

## ACADEMIC INTEGRITY POLICY

**Approving Authority:** Academic Coordinating Committee

**Policy Lead:** Vice President, Academic Administration

**Administrative Contact:** Manager, Academic Integrity Office

**Effective Date:** 09/05/2007

**Revision Date:** 08/01/2024

### **POLICY STATEMENT:**

Academic integrity means the degree to which the outcomes of learning activities or scholarly work have authenticity and align with formal goals and objectives established by the College. It includes acting fairly and honestly when engaging in academic activities including but not limited to course work, work-integrated learning, academic documents, and research. All members of the Conestoga community are responsible and accountable for upholding academic integrity.

Academic Integrity Violations (AIVs) in any form undermine the quality of education and the value of Conestoga credentials and are a serious matter.

Conestoga College is committed to a learning-based approach to academic integrity which includes communication, education, and support for all members of the college community.

### **SCOPE:**

This policy applies to all members of the Conestoga Community.

### **DEFINITIONS:**

#### **Academic Integrity Violation (AIV)**

An AIV is a general term encompassing any conduct that fails to follow the rules governing conduct in an evaluation, results in an unfair academic advantage, or misrepresents a student's achievement of learning outcomes.

#### **Academic Team**

Includes the Deans, Chairs, Program Coordinators, and Faculty who are responsible for academic content and delivery.

#### **Academic Work**

Academic work is a broad term that refers to anything that is created, performed, documented,

or submitted for the purpose of academic evaluation, research and/or instruction. Academic Work can include, but is not limited to, activities such as assignments and assessments, and work-integrated learning experiences (e.g., co-op, clinical activities, labs, and placements.)

### **Conestoga Community**

Refers to all registered students, both full-time and part-time; all paid employees, full-time, part-time and casual; all others associated with Conestoga including board members, retirees, alumni or volunteers, and visitors.

### **Credential**

Awarded upon completion of a program of study as set out by the Ministry of Colleges and Universities as defined in the Ontario Qualifications Framework found in the binding policy directive for Programs of Instruction, April 1, 2004.

### **Discontinuance**

The involuntary withdrawal of a student from a Program of Study or the College for academic or non-academic reasons.

### **Evaluation**

Activities that assess the degree to which students have achieved established learning outcomes. These include, but are not limited to: demonstrations, exams, projects, tests, and quizzes.

### **Faculty**

Faculty are responsible for the teaching/learning process and the evaluation of student work.

### **Offence (AIV)**

An Academic Integrity Violation that may result in an academic penalty. Further details are available in [Appendix A: Penalties for Academic Integrity Violations](#).

### **Penalty (AIV)**

Penalties are disciplinary measures that are applied that result in a lasting impact on grades, academic progression and/or a notation on a student's academic record. Further details are available in [Appendix A: Penalties for Academic Integrity Violations](#).

### **Program of Study**

An academic program that leads to issuance of a post-secondary credential or certificate for a particular area of study.

### **Warning (AIV)**

The outcome of an Academic Integrity Violation where an opportunity to learn from a mistake is recommended but a Penalty is not applied. Further details are available in [Appendix A: Penalties for Academic Integrity Violations](#).

**POLICY:**

1. Evaluation must be representative of the knowledge and skills achieved by a student as demonstrated through their Academic Work.
2. Academic Integrity Violations (AIVs) make it impossible for an accurate Evaluation to occur. The risk of AIVs requires vigilance by all members of the Conestoga Community and all incidents are expected to be meaningfully pursued.
3. AIVs will be dealt with in a graduated manner, which may include a Warning for a minor first violation.
4. A range of Penalties may be applied based on whether it is a first or subsequent AIV and on the severity of the violation, up to and including Discontinuance from the College.
  - 4.1. Educational opportunities and supports will be provided throughout the process.
  - 4.2. A Warning will not result in a grade deduction.
  - 4.3. Students may receive a maximum of one Warning. All subsequent AIVs will result in an Offence.
  - 4.4. In certain circumstances, an Offence may be filed without resulting in a grade deduction.
    - 4.4.1. In instances where a student has been found to have violated this policy and they are no longer registered in a course or program, the College may still record the AIV without imposing a Penalty.
5. Conestoga maintains records of Academic Integrity Violations for 7 years from when the last AIV occurred.
6. A student may not withdraw from any course where there is an on-going investigation of an AIV.

**RELEVANT LEGISLATION AND RELATED DOCUMENTS:**

Academic Credential Procedure  
Academic Appeal Policy and Procedure  
Academic Integrity Procedure  
Academic Advancement and Achievement Procedure  
Discontinuance Procedure  
Readmission Procedure  
Student Rights and Responsibilities Policy and Procedure

**REVISION LOG:**

2007 06 25	Academic Forum
2007 07 16	Policies and Procedures Task Force
2007 09 05	Academic Coordinating Committee
2012 09 12	Policies and Procedures Committee
2012 09 18	Academic Coordinating Committee
2018 04 24	Academic Forum
2018 04 25	Policy & Procedure Committee
2018 05 09	Academic Coordinating Committee
2024 07 24	Academic Forum
2024 07 31	Academic Coordinating Committee