



| | |
|-----------------|--|
| Policy Created | 16,10,2023 |
| Policy Version | V2 |
| Policy Review | Annual |
| Policy Title | Academic Integrity Policy |
| Policy Approval | Vice President of Academic and Campus Excellence |

PURPOSE

- a. To outline the principles that support academic integrity, to describe the College’s expectations of conduct related to academic integrity, and to define consequences for academic misconduct.
- b. Academic Integrity is a pillar of teaching and learning. Conducting oneself with academic integrity is an important element of the educational process for students. High standards of academic integrity are integral to ensuring that graduates are of the highest possible quality and, are consistent in upholding their reputation and the reputation of the college.
- c. College members’ responsibilities extend to being aware of and complying with the principles of academic integrity, identifying academic misconduct that breaches the policy, and responding appropriately to provide any necessary education and/or impose any appropriate consequences.
- d. Students have the right to appeal if they disagree with a finding that there has been a breach or with the progressive discipline imposed, as per the Student Appeals Policy.

SCOPE

- a. Academic integrity is an important aspect of academic education, scholarship, and achievement. It requires that members of the College community be honest and ethical in all activities relating to their academic activities. Conduct falling short of this standard may be classified as academic misconduct and be subject to consequences under this policy.
- b. This policy applies to Willis College students and employees, as defined below.

| Term | Definition |
|-----------------------------|---|
| Academic Integrity | All applicants, students, and employees will conduct themselves in an honest and trustworthy manner in all aspects of their relationship with the College. |
| Academic Dishonestly | An intentional, reckless, careless, or improper act to obtain, for oneself, or a third party, academic advantage, credential, admission, or credit by deception or fraudulent means. It can include but is not limited to cheating, plagiarism, and falsification of documents. |

| | |
|----------------------------------|--|
| Academic Misconduct | A breach of the Academic Integrity Policy. |
| College Community | Includes all current College employees (regardless of status); current students (full-time, part-time, online, corporate.); any individual or stakeholder in a contractual relationship with the College; and College committees, councils, or partnerships. |
| Employee | An individual who is currently employed with Willis College to perform work for the College. This includes all employees, regardless of status, as well as current employees who are on a leave of absence (paid/unpaid). |
| Evaluation and Assessment | The measurement that is assigned to any teaching and learning activity in which the student is required to engage as part of the course of study. Examples include, but are not limited to quizzes, tests, exams, assignments, projects, and practicum/work experience activities/documentation. |
| Plagiarism | Presenting, in any format, someone else's ideas, presentations, writing, artistic work, or creations, whether verbal, print, structural, design, or electronic, in whole or in part, as one's own, by failing to credit the source. Plagiarism can be intentional or occur through carelessness. |
| Student | A person who is registered and attending or undertaking a course of study at Willis College. This includes students who are full-time, part-time, or online. |
| Candidate | A person who is planning to register and attend or undertake a course of study at Willis College |
| Partner | An organization that the College has partnered with to deliver training, mentor, coach, or host a student or students of Willis College. |

POLICY

- a. Willis College is committed to academic integrity in teaching, and learning, and in all other activities involving its students, employees, and partnerships, and requires that all students and employees avoid all forms of academic dishonesty and plagiarism and conduct themselves in an honest and trustworthy manner in all aspects of their interactions associated with Willis College or it's partners.
- b. It is the responsibility of all students and employees to be aware of and comply with the College's standards of academic integrity. Engaging in any form of academic dishonesty or plagiarism is an offence under this policy and will not be tolerated by the College.
- c. Willis College and its employees will take reasonable steps to communicate to students the College's standards of academic integrity both verbally and in writing.
- d. Every reasonable step will be taken to discover breaches of the standards of academic Integrity.
- e. All suspected breaches of academic integrity will be investigated per the procedures supporting this policy.
- f. Where a breach of academic integrity is established, consequences will be imposed progressively, depending on the nature of the incident and any past infractions of the policy. Based on the severity of the

breach of integrity, the College reserves the right to progress directly to withdrawal. Progressive discipline may include, but is not limited to the following:

- a. A mark of zero for the evaluation and/or assessment
- b. A requirement that the student perform an additional evaluation and/or assessment relating to academic integrity
- c. A requirement that the student resubmit the evaluation and/or assessment and/or submit other additional work
- d. A mark of zero for the course
- e. Dismissal from the College
- f. A temporary or permanent prohibition from re-applying for admission to the College