

**TITLE: Academic Integrity Policy**

**Date of Approval:** August 8, 2023

**Mandatory Review  
Date:**

**Approved By:**

Board of Governors

President and Vice  
Presidents

**Effective Date:** September 1, 2023

Monitor throughout the  
academic year 2023/2024

## 1. Scope

All members of the Sheridan community including Faculty members, Staff and Students are required to follow the Academic Integrity Policy and Procedure if there is a suspected breach of academic integrity by a Student. The steps, including sanctions, outlined in the Academic Integrity Procedure apply only to Students.

This Policy, and the supporting Procedure, also applies to all students enrolled in Ontario Learn courses hosted by Sheridan College. Further to Ontario Learn Academic Policy<sup>1</sup>, the Host College addresses all matters related to academic integrity as well as any resulting academic appeals.

## 2. Definitions

Academic Faculty - the larger academic unit within which individual Faculty members teach.

Faculty member - all teaching employees as covered under the Academic Employees Collective Agreement and those with non-full-time status.

Sheridan - Sheridan College Institute of Technology and Advanced Learning.

Staff - all employees of Sheridan.

Student – means any individual who is admitted, enrolled, or registered for study at Sheridan. Individuals who are active in a program, but not enrolled in classes for a particular term (e.g. on a vacation or coop term) are considered to have a continuing student relationship and are included in the definition of student.

Academic Integrity - the expectation that faculty members, staff, students, researchers, and all members of the academic community act with honesty, trust, fairness, respect and responsibility.

Breach of Academic Integrity - academic or research conduct or actions which undermine the fundamental values of academic integrity.

## 3. Policy Statement

Sheridan is committed to upholding the highest standards of academic integrity. Sheridan expects that Students will only claim credit for their own ideas, writing, projects, and creations. Where others have contributed, or non-original ideas have been included, Students will give proper recognition and reference. Students are expected to refrain from seeking unfair academic advantage in any academic work, whether graded or ungraded. Refer to Appendix A for a list of examples of breaches of the Academic Integrity Policy.

All Sheridan Faculty members, Staff and Students are expected to know their respective roles and responsibilities when breaches of academic integrity occur. It is important that Faculty members set clear expectations in their course syllabus and/or assignment instructions. Faculty members should report and document suspected breaches of academic integrity. Sheridan is committed to supporting the investigation and resolution of all suspected breaches of academic integrity under this Policy and Procedure. If a breach of academic integrity occurs, the supporting Academic Integrity Procedure will be used to determine an appropriate sanction. A lack of awareness of the Academic Integrity Policy and/or Procedure is not an acceptable explanation for a breach under this Policy.

All Academic Integrity Breach sanctions will appear on the student record; however, Sanction 1 and Sanction 2 will not appear on a Student's official transcript. When a TM (Enrolment Terminated) grade (Sanction 3 and Sanction 4) is issued, the grade of TM will be reflected on the official transcript of the student and is considered the grade earned in the course where the breach occurred. An Academic Suspension (Sanction 5) will appear on the official transcript up to three years from date of issuance, while an Academic Expulsion (Sanction 6) is considered permanent. Students may request the removal of the Academic Expulsion from the transcript after 5 years from the date when the sanction was initially applied, however, the Academic Expulsion sanction will remain on the student record.

Sheridan is committed to balancing the use of sanctions under this Policy and Procedure with prevention and educational-based efforts to reduce breaches of academic integrity. Sheridan will make Turnitin text-matching software available for Students and Faculty members to text-match written work. An acceptable procedure for use of this capability has been established. Turnitin AI detection software may be used by Faculty members to screen assignment submissions or exams for unauthorized use of artificial intelligence. Prevention and education are a shared responsibility across the Sheridan community and must include Staff, Faculty members, Students, Academic Faculties, Student Affairs, Student Union, Library & Learning Services, Office of the Registrar, Centre for Teaching and Learning, International Services.

