



## ACADEMIC INTEGRITY POLICY

Classification:	Academic
Responsible:	Director, Administration Team, Instructional Team
Executive Sponsor:	Director
Approval Authority:	Director
Date First Approved:	June 1, 2021
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### A. PURPOSE

The Academic Integrity Policy describes the high standard of academic integrity required across The Learning Company's community as a foundation for effective teaching and learning.

### B. SCOPE

This Policy applies to all members of The Learning Company community including applicants, students, graduates, and employees. This Policy applies to all activities in any academic environment including classes, labs, online, learning management system, practicum experience, and research activities.

### C. DEFINITIONS

#### **Academic Integrity:**

Academic Integrity refers to adhering to the values of honesty, trust, fairness, respect, and responsibility in the performance of all academic activities.

#### **Academic Misconduct:**

Academic Misconduct refers to dishonest activities related to academic work.

#### **Academic Work:**

Academic Work refers to any graded or ungraded student work that demonstrates mastery of academic outcomes such as assignments and tests.

#### **Advisement:**

Advisement involves advising the student of the Academic Integrity Policy after a confirmed or suspected incident of academic misconduct.

#### **Copyright Infringement:**

Copyright Infringement involves failing to comply with laws regarding copyright, trademark and licensing materials.



**Expulsion:**

An expulsion is an action which permanently removes a student from attending The Learning Company.

**Fabrication of Research:**

Fabrication of Research involves dishonest reporting of results, using the research of others without permission or acknowledgment, or misrepresenting research and research methods used.

**Falsifying Information:**

Falsifying Information involves forging, altering, or misrepresenting credentials, academic records, grades, evaluations, medical notes, letters of recommendations, etc.

**Impersonation:**

Impersonation is the misrepresentation of identity by taking a test for another person, or having another person take an assessment for you.

**Plagiarism:**

Plagiarism is the act of using someone else's work as your own. This may include but is not limited to: submitting another individual's work as your own, allowing another student to complete work for you, not giving credit for work done collaboratively. Plagiarism may occur in the use of images, ideas, written text, computer code, etc.

**Procurement:**

Procurement involves buying, selling or assisting in the distribution of academic materials without consent of the instructor and/or The Learning Company.

**Student:**

A student is an individual who has applied for admission, is currently enrolled, or has previously been as a student at The Learning Company.

**Student Record:**

A Student Record is the information which is contained within a student's file which may include personal information, admission, registration, academic, and disciplinary history at The Learning Company.

**Support Person:**

A Support Person is an individual who attends a meeting with a student. A Support Person is not entitled to speak on behalf of the student and serves in a support and observation role.

**D. POLICY**

The fundamental values of honesty, trust, fairness, respect and responsibility in the performance of academic activities is integral to The Learning Company's core mission and



values. All members of The Learning Company community are expected to behave in a manner that is consistent with the values of Academic Integrity.

## **1. ACADEMIC INTEGRITY**

- a) The College is committed to supporting Academic Integrity and to uphold the fundamental values of honesty, trust, fairness, respect, and responsibility.
- b) All members of the College community have a duty to uphold academic integrity and report suspected incidents of misconduct.
- c) All student work submitted to The Learning Company may be reviewed for authenticity and originality using software tools and/or third-party services.

## **2. FORMS OF ACADEMIC MISCONDUCT**

- a. Academic misconduct may include but is not limited to;
  - i. cheating
  - ii. copyright infringement
  - iii. damaging the work of others
  - iv. fabrication of research
  - v. falsifying information
  - vi. impersonation
  - vii. plagiarism
  - viii. procurement
  - ix. unauthorized collaboration
- b. 2.2 A lack of awareness of the Academic Integrity Policy is not an acceptable explanation for academic misconduct.

