



honesty, transparency, independence, and responsibility. Practices that purposefully violate these principles in the conduct of research constitute improper research practices.

Obstruction and Interference: Students limit the academic opportunities of peer Students by improperly preventing their progress or their access to educational resources.

Assisting Behaviors of Academic Integrity Violation: Are behaviours that intentionally facilitate academic misconduct.

Other: Any other academic misconduct not listed above may be considered a violation of academic integrity.

Degree: a certificate, diploma, degree or other attestation of academic accomplishment.

Expulsion:

- Removal of the student from the university; the cancellation of all registrations and activities from the date set by the Committee;
- The denial of an official transcript while the investigation is ongoing
- The cancellation of academic assessments previously completed for courses which have not yet been completed;
- The cancellation of enrolment in courses and activities which have not yet been completed; and
- The denial of any degree;

Academic probation: a minimum of one semester and a maximum to the completion of the program during which a student who has been found to have committed an act of academic integrity violation is subject to a further and greater penalty if they are found to have committed another act of academic integrity violation;

Ethical Probation: Any student found responsible for an academic integrity violation shall be put on Ethical Probation for the rest of their academic program at Algoma University. Should a further violation of the academic integrity code occur during the period of ethical probation, the Committee is encouraged to consider elevated sanctions. Ethical Probation is not recorded on the student’s transcript, but will be stored within the Registrar’s Office.

Instructor: the person or persons given responsibility by the University for the conduct of a course with regard to offences under sections 2.5 to 2.8 of this regulation;

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Repeal of a degree or degrees: the revocation of the degree by Senate upon recommendation by the Algonoma University Senate Appeals & Academic Standards Committee;

Semester: the period of an academic session from September to December, January to April, or May to August;

Suspension:

- The interruption of the enrolment or of the right to enrol for a minimum of one semester and a maximum of three semesters;
- The cancellation of all registrations and activities from the date set by the Committee;
- The denial of a transcript while the investigation is ongoing
- The cancellation of academic assessments previously completed for courses which have not yet been completed;
- The cancellation of enrolment in courses and activities which have not yet been completed; and
- The denial of any degree.

Work: any activity, assignment, dissertation, document, essay, performance, presentation, project, rendition, thesis or any other work accomplished, performed, prepared or submitted by a student for evaluation.

2.2 Roles and Responsibilities

Instructors and Research Supervisors

To ensure that academic integrity is promoted and upheld, instructors and research supervisors should follow the guidelines below:

- a. Educate students about the principles of academic integrity and provide them with the necessary resources and support to achieve it.
- b. Include specific expectations regarding academic integrity in course syllabi and explain them at the beginning of the semester to ensure that students understand them clearly.
- c. Identify and report any academic integrity violations in accordance with the policy.

By adhering to these guidelines, instructors and research supervisors can help students understand the importance of academic integrity and maintain a high standard of academic

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excellence.

Students

To promote academic integrity and ensure that students understand the expectations of their instructors, the following guidelines should be observed:

- a. Students are expected to adhere to the Student Code of Conduct and to successfully complete the Academic Integrity Fundamentals Moodle course to understand what constitutes an academic integrity violation.
- b. During the first two weeks of a semester, students may clarify any expectations outlined in course syllabi with their instructors to ensure a mutual understanding of academic integrity requirements.
- c. Upholding the principles of academic integrity is the responsibility of every Student. To achieve this, Students should work diligently, with the guidance and support of their Instructors/Supervisors, to produce and present original work.

By following these guidelines, Students can demonstrate their commitment to academic integrity and achieve their educational goals.

Committee

The committee has the following responsibilities in relation to academic integrity: review appeals of Notices of offence of Academic Integrity and make a final decision on each case; report the outcome of their decision to the relevant Faculty Dean, and ensure that all duties are carried out in a fair, equitable, and timely manner.

2.3 Determination of an academic integrity violation - By Professor

- a. Upon determining that a student has committed an academic integrity violation, the professor:
 - i. May assign a grade of “0” for the work in question;
 - ii. May assign a grade of “0” for the course;
 - iii. Shall inform the relevant Faculty Dean on the prescribed form set out as “Appendix B” to this regulation
- b. If, in addition to the penalties set out in the above paragraph section 2.3 (a), the professor seeks to have imposed further penalties as set out in section 2.4 (a) iii to vi of

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this regulation, the professor shall make a recommendation for the application of further sanctions of academic integrity violations to the relevant Faculty Dean on the prescribed form set out as “Appendix B” to this regulation.

