



## George Brown College Academic Integrity Policy

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### PURPOSE

George Brown College is committed to the highest standards of academic integrity. This policy seeks to ensure that all students understand their rights and responsibilities in upholding the values of academic integrity, that students receive an accurate and fair assessment of their work, and that the integrity of George Brown College’s community is accessible to all students, faculty and staff.

### SCOPE

George Brown College believes that the development of integrity-based practices is fundamental to the learning process and success in the workplace. All members of George Brown College’s community,

including students, faculty and staff, must uphold the values of academic integrity, honesty, equity and responsibility, and must demonstrate a commitment to these values in all academic endeavours.

## DEFINITIONS

This section includes an explanation of terms and abbreviations used within the policy and procedure.

<b>Word/Term</b>	<b>Definition</b>
Academic Environment	Anywhere learning takes place including but not limited to classrooms, labs, Library Learning Commons facilities, and digital and online resources
Academic Integrity	Demonstration of the values of honesty, equity, trust, fairness, respect and responsibility in all forms of learning and scholarship
Assessment	Any form of student activity in a course which contributes to a grade
Expulsion	When a student has been directed to leave the college. This may be for a period of 12 months or more.
Fabrication	The intentional invention and/or unauthorized alteration of any information or citation in an academic endeavour
Faculty	The academic staff responsible for the course
Experiential Learning	Any opportunity provided through the College for students to develop applied knowledge and/or work experience in their field
Policy	A statement of basic principles, rules, regulations and/or guidelines, developed and enforced to direct and/or limit actions and activities
Procedure	The operational processes required to implement college policy, to be provided as a clear sequence of instructions to be followed
Suspension	When a student has been directed to leave the college for a period of time but is allowed to return based on the conditions set by the decision maker. Suspensions can be for a period of between one day and one year.
Working Day	Monday to Friday, excluding statutory holidays or any other day in which the college has publicly announced that it is not open for business.

## POLICY

### 1.0 General Principles

- 1.1** George Brown College seeks to promote an environment that supports academic integrity with an emphasis on honesty, equity, trust, fairness, respect and responsibility.
- 1.2** Academic integrity applies to all academic endeavours, including teaching, learning, scholarship and field placement.

- 1.3 Student development and demonstration of academic integrity is intended to prepare students to achieve success in their fields of practice while maintaining the integrity of all George Brown College credentials, as well as those of its students and faculty.
- 1.4 Every member of the George Brown College community has the right to be treated equitably through a fair and transparent process in response to allegations of breaches of the College's Academic Integrity Policy.
- 1.5 Matters relating to academic integrity must be addressed in a professional and respectful manner that respects the confidentiality of all members of George Brown College's community and supports the college's commitment to maintaining a supportive environment for learning. These efforts should occur within an environment of integrity, partnership, fairness, respect, and transparency

## 2.0 Guidelines

- 2.1 George Brown College is committed to ensuring that all students develop integrity-based academic practices in order to prevent breaches of academic integrity, intentional or otherwise, which are considered serious offences.
- 2.2 The course outline will include specific reference to this policy, and faculty will provide direction to students for acknowledging the ideas, writing and work of others for individual assessments.
- 2.3 Students, individually and in groups, are responsible for demonstrating behaviour that is honest and ethical in their academic work. Such behaviour includes but is not limited to the following:
  - 2.3.1 Abiding by George Brown College policies and provincial and federal legislation;
  - 2.3.2 Submitting their own original work for all assessments, whether individually or in group work;
  - 2.3.3 Fully citing and referencing sources, and respecting the authorship and work of others;
  - 2.3.4 Following the expectations provided by faculty for working in groups, including respecting (and crediting when applicable) the thoughts and ideas of others;
  - 2.3.5 Adhering to the principles of academic integrity when conducting and reporting original research and scholarship:
    - 2.3.5.1 (See George Brown College's **Integrity in Scholarly Research and Scholarship Policy** for details:  
<http://www.georgebrown.ca/research/documents/rebintegrity.pdf>);
  - 2.3.6 Preventing their work from being used by others without faculty authorization [e.g. not posting work/class slides, notes, tests and recordings either physically or electronically]:
    - 2.3.6.1 (See George Brown College's **Copyright Policy** for details:  
<http://www.georgebrown.ca/uploadedFiles/GBCLLC/Pages/Home/Research/Copyright%20Policy%20-%20Approved.docx>);
  - 2.3.7 Asking for clarification of expectations as necessary. Students who are in any doubt as to whether an action on their part may be viewed as a breach of

academic integrity should ask their faculty and/or consult other relevant George Brown College resources pertaining to integrity-based practices.