#### **4. Principles**

The Academic Integrity Policy and Procedure are an affirmation and clarification for all members of the Sheridan community of their respective obligation(s) to maintain the highest standards of academic integrity. The principles of this Policy include:

- a. promoting an environment of academic integrity that values honesty, trust, fairness, respect, responsibility, and courage<sup>2</sup>;
- b. upholding the academic excellence of Sheridan including its programs and curriculum;
- c. protecting the integrity of Sheridan credentials that help Students and graduates achieve success in their fields of practice; and
- d. ensuring that grades for all Students provide an accurate assessment of their work and that students do not gain unfair academic advantage.

## 5. Information & Communication

Students, Faculty members and Staff are informed of Sheridan policies and procedures in several ways. By the time a policy is adopted, it has been reviewed and approved by internal operational committees and governance bodies many of which include representation by Students and faculty members.

Faculty members and Staff receive an internal staff communication which highlights new or significant changes to existing policies and procedures. Each academic year an aggregated summary of academic integrity breaches and sanctions will be shared with Sheridan Faculty members and Staff and with Students through the student information system portal.

As a part of the admissions process, Students are required to acknowledge that they have read all of Sheridan's academic policies and procedures and agree to adhere to any new or amended policies and procedures. Changes to existing and new academic policies and procedures will be broadly communicated to Students through various means and the Sheridan community is responsible for remaining up to date with all of Sheridan's policies and procedures.

Any decision made under this Policy and/or Procedure meets the criteria for appeal under the 'Academic Appeals & Consideration Policy and Procedure' as academic integrity breaches/sanctions are academic in nature.

Responsible Area(s): Academic Faculty / Office of the Registrar

Contact / Support: Student Affairs - [askanadvisor@sheridancollege.ca](mailto:askanadvisor@sheridancollege.ca)

Office of the Registrar - [registrar@sheridancollege.ca](mailto:registrar@sheridancollege.ca)

### ***Related Documentation (Procedures/Additional Policies/Forms)***

[Academic Integrity Procedure](#)

[Turnitin Procedure](#)

[Breach of Academic Integrity Form](#)

[Academic Integrity Remediation Form](#)

[Academic Appeals and Consideration Policy](#)

[Academic Appeals and Consideration Procedure](#)

[Admission Policy](#)

[Prior Learning Assessment and Recognition \(PLAR\) Policy](#)

[Student Code of Conduct](#)

[Academic Standing Policy](#)

[Free Speech Policy](#)

## Appendix A – EXAMPLES OF ACADEMIC INTEGRITY BREACHES

The following summary provides selected definitions and examples for specific behaviors that constitute breaches of academic integrity. These examples are intended to educate all parties as to what types of behaviours fall under this Policy and to provide some context in which to apply the current Policy and Procedure.

This section is not meant to be a complete or comprehensive list of all possible breaches of academic integrity. Each situation should be assessed by the Faculty member or Associate Dean applying the Policy and Procedure considering specific facts in each scenario.

**Implications of Criminal Acts:** It should be noted that some breaches of academic integrity may also involve criminal acts which are liable to criminal prosecution as well as academic sanctions by Sheridan, and such examples include theft and impersonation.

