

1.0 Preamble

Academic misconduct is behaviour that erodes the basis of mutual trust on which scholarly exchange rests, undermines SKG's exercise of its responsibility to evaluate students' academic achievements, or restricts SKG's ability to accomplish its learning objectives.

SKG takes a serious view of academic misconduct and will put into effect consequences for students and instructors who are found to have committed academic misconduct.

2.0 Purpose

This policy sets out SKG's expectations concerning the conduct of students and instructors to ensure the academic integrity of SKG's programs.

3.0 Definitions

Academic misconduct is defined below as part of this policy.

"Academic Advisory Circle" means the group of individuals appointed by SKG's board to provide guidance and advice to the board concerning SKG's academic mission and its services and supports to students.

"Director of Academics" means the President of SKG, or an individual designated by the President, who is responsible to administer SKG's academic mission, regardless of the title of that position.

"Instructor" means an employee of SKG who is responsible for teaching, evaluation, academic supervision, and/or related activities for credit and non-credit courses, and/or responsible for evaluation of students in any other activity that is part of SKG's academic mission. It includes all such employees, whether faculty members or contract employees.

"Student" means an individual registered in a course or program of study at SKG, whether full-time or part-time.

"SKG" means Shingwauk KinooMaage Gamig.

4.0 Responsibilities

It is the responsibility of SKG's instructors, students, and staff to be aware of what constitutes academic misconduct and to do as much as possible through establishment and use of policies and preventive measures to limit the likelihood of misconduct occurring.

All individual members of SKG's community have the specific responsibility of initiating appropriate action in all instances where academic misconduct is believed to have taken place. This responsibility includes reporting such offences when they occur and making one's disapproval of such behaviour obvious.

4.1 Responsibilities of students

SKG students are responsible to:

- Know what constitutes academic misconduct.
- Abide by SKG's policy on academic integrity and misconduct.
- Where students are working in a group, take all reasonable steps to ensure that work submitted to the group by individual members has not been completed in a way that violates this policy.
- Consult with their instructor if they are in any doubt as to whether an action on their part could be construed as academic misconduct.

Other sections of this policy also set expectations of students.

Hurried or careless submission of assignments does not excuse students from responsibility for verifying the academic integrity of their work before submitting it.

Students should also be aware that if they find their academic performance affected by health, psychological, or compassionate circumstances, they should inform their instructor or another appropriate person at SKG and seek information concerning SKG's relevant policies and supports.

4.2 Responsibilities of instructors

Instructors are responsible to:

- Develop and maintain an environment that discourages misconduct.
- Present information to students with respect to academic misconduct as part of the course outline, academic program orientation materials, and other materials posted and distributed to students.
- Set clear expectations about group assignments, and assignments where the expectation is that students will work separately and should not discuss or complete the work with others.
 - SKG recognizes the importance of students learning to work with others in group projects and situations. There may be a need, however, to limit the amount of collaboration or co-operation.
- Provide information to students who may be having difficulties about academic and other supports that are available, and, where a student's difficulties may arise from illness or disability, about SKG's policies concerning accommodation.

Other sections of this policy also set expectations of instructors.

4.3 Responsibility of the Director of Academics

The Director of Academics is responsible to:

- Ensure that students are provided, early in their course or program, with information about academic integrity and the requirements of this policy.
- Implement an appropriate mechanism to determine whether a student has committed academic misconduct, as established by the procedure associated with this policy.
- Implement an appropriate mechanism that allows a student to appeal a finding of academic misconduct, as established by the procedure associated with this policy.

5.0 Academic Misconduct

Academic misconduct is broadly understood to mean actions that are contrary to the academic integrity of the learning environment.

Academic misconduct may be deemed to have been committed whether the student knew a particular action was misconduct or ought reasonably to have known. Whether or not a student intended to commit academic misconduct is not relevant for a finding that academic misconduct has occurred.

A graduate of SKG may be charged with academic misconduct committed while they were a registered student when, in the opinion of the Director of Academics, the misconduct, if detected, would have resulted in a sanction sufficiently severe that the degree would not have been granted at the time that it was.

Academic misconduct is described below. It is important to note that, while SKG has attempted to present as comprehensive a list as possible, this list of potential academic misconduct should not be considered exhaustive.

5.1 Misappropriation of Other's Work

5.1.1 Plagiarism

Plagiarism is misrepresenting the ideas, expression of ideas or work of others as one's own. It includes reproducing or paraphrasing portions of someone else's published or unpublished material, regardless of the source, and representing these as one's own thinking by not acknowledging the appropriate source or by the failure to use appropriate quotation marks. In addition to books, articles, papers and other written works, material may include (but is not limited to): literary compositions and phrases, performance compositions, chemical compounds, art works, laboratory reports, research results, calculations and the results of calculations, diagrams, constructions, computer reports, computer code/software, and material on the internet. Some examples of plagiarism include:

- Submission of a take-home examination, essay, laboratory report or other assignment written, in whole or in part, by someone else or by a technological application;
- Using direct, verbatim quotations, paraphrased material, algorithms, formulae, scientific or mathematical concepts, or ideas without appropriate acknowledgment in any academic assignment;
- Using another's data or research findings;
- Buying or selling term papers or assignments;

- Submitting a computer program developed in whole or in part by someone else, with or without modifications, as one's own;

Students have the responsibility to learn and use the conventions of documentation suitable to the discipline(s) used in an assignment and are encouraged to consult with the instructor of the course for clarification if needed.