- c. The relevant Faculty Dean shall forward the prescribed form to the student and the AU Registrar.
- d. The AU Senate Appeals & Academic Standards Committee may impose a combination of penalties for any single determination of academic integrity violation.
- e. Where it is alleged that a student has committed an offence set out in sections 2.9 of this regulation, the relevant Faculty Dean, or the AU Registrar, shall make a recommendation for the application of a sanction of academic integrity violation to the Chair of the AU Senate Appeals & Academic Standards Committee on the prescribed form set out as “Appendix BA” to this regulation. The Chair shall send a copy to the student. The AU Senate Appeals & Academic Standards Committee shall not impose a penalty which is more severe than the one recommended by the relevant Faculty Dean or the AU Registrar.

2.4 Sanctions - Committee

- a. For the purposes of this regulation, the following sanctions, in order of severity from least to greatest, shall apply when it has been determined by the Committee that the student is found to have committed an act of academic integrity violation:
 - i. A grade of “0” for the work in question;
 - ii. A grade of “0” for the course;
 - iii. Probation;
 - iv. Suspension;
 - v. Expulsion; and
 - vi. Recommend Senate that the degree be revoked.
- b. The Senate Appeals & Academic Standards Committee may impose a combination of penalties for any single determination of academic integrity violation.
- c. Suspension may be retroactive to the date of the infraction, may be immediate from the date of the decision, or may take effect at the end of the session from which the final decision is rendered. Repeal of the degree shall only be allowed when the act of academic integrity violations allowed the student to obtain the degree.
- d. Readmission after suspension shall be according to normal procedures to complete studies or to obtain the degree which may have been withheld during this period.
- e. Readmission after expulsion shall be subject to the absolute discretion of the Algoma University Senate Committee on Academic Regulations and Petitions, and, if granted,

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shall be subject to a period of probation as the Senate Committee on Academic Regulations and Petitions may determine in its absolute discretion.

- f. The mention of academic integrity violations shall be removed from the file of the student when the first of either of the following occurs:
 - i. The student successfully completes all the requirements for graduation; or
 - ii. A period of five years has elapsed since the determination of academic integrity violations.

2.5 Course Work Sanctions Examples of Infractions

a. A student shall not:

- i. Falsify a work submitted for evaluation;
- ii. Use in whole or in part the work or significant passages drawn from the work of another person, in a work submitted to evaluation, without having expressly identified these as quotations;
- iii. Submit the same work or several similar documents to two or more professors responsible for a university activity for evaluation, without their knowledge of it;
- iv. Submit for evaluation a work which contains data that the student has falsified;
- v. Modify, without approval of the professor, a work already submitted for evaluation, in order to make corrections or additions; or
- vi. Submit, without the approval of the professor, projects, essays, dissertations or theses for evaluation which have essentially been previously submitted for evaluation to the university or to another post-secondary institution with the intention of obtaining a different degree on the strength of the same work.
- vii. Collaborate with other students, without the explicit permission of the professor.

2.5.1 Course Work Infractions: Sanctions

- a. A student who is found to have committed any of the acts of academic integrity violation in subparagraphs section 2.5 (a) i to vii shall be;
 - i. Assigned a grade of “0” for the work in question;
 - ii. Subject to the grade of “0” in the course;
 - iii. Subject to probation;
 - iv. Subject to suspension;
 - v. Subject to expulsion; and
 - vi. Recommend to the Senate that the degree be revoked.

2.6 Exam Infractions

- a. During the evaluation or exam period, a student shall not:
 - i. Obtain, whether individually or collectively, any kind of unauthorized help;

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- ii. Use, view or refer to the copy of another student, even if its contents are proven to be erroneous or useless; or
- iii. Have or use any unauthorized document or apparatus.

2.6.1 Exam Infractions: Sanctions

- a. A student who is found to have committed any of the acts of academic integrity violation in paragraphs section 2.6 (a) i to iii shall be:
 - i. Assigned a grade of “0” for the work in question;
 - ii. Subject to the grade of “0” in the course;
 - iii. Subject to probation;
 - iv. Subject to suspension;
 - v. Subject to expulsion; and
 - vi. Recommend to Senate that the degree be revoked.

2.7 Final Evaluation Infractions & Sanctions

- a. Where the work in question constitutes the method of final evaluation in the course, the student who is found to have committed any of the acts of academic integrity violation in paragraphs 5 (a) or 6 (a) shall be:
 - i. Subject to probation;
 - ii. Subject to suspension
 - iii. Subject to expulsion; and
 - iv. Recommend to Senate that the degree be revoked.

2.8 Unauthorized access/distribution Infractions

- a. A student shall not obtain or accept from any source whatsoever, or distribute, the questions or answers to a test, an exam, laboratory experiments, or thesis examination questions without previous authorization from the professor.