### EXAMPLES OF ACADEMIC INTEGRITY BREACHES

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| <p><b>Cheating</b> is the attempt to gain an improper advantage on an academic evaluation.</p> | <ul style="list-style-type: none"> <li>• Stealing, reproducing, circulating or otherwise gaining prior access to examination materials;</li> <li>• buying a paper from a research service or a paper mill, or obtaining a paper written by a peer, relative, or friend and submitting it as your own (<b>contract cheating</b>);</li> <li>• copying another person’s answer to an examination question;</li> <li>• consulting an unauthorized source (e.g., textbooks, website, cheat-sheet, another Student) during a test or examination unless specifically instructed to do so by the Faculty member;</li> <li>• communicating verbally, or otherwise, with another Student(s) during a test or examination, unless specifically instructed to do so by the Faculty member;</li> <li>• obtaining assistance by means of software and hardware (e.g., digital watches, cell phones, headphones, group chats) or other aids which are not approved by the Faculty member (Note: all electronic devices must be turned off and out of sight during exams or tests unless the Faculty member specifies otherwise);</li> <li>• completing an assignment in collaboration with others without explicit permission from the Faculty member; completing independent work as a group;</li> <li>• possessing, using, or sharing materials, resources, exam questions and solutions, technologies, or other sources which are not permitted; distributing or accessing intellectual property without permission (e.g., misuse or unauthorized distribution of or access to instructional or assessment materials, instructions, and other related content);</li> <li>• changing a grade or record of an examination result;</li> <li>• offering for sale or other benefit essays, drawings, portfolio elements, or any other academic work, in whole or in part, to other Students who may submit the work as their own; and/or</li> <li>• preparing work, in whole or in part, with</li> </ul> |
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|  | <p>the expectation that this work may be submitted by another Student as their own work.</p>   |
| <p><b>Plagiarism:</b> is the act of presenting another person’s words, research, or ideas as your own without acknowledging the source of the information used.</p> <p>Plagiarism can be <b>intentional</b> and <b>unintentional</b>.</p> <p>Unintentional plagiarism occurs when a student attempts to cite and reference sources included in their work but does not follow the citation/referencing format for the assignment due to a lack of understanding of the required citation style. Examples of unintentional plagiarism are failure to cite a source that is not common knowledge, failure to quote an author’s exact words, even if documented, or failure to paraphrase or summarize in your own words even if the source is referenced and/or cited.</p> <p>Unintentional plagiarism <b>does not constitute</b> a breach of academic integrity but may result in a reduced grade within the assigned task or activity. Instances of unintentional plagiarism should be used as a teachable moment for a student; Faculty members may refer students to tutoring or academic integrity remediation in Library and Learning Services.</p> <p><b>Intentional plagiarism</b> refers to the deliberate and dishonest claims of authorship, whether through the exclusion of citations and references or misrepresentation of the true author. Intentional plagiarism <b>constitutes</b> a breach of academic integrity.</p> | <ul style="list-style-type: none"> <li>• Copying an essay, project, visual art piece, programming code, or other type of work and then submitting it as your own work;</li> <li>• copying another person’s words without the use of quotation marks and appropriate references to signify that these are excerpts from someone else’s work;</li> <li>• presenting another person’s ideas or theories in your own words without acknowledging that person;</li> <li>• presenting someone else’s technical, programming, digital information, thinking or expertise as your own (e.g., architectural sketches, computer programs, or 3D models);</li> <li>• submitting as your own the musical scores, dance routines, visual art pieces, sketches, drawings, photographs, etc. created by another artist;</li> <li>• inappropriate use and attribution of both digital and physical media, such as photographs, illustrations, comics, paintings, maps, videos, logos, and fonts as well as uniquely online visuals, such as social media posts, memes, emojis, collages, webpage and mobile app layouts and templates, banners and advertising graphics, machinima, mashups, mods, and skins;<sup>[1]</sup></li> <li>• a fanart based on someone else’s visual or literary work is not acceptable in a project that is submitted for grading.</li> <li>• submitting substantial portions of the same work to more than one course without consulting the faculty members who teach the courses (self-plagiarism);</li> <li>• submitting work that has been altered by someone else (e.g., web sites) as your own. Obtaining feedback from others is encouraged as an important part of the learning process but it is very important that you get suggestions and then make necessary changes yourself. It is not appropriate for you to have someone modify or correct your work and then submit the work as your own; and/or</li> <li>• not giving credit to a person with whom one has collaborated to create a product.</li> </ul> |

