

TYPE:	Academic
TITLE:	Academic Integrity
NO.:	ACAD-101
RESPONSIBILITY:	Vice-President, Academic
APPROVED BY:	Durham College Leadership Team
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1. Introduction

Academic integrity in teaching, learning and research is fundamental to our mission and an expectation of the Durham College community. Acts that undermine academic integrity contradict our core values, erode educational inquiry and diminish the quality of our scholarship and reputation.

2. Purpose

This policy and procedure provides the foundation for fostering and maintaining high academic standards while protecting the integrity of Durham College's credentials and supports the accurate assessment of student performance while promoting Durham College values of transparency and integrity.

3. Definitions

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

4. Policy statements

- 4.1. It is an expectation of all students, staff, faculty and educational partners to be aware of and comply with Durham College's high standard of academic integrity.
- 4.2. There is a wide variety of supports available to the College community to support academic integrity.
- 4.3. The College will endeavour to design curricula, assessments and learning environments that support academic integrity.
- 4.4. The College will provide information and guidance about the nature of and penalties for academic dishonesty.
- 4.5. All suspected breaches of this policy will be reported to the appropriate executive dean/dean or associate dean.

- 4.6. Penalties for academic dishonesty will be applied progressively, consider the entire student academic history at Durham College and be commensurate with the nature of the offence.

5. Procedure

- 5.1. Durham College faculty and staff can reduce and/or eliminate opportunities for breaches of academic integrity through preventative methodologies.
- 5.2. Faculty may choose to verify the originality of student work using a variety of techniques, including the use of plagiarism identification software.
- 5.3. Each allegation will be responded to with the principles of procedural fairness.
- 5.4. Breaches of Academic Integrity
 - 5.4.1. 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, an Academic Integrity form must be completed for each individual.
 - 5.4.2. The faculty member will invite the student to meet and discuss the alleged academic breach and the student will have the option of responding to the allegation by writing comments on the Academic Integrity Alert form and/or signing the form in acknowledgement of its receipt.
 - 5.4.3. The student who fails to be available to review the Academic Integrity Alert form and/or refuses to discuss the allegation with the faculty member will be notified in writing (via college email) by the faculty member that an Academic Integrity Alert has been submitted.
 - 5.4.4. The Academic Integrity Alert form will be submitted to the executive dean/dean or associate dean within five business days of the alleged breach being known by the faculty member.
 - 5.4.5. Alleged breaches of academic integrity will be investigated and documented in an objective and fair manner by the executive dean/dean or associate dean. The student will be presented with any information that is part of the investigation.
 - 5.4.6. Upon notification, the student is responsible to discuss the allegation with the executive dean/dean or associate dean.
 - 5.4.7. The executive dean/dean or associate dean in consultation with the faculty member will determine the penalty for the breach of academic integrity.

- 5.4.8. At the discretion of the appropriate executive dean/dean or associate dean, a completed Academic Integrity Alert form may also be submitted to the associate vice-president, Academic for additional discussion.
- 5.4.9. Decisions regarding academic integrity may be appealed, as per the college's Grade Appeal policy and procedure (ACAD111).
- 5.4.10. The original completed Academic Integrity Alert will be retained in the school office. A copy will be provided to the student and faculty member via college email.
- 5.4.11. A copy of the completed Academic Integrity Alert form will be sent to Strategic Enrolment Services, and a permanent entry made in the Student Information System (Banner) if a penalty has been assessed.

5.5. Penalties for Breaches of Academic Integrity

- 5.5.1. A first breach of academic integrity may result in one or more of the following penalties, at the discretion of the executive dean/dean/associate dean or designate:

- A referral to Student Academic Learning Services (SALS) to complete the Academic Integrity modules;
- Repeat the original assessment or 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;
- Removal from a program.

In circumstances where the executive dean/dean or associate dean recommends student withdrawal from a program for a first offence, the matter will be referred to the associate vice-president, Academic for disposition.

- 5.5.2. A second breach of academic integrity may result in one or more of the following penalties, at the discretion of the executive dean/dean or associate dean:

- 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";
- Removal from a program.

In circumstances where the executive dean/dean or associate dean recommends student withdrawal from a program for a second offence, the matter will be referred to the associate vice-president, Academic for disposition.

5.5.3. A third breach of academic integrity may result in one or more of the following penalties, at the discretion of the executive dean/dean or associate dean:

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

A third breach of academic integrity will be referred to the vice-president, Academic and may result in dismissal from the college for two academic years. If the student is dismissed from the college the office of the president will be notified.

6. Roles and responsibilities

6.1. It is the responsibility of the Office of vice-president, Academic to ensure this policy is fully implemented.

6.2. It is the faculty member`s responsibility to maintain academic integrity in the learning environment. The faculty member will attempt to discuss the alleged breach of academic integrity with the student(s) and will complete an Academic Integrity Alert form, as appropriate. It is the faculty member`s responsibility to submit the completed form to their executive dean/dean or associate dean with all accompanying information.

6.3. It is the responsibility of students to ensure they understand the Academic Integrity policy and procedure.

6.4. It is the responsibility of the executive dean/dean or associate dean to review the alleged breach of academic integrity, determine and communicate the appropriate consequence.

6.5. It is the responsibility of the campus support services to assist employees and students in the understanding this policy.

6.6. It is the responsibility of Strategic Enrolment Services to maintain the records associated with this policy.

7. 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 Accessibility Plan (ADMIN-203).

8. Non-compliance implications

Failure to comply with this policy could result in unearned academic advantage or credit, thereby damaging the quality of Durham College's scholarship and reputation.

9. Communications plan

A message will be posted on ICE alerting faculty and staff when new or revised policies and procedures are added to ICE. A message will be posted on MyCampus alerting students when new or revised policies and procedures are added.

10. Related forms, legislation or external resources

- None.