2.8.1 Unauthorized access/distribution Infractions and Sanctions

- a. A student who is found to have committed any of the above acts of academic integrity violation in section 2.89 a. shall be:
 - i. Suspended;
 - ii. Subject to expulsion; and
 - iii. Recommend to the Senate that the degree be revoked.

2.9 Second offence penalty:

- a. On finding that a student has committed a second act of academic integrity violation, the AU Senate Appeals & Academic Standards Committee (or the Faculty Graduate

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Committee in the case of graduate students) may impose a penalty that is more severe than the one recommended by the Professor.

- b. A student who is found to have committed a second act of an academic integrity violation shall be subject to further penalties: suspension, expulsion and repeal of their degree.
- c. When the AU Registrar receives the prescribed form set out as “Appendix BA” to this regulation and the AU Registrar is in possession of a previous form with regard to the same student, the AU Registrar may initiate a recommendation for further and more severe penalties to section 2.9 a. and b. by using the prescribed form set out as “Appendix BA” to this regulation.

3 Process

- a. The Notice of offence Form should first be completed by the Professor. If the offence was related to a graduate dissertation or thesis, the Notice of Offence Form should be completed by the Supervisor.
- b. The Professor (or Supervisor) should then send the Notice of offence Form, the student’s work, and clearly documented evidence of academic integrity violation to the relevant Faculty Dean.
- c. The Faculty Dean will forward the Notice of Offence to the student and the AU Registrar.
- d. On receipt, if the student has clear evidence that there was no case of Academic integrity violation (i.e. the evidence that the faculty member provided in the form is incorrect), the student may choose to appeal using one of the following procedures.

3.1 Initiating an Appeal of a Notice of Offence of an Academic Integrity Violation

A student may initiate an appeal of a Notice of Offence of an Academic Integrity Violation at any time within 15 days after the release of the official Notice of Offence Form.

Students are permitted to bring one person who may act in a supportive or advisory capacity during an appeal. Student Union representatives or the AUSU Ombudsperson may act in this role. No Algoma University employees (including staff, faculty or administrators), except Student employees, may act in this capacity. Additional supportive roles for the student can be included in the process or meetings, such as an Elder (for Indigenous students), Accessibility Officer, and translator (for international students).

Table 1. An overview of the academic integrity procedure for undergraduate/graduate students. Please refer to corresponding stages for further instructions.

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Is the appeal under consideration relevant to a Notice of Offence of one or more academic integrity violations? If yes, move to Stage 1.	Informal Resolution	Formal Resolution
	Stage One	Stage Two
	A student may initiate an appeal of a Notice of Offence of an Academic Integrity Violation at any time within fifteen (15) days after the release of the official Notice of Offence Form. The student and the faculty member should meet to review the Notice of Offence form	If the student and the faculty member cannot come to a satisfactory solution, the student may submit a formal appeal to the Appeals and Academic Standards Committee within ten (10) days of the meeting between the student and the faculty member. The committee will consider evidence from both sides and may ask for additional materials. The committee will arrive at a final decision and report it to the Faculty Dean. The Faculty Dean will implement the decision.

3.2 Resolution Procedures

Strict adherence to the following stages is mandatory.

3.2.1 Informal Resolution

Stage One

A student who wishes to appeal a Notice of offence of an Academic Integrity must first contact the faculty member teaching the course in question. The student and the faculty member should meet to review the Notice of Offence form.

It is recommended that both the student and the faculty member keep records of the informal contacts made.

If such a meeting is not feasible, or is unacceptable to either party, the student may proceed directly to stage two.

3.2.2 Formal Resolution

Stage Two

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If the student and the faculty member cannot come to a satisfactory solution, the student may submit a formal appeal to the Appeals and Academic Standards Committee within ten days of the meeting between the student and the faculty member.

A formal appeal comprises a written statement by the student detailing the grounds for the appeal and what would constitute a satisfactory outcome from their point of view, and any supporting documentation or evidence that the student wishes to be considered. In the case of an appeal of a grade on an assignment, essay, or test that has been returned to the student, the student must provide the original work in question.

3.2.3 APPEALS COMMITTEE PROCEDURES

The Committee has the right to do whatever is reasonable and fair, including interpreting and applying this policy. The appeals process is an informal, internal mechanism that relies on the cooperation of all parties concerned. It is not a judicial process.

A Committee member who has a conflict of interest with, or bias for or against either the student or the faculty member in an appeal shall identify such conflict at the first reasonable opportunity and shall remove themselves from further proceedings connected with the appeal. Both the student and the faculty member shall be made aware of the members of the Committee, and shall be given the opportunity to identify any real or perceived conflict of interest or bias on the part of any Committee member.

