

<b>TYPE:</b>	Academic
<b>TITLE:</b>	Academic Integrity
<b>NO.:</b>	ACAD-101
<b>RESPONSIBILITY:</b>	Executive Vice-President, Academic
<b>APPROVED BY:</b>	Durham College Leadership Team
<b>EFFECTIVE DATE:</b>	June 2021
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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. Mechanisms to support academic integrity reinforce our core values, 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 integrity and excellence.

## 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 wide variety of supports available to the College community to support academic integrity.
- 4.3. The College will design curricula, assessments and learning environments, both remote and in-person, that support academic integrity.
- 4.4. The College will provide information and guidance about the nature of and penalties for breaches of academic integrity.
- 4.5. All suspected breaches of academic integrity will be reported to the appropriate Executive Dean/Dean/Associate Dean or designate.

- 4.6. 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 for their duration of study at Durham College.

## **5. Procedure**

- 5.1. Durham College faculty members and staff can reduce and/or eliminate opportunities for breaches of academic integrity through preventative assessment methodologies, including, but not limited to: use of multiple versions of an evaluation; randomized questions and randomized order of answers.
- 5.2. Faculty members may verify the originality of student work using a variety of techniques, including the use of plagiarism detection software.
- 5.3. Documenting Alleged Breaches of Academic Integrity
  - 5.3.1. 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.
  - 5.3.2. The faculty member will contact the student through DC Mail and invite the student to discuss the alleged academic integrity breach. The student will have the opportunity to respond to the allegation through writing comments on the Academic Integrity Alert form, and/or signing the form in acknowledgement of its receipt.
  - 5.3.3. A student who does not respond to the notification of, and/or forgoes the opportunity to discuss a suspected academic integrity breach with the faculty member will be notified in writing through DC Mail that the Academic Integrity Alert form has been submitted to the school office.
  - 5.3.4. Academic Integrity Alert forms, and any supporting documentation, will be submitted to the Executive Dean/Dean/Associate Dean or designate within five (5) business days of the suspected breach being confirmed by the faculty member.
- 5.4. Review and Disposition of Academic Integrity Alert forms
  - 5.4.1. Students will be notified by the school office through DC Mail of a submitted Academic Integrity Alert form within three (3) business days of receipt.

- 5.4.2. For a first academic integrity offence, students who have discussed the allegation with their faculty member may be required to meet with the Executive Dean/Dean/Associate Dean or designate within five (5) business days of notification by the school office. Students who have not discussed a first offence allegation with their faculty member must meet with the Executive Dean/Dean/Associate Dean or designate within the same timeframe.
  - 5.4.3. For all second and subsequent offence allegations, students will be required to meet with the Executive Dean/Dean/Associate Dean.
  - 5.4.4. Failure to meet with the Executive Dean/Dean/Associate or designate when requested will result in an academic integrity penalty being applied in absentia, and may also be addressed through the Student Conduct in All Learning Environments policy and procedure.
  - 5.4.5. Respecting privacy requirements, students may have the opportunity to view information that is part of the academic integrity breach investigation.
  - 5.4.6. The Executive Dean/Dean/Associate Dean or designate, as appropriate, will determine whether a breach has occurred and if so, determine one or more penalties.
  - 5.4.7. At the discretion of the Executive Dean/Dean/Associate Dean or designate, a completed Academic Integrity Alert form may also be referred to the Associate Vice President, Academic (Administration).
  - 5.4.8. Decisions regarding academic integrity may be appealed, as per the College's Grade Appeals policy and procedure.
  - 5.4.9. 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.
  - 5.4.10. Breaches of academic integrity will not be noted on a student's transcript.
- 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 module, sign the Academic Integrity Pledge and/or write a self-reflection on academic integrity, and provide proof of such to the academic school as requested;
    - 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;
- Suspension from a program; and/or
- Dismissal from the College for two academic years.

In circumstances where the Executive Dean/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 Executive Vice President, Academic will notify the Office of the President.

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 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/Dean or 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 Executive Vice President, Academic will notify the Office of the President.

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”;
- Suspension from a program; and/or
- Dismissal from the college for two academic years.

A third breach of academic integrity will be referred to the Executive Vice President, Academic for final disposition. If the student is dismissed from the College, the Executive Vice President, Academic will notify the Office of the President.

## **6. Roles and responsibilities**

- 6.1. It is the responsibility of the Office of Executive Vice President, Academic to ensure this policy is fully implemented.
- 6.2. It is the responsibility of faculty members to promote academic integrity in the learning environment. Faculty members will attempt to discuss the alleged breach of academic integrity with the student and will document breaches on the Academic Integrity Alert form, as appropriate. It is a faculty member`s responsibility to submit the completed form to their school office, with all accompanying information.
- 6.3. It is the responsibility of students to ensure they understand and comply with the Academic Integrity policy and procedure.
- 6.4. It is the responsibility of the Executive Dean/Dean/Associate Dean or designate to review alleged breaches of academic integrity, and if appropriate, determine and communicate penalties.
- 6.5. It is the responsibility of the Office of the Registrar to maintain records related to academic integrity.

## **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, and/or lack of employability skills for students. Compliance is essential to ensure the quality of Durham College's scholarship and reputation.

## **9. Communications plan**

- A message will be posted on ICE alerting employees 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**

- Academic Integrity Alert form