## **3. ACADEMIC MISCONDUCT PROCESS**

- a. Suspected incidents of academic misconduct will be investigated using the principles of procedural fairness.
- b. Individuals accused of academic misconduct have the right to:
  - i. know the details of the allegation(s)
  - ii. have the opportunity to address the allegation(s)
  - iii. bring a Support Person to meetings
  - iv. receive a written summary of decisions of an investigation
- c. Confirmed incidents of academic misconduct will be subject to Sanctions and recorded in the Student Record.
- d. Individuals have the right to appeal academic misconduct findings through the Student Appeals process.

## **4. SANCTIONS**

- a. Sanctions will be applied in situations of academic misconduct in accordance with the severity and frequency of the offence.
- b. Sanctions may include, but are not limited to;
  - i. advisement
  - ii. warning (written or verbal)



- iii. behavioral contract
- iv. resubmission of work
- v. academic integrity training
- vi. failing grade for work
- vii. failing grade for course
- viii. expulsion
- c. First occurrences of minor academic misconduct that appear to be without deliberate intent may be dealt with through advice or a warning.
- d. Expulsions must be reviewed and approved by the Director.
- e. Some forms of academic misconduct (e.g. theft and impersonation) may constitute criminal acts which are liable to criminal prosecution in addition to possible Sanction under this policy.

## 5. CONFIDENTIALITY

- a) All information relating to an incident will be confidential to all involved parties.
- b) Information relating to an incident will be disclosed only as reasonably necessary for investigation, disposition, or as required by law.

## E. RELATED LEGISLATION

None

## F. PROCEDURE

### Action

### Responsibility

#### Email Correspondence

Instructors who identify or are informed of academic misconduct email the student in question, describes the offence that has been committed, and invites the student to a meeting to discuss the issue. The email must be sent within three days of discovering the academic misconduct. The email should highlight that the student has three days to respond to the email communication.

Instructor

#### Meeting

The Instructor meets with the student and discusses the situation, provides an opportunity for the student to respond to the allegation, and provides information about academic integrity to the student.

Instructor

#### Instructor Discretion

After the discussion, the Instructor may request that the student retake the exam or revise and resubmit the assignment in question. Any sanctions beyond this should be recommended by the instructor to the Program Coordinator. The instructor may also dismiss the incident if

Instructor



it is determined that academic misconduct was not involved.

### **Incident Reporting**

No matter the instructor's decision in the previous step, the instructor completes an incident report form and submits the form to the Program Coordinator within five days of the meeting with the student. Instructor

### **Review**

The Program Coordinator brings the report to the Director. The Director reviews the report, determines appropriate sanctions, and shares the decision with the Program Coordinator, Instructor and Student. The Program Coordinator works with the instructor and Student to ensure sanctions are upheld. Director

### **Documentation**

A copy of the Incident Report Form is added to the student file by the Director. Director

### **Incident Report**

Instructors who notice or are informed of an alleged infraction must file an Incident Report using the incident report form, and initiate disciplinary procedures in response to the allegations. Instructor

Students who notice an infraction of the standards of academic integrity and honesty are encouraged to report the infraction either verbally or in writing to a faculty member of the college. Student

### **Gather Evidence**

The instructor collects evidence as appropriate; for example, photocopying the plagiarized work and creating a paper trail of all that occurs after the alleged act of academic dishonesty. Instructor

### **Student Response**

The instructor provides the student an opportunity to explain the incident. The instructor explains to the student the procedures and penalties for academic dishonesty and gives the student a copy of this policy. Instructor

### **Review and Penalty**

If the offence is deemed manageable by the instructor, the instructor will impose an appropriate penalty in keeping with the policy. If the offence is deemed more serious, the instructor will notify the Program Coordinator and in turn the Director will be notified for action of procedures and penalties. Instructor  
Program Coordinator  
Director



the LEARNING company

## **G. SUPPORTING DOCUMENTATION**

TLC Incident Report Form

### **H. Related Policies**

None

### **I. Related Materials and Documentation**

None

**Approved:** July 31, 2024

**Approved by:** The Learning Company Leadership Team

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