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|   | <p>All individuals who have contributed ideas or insights into the work produced should be acknowledged.</p>  |
| <p><b>Impersonation:</b> is taking someone else's place or having someone else take your place in class, in a test, examination or interview, presentation or field placement, when that situation involves academic evaluation.</p>            | <ul style="list-style-type: none"> <li>• Impersonating oneself in class, in a test or examination, or in connection with any other type of assignment in a course. Both the impersonator and the individual impersonated may be sanctioned.</li> </ul>  |
| <p><b>Improper Research Practice:</b> Academic research includes the collection, analysis, interpretation and publication of information or data obtained in the scientific laboratory or in the field.</p>                                     | <ul style="list-style-type: none"> <li>• Dishonest reporting of investigative results, either through fabrication or falsification;</li> <li>• taking or using the research results of others without permission or due acknowledgement; and/or</li> <li>• misrepresentation or selective reporting of research results or the methods used.</li> </ul>   |
| <p><b>Falsification or unauthorized modification of an Academic Document/Record:</b> It is an act of academic dishonesty to falsify, fabricate or in any way modify, either through leaving out or changing an academic document or record.</p> | <ul style="list-style-type: none"> <li>• Forging a document or the signature on a document such as a doctor's note, letter of recommendation or letter of permission;</li> <li>• unauthorized modification of placement or co-op related forms, including, timesheets, contracts and other learning-based reports;</li> <li>• falsifying information on an official document such as grade reports, drop/add form, ID card or other College document; and/or</li> <li>• improper actions in the context or pursuing Advanced Standing or Prior Learning Assessment and Recognition may breach this Policy.</li> </ul> |
| <p><b>Obstruction of the Academic Activities of Another:</b> It is a violation of academic integrity to interfere with the learning activities of another in order to gain unfair academic advantage.</p>                                       | <ul style="list-style-type: none"> <li>• A student behaving in any way that limits the academic opportunities of other students by impeding their work or their access to educational resources</li> </ul>  |
| <p><b>Inappropriate Use of Digital Technology</b></p>   | <ul style="list-style-type: none"> <li>• Unauthorized use of Artificial Intelligence. Engagement and dialogue between Faculty members and students is important to establish a clear understanding of the appropriate use of generative AI tools. Faculty members should provide clear instructions on acceptable and unacceptable use of AI</li> </ul>   |

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|   | <p>tools on any type of evaluation.</p> <ul style="list-style-type: none"> <li>• Unauthorized entry into a computer file for the purpose of using, reading or changing its contents;</li> <li>• Unauthorized transfer of one or more files or part of the data contained within a file;</li> <li>• Unauthorized use of another's identification and/or password; and/or</li> <li>• Use of computing facilities to interfere with, or alter the work of another Student, Faculty member, or Sheridan Staff member.</li> </ul> |
| <p><b>Aiding and Abetting:</b> Encouraging, knowingly enabling or causing others to do, or attempt, any of the above with intent to mislead a faculty member, academic unit, program, office or committee as to a Student's academic status, qualifications, actions or preparation shall be considered a breach of academic integrity.</p> | <ul style="list-style-type: none"> <li>• Giving another student an assignment or a test from a previously taken course.</li> <li>• Lending solutions to an assignment or exam to another student.</li> <li>• Causing a distraction in a testing situation.</li> <li>• Helping a student cheat in an exam.</li> </ul>   |

[1] Foxe, J. P., Miller, A., Farrelly, G., Hui, V., Nubla, D., & Schindler-Lynch, C. (2022). Visual plagiarism: Seeing the forest and the trees. In *Academic integrity in Canada: An enduring and essential challenge* (pp. 267-289). Cham: Springer International Publishing.

#### References:

Note: Sheridan wishes to acknowledge York University and Mohawk College as sources for parts of this policy.

Mohawk College. (2008). Corporate policy: Academic honesty. Retrieved from <http://www.mohawkcollege.ca/Assets/Policies/C705.pdf>

York University. (2011). Secretariat policies: Academic honesty. Retrieved from <http://secretariat-policies.info.yorku.ca/policies/academic-honesty-senate-policy-on/>

#### Resources:

##### Students

[Academic Integrity Tutorial](#)  
[Citation Guides](#)  
[Guide to Using Sources](#)  
[Research Guides](#)  
[Academic Skills Hub](#)  
[Academic Integrity Remediation](#)

##### Faculty Members

[Academic Integrity Resources for Faculty](#)