- 2.4 Any breach of academic integrity, intentional or unintentional, is subject to the conditions and resolutions outlined in this policy [see **Section 4.0**].
- 2.5 Any action that encourages, enables, or causes others to attempt or commit an act constituting a breach of academic integrity is considered a breach of academic integrity.
- 2.6 Faculty may question the academic integrity of the work of students without prior evidence. Such inquiries do not necessarily mean that a breach of academic integrity has occurred, and should be seen as an act of due diligence on the part of faculty unless otherwise stipulated.
- 2.7 For further details on integrity-based practices, students, faculty and staff are encouraged to take advantage of George Brown College Library Learning Commons resources.

### 3.0 Forms of Breaches of Academic Integrity

**3.1 Cheating:** This includes but is not limited to the following:

- 3.1.1 The use or possession of unauthorized aids or use of unauthorized assistance in any academic examination or term test or in connection with any other form of academic work (e.g. cheating during a test or an examination or theft of an examination);
- 3.1.2 Collaborating on exams, tests, projects or assignments when faculty instructions are to work independently.

**3.2 Plagiarism:** Plagiarism is the act of taking credit for the work of others and is a serious academic offence, which includes presenting the work, words, images, and/or ideas belonging to others as one's own without identifying and giving proper credit to the original source. This includes, but is not limited to the following:

- 3.2.1 The use of a direct quotation, paraphrasing or expressing another's idea without identifying the source;
- 3.2.2 Submission of any work as one's own when it has been prepared by another, either partially or in full;
- 3.2.3 Failure to give credit for work that was done in collaboration;
- 3.2.4 The submission of any work that has been previously submitted, by the student or another person, for credit or has been, is being, or will be submitted for credit in another course or program of study in the College or elsewhere.

**3.3 Damaging, Tampering or Interfering with the Academic Environment:** This includes but is not limited to the following:

- 3.3.1 Obstructing the academic activities of others;
- 3.3.2 Altering the work of others in order to gain academic advantage, including but not limited to tampering with, removing, destroying or otherwise altering any

work, experiments or laboratory assignments, whether one's own or those of another student, staff or faculty;

- 3.3.3 Removing, altering, misusing or destroying George Brown College property to obstruct the work of others;
- 3.3.4 Unauthorized access to, stealing, or tampering with any course-related materials;
- 3.3.5 Unauthorized access to, or tampering with, Library Learning Commons (LLC) materials, including hiding materials in a place where they will not readily be found by other members of the George Brown community.

**3.4 Fabrication and/or Improper Academic Research Practices:** Academic research includes the collection, analysis, interpretation and publication of information or data obtained in the scientific laboratory or in the field. Forms of improper research practices include but are not limited to the following:

- 3.4.1 Dishonest reporting of investigative results, either through fabrication or falsification;
- 3.4.2 Taking or using the research results of others without permission or due acknowledgement;
- 3.4.3 Misrepresentation or selective reporting of research results and/or methods used;
- 3.4.4 The submission for credit of any academic work containing a purported statement of fact and/or reference to a source that has been fabricated. This includes statements and references fabricated by the student and those the student knows to be fabrications.

**3.5 Forging or Falsifying Documents in print or electronic form:** This includes but is not limited to the following:

- 3.5.1 Forging, altering, or in any other way falsifying any document or evidence required for admission to the College;
- 3.5.2 Forging a document or the signature on a document such as a doctor's note, letter of recommendation, letter of permission, or educational record;
- 3.5.3 Circulating or making use of any forged, altered, or falsified document.

**3.6 Impersonation:** This includes but is not limited to the following:

- 3.6.1 Students taking part in the impersonation of, or the act of having another person impersonate, another student at any academic assessment or in connection with any other form of academic work.

