Policy Title: Academic Integrity Policy

Approved by: Campus Director

Executive(s) Responsible: Academic Director

Administrator(s) Responsible: Academic Manager, Academic Assistant, and Compliance Officer

Revision Date: N/A

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Background & Scope

The Canadian College of Technology and Business (CCTB) requires students to maintain high standards of academic integrity. Students are responsible for conducting themselves honestly and ethically in all aspects of their academic career. Students are expected to abide by and conduct themselves in a manner that conforms with all aspects of this policy. To support academic honesty at CCTB, all work submitted by students may be reviewed for authenticity. In submitting their own work to CCTB, students consent to their submissions undergoing such a review and being retained in a database for comparison with other work submitted by fellow students.

Engaging in academic dishonesty of any kind will not be tolerated by CCTB.

It is the responsibility of the instructors and employees of CCTB to take reasonable steps to prevent and to identify acts of academic dishonesty. It is an instructor's responsibility to address a suspected act with the student and to notify the Student Services Department if the instructor deems academic dishonesty has occurred.

This policy applies to all current CCTB students, whether they are registered in an in-person, online, or hybrid program.

Purpose of the Policy

This policy outlines tips for avoiding academic dishonesty, defines the rules governing the use of AI in courses of study at CCTB, sanctions imposed for academic dishonesty, as well as the reporting process.

Policy Statement

1. Tips for Avoiding Academic Dishonesty

1.1. Make sure you know your instructor's expectations for all assessments. Consult the course outline for information and, when in doubt, ask your instructor. This ensures you know which resources are permitted during exams, for example.

1.2. Plan ahead: If you start your written assignments with ample time before the deadline, and start preparing/studying for your evaluations early on, you will be less tempted to engage in academic dishonesty and will avoid making mistakes (e.g., citation errors) due to pressure and lack of time.

1.3. Understand all the facets of and what is considered academic dishonesty. Ignorance is not a valid reason for committing any act of academic dishonesty.

2. Artificial Intelligence (AI) and Academic Integrity

2.1. Students must always consult with their instructor and refer to the course outline and class syllabus before using any artificial intelligence (AI) tools in class. For each individual course, instructors will define if, and when, AI tools can be used and how they should be used to maintain academic integrity. If artificial intelligence is used as a tool to complete an assessment, students must cite the tool as a source in their bibliography and explain how it was used to complete the assessment.

2.2. The inappropriate use of AI in a course of study at CCTB will be considered academic dishonesty under this policy and the appropriate sanctions will be imposed. It is the student's responsibility to be aware of and understand the rules surrounding the use of AI in each of their courses.

3. Sanctions

3.1. First Occurrence

The student will receive a written warning and a grade of 0% for the work in which dishonesty has taken place. In addition, the infraction will be noted and documented as part of the student's file by the Student Services Department.

3.2. Second Occurrence

The penalty for the second violation of academic honesty is a failing grade for the module during which the offence took place. The infraction will be noted and documented as part of the student's file by the Student Services Department.

In addition, students may be suspended for a period determined by the Student Services Department. If a student returns to continue their studies after the suspension period, he/she will be placed on Academic Probation and will be subject to immediate expulsion if any further violations occur during the probation period.

3.3. Future Violations

Any additional violation of academic honesty will result in an automatic suspension for a period determined by the Academics and Student Success Manager. For serious violations, expulsion from the Trebas Institute may be imposed and it will be noted on the student's permanent file and transcript, "Expelled for reason of academic dishonesty".

4. Process for Reporting Academic Dishonesty

4.1. Allegations of academic dishonesty must be made in writing by the faculty member to the Academic Manager and supporting documentation must be provided.

4.2. The privacy of students accused of academic dishonestly will be respected and disclosures will be limited by the Private Information Protection and Electronic Documents Act (PIPEDA).

4.3. Cases involving more than one student or across courses should be referred to the Academic Director.

4.4. Within ten (10) business days of the allegation being received, it will be determined if the allegation is founded (e.g., reasonably supported). This information will be communicated to both the individual making the allegation and the accused. An investigation will be started.

4.5. If an investigation is started, the student will receive a copy of the allegation, the supporting documentation, as well as a copy of this policy.