Instructors should include in the materials they provide to students about academic integrity, information about any unique, discipline-specific understandings with respect to what must be acknowledged or cited.

5.1.2 Copying

Copying is similar to plagiarism in that it involves the appropriation of others' work as one's own. It includes copying in whole or in part another's test or examination answer(s), laboratory report, essay, or other assignment.

Copying also includes submitting the same work, research or assignment for credit on more than one occasion in two or more courses, or in the same course, without the prior written permission of the instructor(s) in all courses involved (including courses taken at other post-secondary institutions).

5.1.3 Unauthorized Co-operation or Collaboration

It is academic misconduct to co-operate or collaborate in the completion of an academic assignment, in whole or in part, when the instructor has indicated that the assignment is to be completed on an individual basis.

In addition to being concerned about appropriate citation, students who wish to use the work of others, from any source, should be aware of copyright laws and other conventions governing intellectual property as set out in SKG's policy on intellectual property and copyright.

5.2 Misrepresentation and Fraud

This category of academic misconduct covers a range of unacceptable activities, including the following:

5.2.1 Impersonation

Impersonation involves having someone impersonate oneself, either in person or electronically, in class, in an examination, or in connection with any type of academic requirement, course assignment or material, or of availing oneself of the results of such impersonation. Both the impersonator and the individual impersonated (if aware of the impersonation) are subject to disciplinary proceedings under this policy.

5.2.2 Falsification

It is academic misconduct to submit or present false or fraudulent assignments, research, credentials, or other documents for any academic purpose. This includes, but is not limited to:

- Falsified research or lab results and data;
- Concocting facts or reference;

- False medical or compassionate certificates;
- False letters of support or other letters of reference;
- Falsified academic records, transcripts or other registrarial records;
- Fraudulent submission practices (for example, altering date stamps);
- Altering graded work for re-submission.

It is also falsification to misrepresent the amount of work an individual has contributed to a group assignment or activity. Both the individual to whom work is falsely attributed and those who acquiesce in its attribution commit academic misconduct.

5.2.3 Withholding

It is academic misconduct to withhold records, transcripts, or other academic documents with the intent to mislead or gain unfair academic advantage.

5.2.4 Unauthorized Aids and Assistance

It is academic misconduct to use or possess an unauthorized aid, to use or obtain unauthorized assistance, or to use or obtain prohibited material in any academic examination or term test or in connection with any other form of academic work. Such aids or material may include, but are not limited to, specific documents, electronic equipment or devices, and commercial services (such as writing, editorial, software, or research survey services). Students should assume that any such aid is prohibited unless they are specifically advised otherwise by the instructor or invigilator. Note that unauthorized assistance does not include student support services offered by SKG.

5.3 Improper Access and Obstruction

5.3.1 Preventing Access to Materials

It is academic misconduct to alter, destroy, hide, remove without authorization, or in any other way improperly restrict access to library, electronic, or other materials intended for general academic use.

5.3.2 Obstruction and Interference

It is academic misconduct to obstruct or otherwise interfere with the scholarly activities of another, or to alter or falsify the work of others, in order to gain unfair academic advantage. This includes, but is not limited to, deleting data or files, interfering or tampering with experimental data, with a written or other creation (for example, a painting, a sculpture, a film), with a chemical used for research, or with any other object of study or research device.

5.3.3 Improper Access

It is academic misconduct to improperly obtain through theft, bribery, collusion, or otherwise access to confidential information, examinations, or test questions or to gain undue academic advantage as a result of such behaviour.

5.3.4 Improper Dissemination

It is academic misconduct to publish, disseminate or otherwise make public to a third party without prior written consent, confidential information. Confidential information includes but is not limited to academic information, data, or documents that are not otherwise publicly available and that have been gathered or held with a reasonable expectation of confidentiality.

5.4 Aiding and Abetting

Knowingly aiding or abetting anyone in committing any form of academic misconduct is itself academic misconduct and subject to this policy.

6.0 Academic integrity and instructors

SKG's instructors are expected to meet the highest standards of academic integrity in their teaching, research, and service to the academic community.

An instructor who has committed academic misconduct as defined by this policy may be subject to discipline up to and including dismissal.

7.0 Procedure for determination of academic misconduct

The Director of Academics shall establish and ensure the implementation of a procedure that SKG shall use to determine whether academic misconduct has occurred.

SKG's Academic Advisory Circle shall review this procedure and amendments to the procedure before it is confirmed.

8.0 Appeals of findings of academic misconduct

The Director of Academics shall establish and ensure the implementation of a procedure to allow students to appeal a finding that they have committed academic misconduct.

SKG's Academic Advisory Circle shall review this procedure and amendments to the procedure before it is confirmed.

9.0 Related Policies, Procedures & Documents

ACAD 05 Procedure for Academic Integrity and Misconduct

ACAD 10 Student Appeals

ACAD 15 Indigenous Data Sovereignty, Intellectual Property, and Copyright

SKG's policies and procedures may be found on its website.

10.0 Responsible Officer

Director of Academics

11.0 Version history

Board's approval pending recommendation of Academic Advisory Circle: December 2023

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