**3.7 Inappropriate Use of Digital Technology:** This includes but is not limited to the following:

- 3.7.1 Use of digital technology to interfere with or alter the work of another George Brown College student, faculty member, or staff;
- 3.7.2 Use of digital technology to obtain an unauthorized academic advantage on an assignment, test, or examination;

- 3.7.3 Unauthorized entry into an electronic file for the purpose of using, reading or changing its contents;
- 3.7.4 Unauthorized transfer of one or more files or part of the data contained within a file;
- 3.7.5 Unauthorized use of another's identification and password.

**3.8 Copyright:** Students and faculty must comply with the laws regarding copyright and trademark, as well as with licensing agreements pertaining to the use of print and electronic materials, software, databases, and all other resources and materials.

- 3.8.1 See George Brown College's **Copyright Policy** for details:  
<http://www.georgebrown.ca/uploadedFiles/GBCLLC/Pages/Home/Research/Copyright%20Policy%20-%20Approved.docx>.

#### 4.0 Resolutions to Breaches of Academic Integrity

- 4.1 If a member of George Brown College's community other than faculty has reason to believe that a breach of academic integrity has occurred, that person is expected to report the matter to the faculty of the course or the appropriate academic Chair within 10 working days of detection
- 4.2 Process for Invigilator (Exam Supervisors): If an invigilator who is not the student's professor and who may not be a faculty member has reason to believe that a student is cheating during an examination, they will:
  - 4.2.1 Inform the student that they believe that a breach of academic integrity has occurred and give reasons. The process and timing (for example whether the student is informed during or at the conclusion of the exam) will be determined by the Chair at the program level.
  - 4.2.2 Provide a full written report including the student's name, identification number and the nature of the breach to the George Brown College student's faculty member and Chair, who will follow up according to the provisions provided in this policy.
- 4.3 If a faculty member finds that a student has acted in a manner that breaches academic integrity, the faculty will pursue either an informal or formal resolution. The appropriate resolution process will be identified by the faculty based on the nature of the breach and entered into the Academic Integrity Breach Reporting portal.

*[NOTE: The Academic Integrity Breach Reporting portal was designed in concert with the College's Academic Integrity Policy. The intention of this portal is to provide faculty with a quick and easy electronic method to report on and track student breaches of academic integrity in the courses they teach. In a few simple clicks the portal will:*

1. *Identify the type of academic integrity breach and the measures taken to address it*
2. *Generate an automatic notification email to students (faculty are also cc'd on this email)*
3. *Automatically populate a faculty's own personal database or 'breach list' of academic integrity violations they have addressed*

4. *Provide a record available to Program Chairs in the instance of a formal resolution*

*All full-time and contract faculty will be provided access to their own Academic Integrity Breach Reporting Portal in September 2019. More detailed information and support will be provided in advance of September 2019.]*

In cases of an informal resolution, guidance may be sought from the academic Chair at the faculty member's discretion.

4.3.1 **Informal resolutions** [see Appendix #1 for informal resolution process] will be pursued in instances where the faculty determines that a relatively smaller penalty or a demonstration of learning by the student concerning the breach of academic integrity is the best possible outcome. During an informal resolution, the faculty will impose one or more of the following actions:

4.3.1.1 Require the student to redo the work, or complete supplementary work or assignments including but not limited to the LLC tutorial on academic integrity [see 'Resources' section];

4.3.1.2 Deduct marks from, or assign a failing grade to, the work in question.

4.3.2 **Formal resolutions** [see Appendix #2 for formal resolution process] will be pursued in instances where the faculty determines a breach (or a number of breaches) of academic integrity warrants an action greater than assigning a failing grade for the work in question. The result of a formal resolution may include one or more of the following actions:

4.3.2.1 Failure of the course in which the breach of academic integrity occurred;

4.3.2.2 Suspension from the course in which the breach occurred, or from the program of study;

4.3.2.3 Expulsion from the program of study and/or George Brown College.

**4.4** All breaches of academic integrity described in this policy, whether they are resolved by an informal or formal process, will be recorded using the Academic Integrity Breach Reporting portal. A report outlining the nature of the breach and the proposed resolution will be submitted by the faculty to the academic Chair or designated support person as well as the Office of Academic Excellence using their electronic Academic Integrity Breach Reporting portal after the faculty member has communicated the resolution to the student.

**4.5** Faculty will only have access to their own Academic Breach reports. In keeping with the principles of Academic Integrity, faculty will ensure complete confidentiality and these reports will not be shared.

