



ACADEMIC INTEGRITY PROCEDURE

Approving Authority: Academic Coordinating Committee

Policy Lead: Vice President, Academic Administration

Administrative Contact: Manager, Academic Integrity Office

Defining Policy: Academic Integrity Policy

Effective Date: 09/05/2007

Revision Date: 08/01/2024

PROCEDURE STATEMENT:

All members of the Conestoga community are responsible and accountable for upholding academic integrity. All of those who are involved in the academic integrity procedure at Conestoga will be treated in a fair, transparent and consistent manner.

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.

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 who are granted temporary permission to use Conestoga's Information Technology resources.

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

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

Penalty

Penalties are disciplinary measures that are applied depending on the frequency and severity of Academic Integrity Incident(s). Further details are available in [Appendix A: Penalties for Academic Incidents](#).

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](#).

RESPONSIBILITIES:**Academic Integrity Office**

- Provide advice and guidance on any Penalty that would result in Discontinuance from a College as needed/requested.
- Provide guidance and advice to Faculty on academic integrity as needed/requested.
- Provide guidance and advice to students on academic integrity as needed/requested.

Registrar's Office

- Maintain the official student record of any grade change or Discontinuance related to Academic Integrity Violations.

Executive Dean/Dean

- Advise on and/or approve any Penalty that would result in Discontinuance from the College.
- Communicate decision to a student that would result in a Discontinuance from the College.

Chair

- Consult on and approve Category 3 Penalties or where an “other” option is selected for the Penalty (see [Appendix A: Penalties for Academic Integrity Violations.](#))
- Provide support and advice to Faculty on Academic Integrity Violations (AIVs) as needed/requested.
- File AIVs that occur outside of a course but where students are registered in one of the Chair’s Programs.

Faculty

- Communicate expectations about Academic Integrity for the course and Evaluations.
- Use college procedure and resources to investigate and file Academic Integrity Violations (AIVs).
- Maintain evidence in accordance with the Retention Procedure and Schedule.

Academic Administration

- Ensure Course Outlines and Academic Handbooks include a statement about Academic Integrity expectations.

Teaching & Learning

- Provide support and advice to Faculty on aspects of teaching and learning processes that involve Academic Integrity and Academic Integrity Violations (AIVs).

Information Technology Systems

- Maintain and update, in consultation with the Academic Integrity Office, the Academic Integrity Violations module.
- Ensure that Employee Portal records of Academic Integrity Violations are maintained in accordance with the Retention Procedure and Schedule.

Students

- Meet college expectations about Academic Integrity.
- Avoid committing Academic Integrity Violations (AIVs) and/or aiding others in committing them.
- Respond to Academic Integrity Violation investigations within the allotted timeline.
- When an Academic Integrity Violation has been filed, complete the educational opportunities and assessments. E.g., the Academic Integrity modules.

PROCEDURE:

1. When a possible Academic Integrity Violation (AIV) is identified the following must occur:
 - 1.1. A member of the Academic Team notifies the student in writing within 3 business days of determining that an AIV has likely occurred.
 - 1.1.1. The timeline may be extended in circumstances involving multiple students.
 - 1.2. The student has 3 business days from the date the notification communication was sent to respond with an explanation and/or evidence countering the allegation. A member of the Academic Team and student will discuss the Incident, as required.
 - 1.2.1. Where the communication to the student has been sent during Student Success Week, the 3 business days timeline will begin when classes resume.
 - 1.3. If the student does not provide evidence to prove the AIV did not occur, a member of the Academic Team files the AIV within 3 business days of the student's response or by the end of the allotted three business days provided to the student.
 - 1.3.1. If the student does not communicate with the Academic Team member within the allotted timeframe, the Academic Team member may file the AIV 3 business days after the initial communication.
 - 1.4. The filing of all AIVs, other than those resulting in Discontinuance, will be completed within 14 business days of the original communication to the student.

Filing an Incident

2. For all AIVs, the Academic Team member must complete a description of the AIV.
3. For a first AIV, a Warning may be filed.
 - 3.1. No Penalty is applied where a Warning is appropriate.
4. For all AIVs, the student is directed to complete the educational opportunities and assessment.
 - 4.1. Other educational supports may be recommended.
5. For subsequent violations, an Offence will be filed and an appropriate Penalty selected.
 - 5.1. A progressive Penalty should be applied for subsequent AIVs.
 - 5.2. Where an Offence is filed by an Academic Chair, it may be filed with or without penalty.
 - 5.2.1. Where a penalty is applied by an Academic Chair, the penalty will be explained within the description of the AIV provided to the student.
6. If a Faculty selects one of the following penalties, the Academic Chair will be notified for approval.
 - 6.1. a Penalty of "other,"
 - 6.2. a Penalty on an Assessment worth 20% or Greater,
 - 6.3. a Penalty of Zero in the Course
 - 6.4. Discontinuance
7. The Academic Chair reviews and communicates the decision to the Faculty within 5 business days.
 - 7.1. In complex cases, additional time may be required for investigating and filing an AIV. The Academic Chair will notify the student in writing within 5 business days of receiving the Penalty notification, if additional time is required.
8. Faculty completes the filing process within 3 business days of receipt of approval from the Academic Chair.
9. The Student receives notification to their Conestoga email account once the AIV has been submitted.
 - 9.1. If the Penalty approved by the Academic Chair is Discontinuance from the college, the Executive Dean/Dean is notified for review and approval.

9.2. If the Penalty is approved by Executive Dean/Dean, the Registrar's Office will be notified of the decision.

RELEVANT LEGISLATION AND RELATED DOCUMENTS:

Academic Advancement and Achievement Policy
Academic Dispute Resolution and Appeal Procedure
Academic Integrity Policy
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 19	Academic Coordinating Committee
2018 04 24	Academic Forum
2018 04 25	Policy and Procedure Committee
2018 05 09	Academic Coordinating Committee
2019 03 08	Minor revisions to formatting and definitions
2024 07 24	Academic Forum
2024 07 31	Academic Coordinating Committee