the College for two academic years.

In circumstances where the Executive Dean/Associate Dean or designate recommends student suspension from a program or dismissal from the College for a first offence, the penalty will be referred to the Associate Vice President, Academic (Administration) for disposition. If the student is dismissed from the College, the Vice President, Academic and Students will notify the Office of the President.

5.3.2 A second breach of academic integrity may result in one or more of the following penalties, at the discretion of the Executive Dean/Associate Dean or designate:

- A zero on the assessment;
- An academic performance contract;
- Removal from a course with a grade of “0” or “F”;
- Suspension from a program; and/or
- Dismissal from the College for two academic years.

In circumstances where the Executive Dean/Associate Dean recommends student suspension from a program or dismissal from the College for a second offence, the penalty will be referred to the Associate Vice President, Academic (Administration) for disposition. If the student is dismissed from the College, the Vice President, Academic and Students will notify the Office of the President.

5.3.3 A third and subsequent breach of academic integrity may result in one or more of the following penalties, at the discretion of the Executive Dean/Associate Dean:

- Removal from a course with a grade of “0” or “F”;
- Suspension from a program; and/or
- Dismissal from the college for two academic years.

These instances will be referred to the Vice President, Academic and Students for review. If the student is dismissed from the College, the Vice President, Academic and Students will notify the Office of the President.

6. Accessibility for Ontarians with Disabilities Act considerations

Accessibility for Ontarians with Disabilities Act (AODA) standards have been considered in the development of this policy and procedure and it adheres to the principles outlined in the College’s commitment to accessibility as demonstrated by the Multi-Year Accessibility Plan.

7. Non-compliance implications

Failure to comply with this policy could result in unearned academic advantage or credit, and/or lack of employability skills for students. Compliance is essential to ensure the quality of Durham College’s scholarship and reputation.

8. Related forms, legislation or external resources

- Academic Integrity Alert form