**4.6** A student's record of breaches of academic integrity will be available to the relevant academic Chair and may inform decision making related to future breaches. Otherwise these reports are

completely confidential. A record of a student's breaches will be kept for a maximum of 5 years at the program level.

**4.7** Breach reports do not appear on a student's transcripts or permanent academic record.

**4.8** A student has a right to appeal a formal resolution. The appeal will be heard by the program's respective Dean. The Dean will mirror the steps in Appendix #1 (informal appeal process) or Appendix #2 (formal resolution process) acting in the role of the Chairperson.

## Appendix #1 Informal Resolution Process

**Summary of steps, timelines, and responsibilities in the event of a suspected breach of academic integrity where the faculty member has determined an Informal Resolution will be pursued.**

- 1.0** If the faculty discovers or is made aware of an apparent breach of academic integrity and wishes to pursue an informal resolution with the student, faculty must begin the process within 10 working days of detection by outlining the nature of the concern to the student in person and/or by George Brown College email.
- 2.0** A report outlining the nature of the breach and the proposed resolution shall be submitted by the faculty to the academic Chair, or designated support person.
- 3.0** The student must be advised by the faculty that a report will be retained by George Brown College for a period no longer than 5 years. These reports are completely confidential. They will not appear on a student's transcripts or permanent academic record. They may be referenced by a program Chair in instances of multiple Academic Integrity violations.

## Appendix # 2 Formal Resolution Process

**Summary of steps, timelines, and responsibilities in the event of a suspected breach of academic integrity where the faculty member has determined a Formal Resolution will be pursued.**

- 1.0** The faculty must outline the nature of the concern to the student and the Chair in writing within 10 working days of detection. As with the informal resolution, the faculty will communicate the nature of the concern to the student in person (if possible) and by George Brown College email.
- 2.0** If the faculty member is unavailable during the review of a breach of academic integrity, the Chair, or a delegate of the Chair's choosing, will assume the role of the faculty member during the Formal Resolution Process:
  - 2.1.1** If the Chair is acting as the faculty member for the course, another appropriate administrator within the department must take over the role of the Chair during the Formal Resolution Process.
- 3.0** A student may bring a support person, including a Student Association advisor, to meetings relating to their academic issues. This person may accompany a student to any meeting concerning disciplinary matters during a formal resolution.
- 4.0** The Chair must give the student an opportunity to discuss an alleged breach of academic integrity prior to imposing the conditions of a resolution. After reviewing the facts of the case and any previous case or cases, the Chair will impose one or more of the following conditions in consultation with their Dean:
  - 4.1.1** Assign a grade less severe than "F" for the course;
  - 4.1.2** Assign a grade of "F" or "0%" for the course;
  - 4.1.3** Suspension from the program of study;
  - 4.1.4** Expulsion from the program of study and/or from George Brown College.



**Resources:**

**Academic Honesty Tutorial:**

[https://www.georgebrown.ca/uploadedFiles/GBCLLC/Pages/Home\\_Page/Study\\_Tools/AHT/index.html](https://www.georgebrown.ca/uploadedFiles/GBCLLC/Pages/Home_Page/Study_Tools/AHT/index.html)

**Avoiding Plagiarism:**

<http://www.georgebrown.ca/ilc/studytools/plagiarism/>

**Library Learning Commons:**

<http://www.georgebrown.ca/ilc/>

**Research Success Tutorial:**

[http://www.georgebrown.ca/uploadedFiles/GBCLLC/Pages/Home\\_Page/Study\\_Tools/RST/RST\\_homepage.htm](http://www.georgebrown.ca/uploadedFiles/GBCLLC/Pages/Home_Page/Study_Tools/RST/RST_homepage.htm)

### **NON-COMPLIANCE IMPLICATIONS**

This policy has been sanctioned by George Brown College, requiring compliance across the college. Failure to comply with this policy may result in disciplinary measures commensurate with the offence.

### **SUPPORTING DOCUMENTATION**

Appendix 1: Informal Resolution Process

Appendix 2: Formal Resolution Process

### **RELATED POLICIES**

Academic Appeals Policy

Code of Conduct – Academic Staff

Code of Student Behaviour and Community Standards

Copyright Policy

Expression of Educational Concerns and Complaints Policy

Office of the Registrar's Policies

### **RELATED MATERIALS**

Academic Appeal Hearing Manual (available from the Office of Academic Excellence)