In response to a formal appeal forwarded to the Chair of the Appeals & Academic Standards Committee by the student, the Committee will meet and:

1. will ensure that stage one has been completed; if it has not, the appeal will be suspended until stage one has been completed, unless it cannot be completed due to the unwillingness of the faculty member to meet with the student
2. will ensure that both parties have a copy of these procedures
3. will examine the formal statement of the student and satisfy itself that it falls within the guidelines and timeframe as indicated above and that it is not frivolous
4. will provide the faculty member with a copy of the written appeal statement of the student
5. will invite the faculty member to submit a written response to the student’s appeal statement, and any additional documentation or evidence that the faculty member wishes to be considered
6. may request that the faculty member provide further documentation, materials, or information relevant to the appeal

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7. If deemed necessary, may hold a meeting with the Student and the Faculty Member. A student is allowed to bring one representative to this meeting as defined above, as an observer. The Committee will:
 - a. provide the Student with a copy of the Faculty Member’s written response before this meeting takes place
 - b. allow the Student and Faculty Member to address each other’s arguments
 - c. deliberate after this meeting is over and reach a final decision based on fair evidentiary grounds

8. will arrive at a final decision (with a detailed explanation for it) and report it to the Faculty Dean. The Faculty Dean will share the decision (with explanation) with the Student and the Faculty member within three (3) business days of receiving it, implement the decision, and may report to the Senate concerning the case, keeping the names of the parties involved confidential.

9. may make general recommendations intended to prevent future appeals.

10. after completing an appeal, the records will be kept for as long as is required by the Senate.

11. The decision of the Appeals & Academic Standards Committee is final and binding.

Algoma University Senate, revised June 2, 2023

Acknowledgement

Algoma University would like to acknowledge Mohawk College, OntarioTech University and Laurentian University whose academic integrity policies and procedures offered guidance for the development and revision of this policy and procedure.

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Appendix A: Examples for the defined terms at the beginning of this policy

Plagiarism: In examinations, term papers and other graded assignments, verbatim or almost verbatim presentation of someone else’s work without attribution constitutes plagiarism. This is deemed to include the presentation of someone else’s argument in the student’s own words as if it were their own, without acknowledgement. Providing accurate citations and references is essential to acknowledge the contributions of other authors to your work and to avoid plagiarism. It is thus critical that you provide accurate citations and complete references. It is against academic integrity to intentionally manipulate citations or references in your work. Improper citation and references include (however are not limited to) falsifying information, citing nonexistent sources, misquoting, and misrepresenting the work of others.

Cheating: Cheating on tests or examinations includes, but not limited to, dishonest or attempted dishonest conduct such as speaking to other students or communicating with them under any circumstances whatsoever; bringing into the examination room any textbook, notebook, or memoranda not authorized by the examiner; referring to any textbook, notebook, electronics (such as laptops, smartphones and smart watches) or memoranda while being excused to leave the room temporarily (e.g. to use the bathroom), during a test or exam; or leaving answer papers exposed to view of other students. Other common forms of cheating include (however are not limited to) purchasing essays; use the written work of fellow students; unauthorized collaboration; submitting work generated with artificial intelligence tools (e.g., ChatGPT, Quillbot, Bard, DeepL); submitting the same essay in multiple courses without permission of instructors; borrowing of answers in take-home examinations; and submitting group efforts as individual work, also come under the designation “cheating”.

Falsification and Misrepresentation: Examples include (however are not limited to): Intentional falsification or invention of experimental data or citations; having someone impersonate oneself in an examination; and providing false information to avoid attending class, meeting assignment deadlines, taking tests or examinations and/or completing assignments.

Improper Access and Improper Dissemination: Improper access and dissemination can take various forms, such as retrieving an exam through unauthorized means (such as computer hacking) or distributing course materials without the express consent of the instructor. However, these are not the only examples and there may be other actions that fall under this category.

Improper Research Practices: Improper conduct of research include, but is not limited to, failing to adhere to university policies or relevant regulatory requirements (such as health and safety regulations, regulations for the protection of researchers, human participants, or animal test subjects), manipulating experimental results, and falsifying research data.

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Obstruction and Interference: Obstruction and interference include (however are not limited to) disrupting examinations; threatening others; altering the work of others (e.g., deleting data/files, interfering with experimental data); removing or destroying library materials; and overloading an online course management system to prevent the completion of an assignment or test.

Assisting Behaviors of Academic Integrity Violation: Failure to take reasonable measures to avoid academic work from being copied or used by others, as well as sharing or selling academic work for the purpose of it being submitted by another student for grading, are both examples of intentional facilitation of academic misconduct.

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Appendix B: Notice of offence Form

<https://employees.algomau.ca/services/wsDocuments/4361>

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