4.6. The student will have five (5) business days to respond to the allegation.

4.6.1. Students may acknowledge having contravened the policy and the appropriate sanction will be imposed. If they choose to proceed with this option, they will meet with the Academic Manager and sign an agreement where they admit to the contravention and accept the imposed sanction(s). They can be accompanied by a person of their choice during this meeting. They must provide the contact information for this person at least 24 hours before the meeting.

4.6.2. They also have the option of deciding to pursue with the investigation and must provide, in writing, all documents relevant to the allegation. They will then be invited to a meeting with the Academic Manager. The student will be able to present their case. They can be accompanied by a person of their choice during this meeting. They must provide the contact information for this person at least 24 hours before the meeting. After the meeting, the Academic Manager will provide a response to the student within five (5) business days of the meeting.

- If the judgement is that academic dishonesty occurred, with the response, the Academic Manager will submit an agreement to the student where they must accept the imposed sanction(s). The student must return this agreement, signed, within three (3) business days of receiving the response.

- If the judgement is that academic dishonesty has not occurred, the investigation will be completed.

4.7. If the student does not respond within the allotted time frame, they forfeit their right to be heard during a meeting with the department head and the sanction(s) proposed will automatically be imposed. The same applies if the student does not sign the agreement on time.

All information disclosed during this process is, and will remain, confidential.

5. Violation of Assessment Protocol

5.1. If faculty members or assessment supervisors suspect that a student demonstrated behaviours indicative of academic dishonesty without documented evidence of breach of academic integrity, the incident must be reported and documented.

5.1.2. Behaviours indicative of academic dishonesty include unintentional commission of cheating, plagiarism, academic misconduct, or unauthorized use of AI.

5.2. The report and documentation must be submitted to the Academic Manager who must make one of the following determinations:

5.2.1 Academic penalty between 10-50% of the student's mark in the assessment in question.

5.2.2. Submission of the assessment as is, whether completed or not, without possibility of a re-write. The mark received for the assessment will be used as the mark awarded.

5.2.3. Inability to participate in group work for the continuation of the course and/or program.

Definitions

Academic Dishonesty: Academic dishonesty is any action that does not conform with the principles of integrity, honesty, respect, fairness, and responsibility. Any behavior or action by a student that could help him/her obtain any type of unfair/unearned academic advantage or credit in a learning environment, counts as academic dishonesty.

Academic Misconduct: A form of academic dishonesty that includes tampering with grades, taking part in obtaining or distributing any part of a test, stealing, buying, selling, or distributing all or part of a test, answer key, or any other document. Academic misconduct also includes impersonating another student, or permitting someone to impersonate you, in any assessment.

Artificial Intelligence (AI): According to Encyclopedia Britannica, AI is "the ability of a digital computer or [tool] to perform tasks commonly associated with intelligent beings". Examples of AI tools include: ChatGPT, Siri, and DeepL.

Cheating: A form of academic dishonesty, cheating is an act of deception by which a student misrepresents that he or she has mastered information on an assignment, test, project, or other academic exercise. This can include assisting another student in misrepresenting their mastery of course information. Examples include, but are not limited to, copying from another student's test paper or assignments; allowing another student to copy from a test paper or assignments; and using the course textbook, electronic devices, or other materials, such as formula sheets, not authorized for use during a test.

Fabrication: A form of academic dishonesty involving the intentional use of invented information or the falsification of research or other findings. Examples include inventing data or a source of information, listing sources not used in a bibliography, and submitting another's work as one's own.

Plagiarism: A form of academic dishonesty that occurs when a person engages in intellectual theft by presenting and submitting oral or written work of another person as their own. It includes but is not limited to the use of ideas, words, images, phrases, or digital content belonging to or produced by another and claiming it as one's own intellectual property instead of using proper referencing procedures. When a student submits a

work for credit and places his/her name on it, the student is certifying that the work is their own original submission, unless otherwise acknowledged and attributed.

Re-Use of Work: A form of academic dishonestly where an individual submits their own work for credit in more than one course without the permission of the instructors, or resubmits work, in whole or in part, for which credit has already been granted.

Related Legislation

- Private Information Protection and Electronic Documents Act (PIPEDA)

Related Policies

Policy Name	Policy Number
Academic Standing, Promotion, and Graduation Policy	
Student Code of Conduct	
Student Dismissal Policy	

Document History

Date	Approval/Review/Key Change(s)