



ALBERTA BIBLE COLLEGE
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Academic Integrity Policy

Date Approved: 05/30/23	Status: Approved
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ABC Department: Academics

Scope of this Policy: This policy addresses the integrity of academic life at ABC. Academic integrity involves “commitment to five fundamental values: honesty, trust, fairness, respect, and responsibility.” (www.academicintegrity.org). These values align with ABC’s Christian faith commitments as expressed in ABC’s Community Rule of Life. This policy is not intended to address non-academic breaches in the Community Rule of Life. ABC expects that these values and commitments will shape the behavior of ABC’s students, faculty and staff.

Preamble: As an academic institution, ABC seeks to encourage, expect, and enforce academic excellence by following the best academic integrity practices utilized by academic institutions in Alberta, in Canada, and around the world. Not everything students write has to be original. Part of academic inquiry is to research/find sources from which we draw ideas as well as evidence with which we support our arguments. When we do borrow someone’s ideas or words for these purposes, it becomes a matter of academic integrity to cite our sources, in order to acknowledge their role in forming our thinking.

Policy: Expectations surrounding academic integrity may be a new concept to incoming ABC students. This Academic Integrity Policy is a measure to help all students understand these expectations, and to know when their conduct breaches those expectations. To that end, this policy will:

- Define “academic integrity” as well as various ways in which students may breach academic integrity expectations
- Outline a procedure for using online resources to check one’s work for plagiarism, including links to online resources
- Outline a procedure for college faculty and administrators when investigating a suspected breach of academic integrity. ABC’s commitment to living the grace of God means that students will be presumed innocent of a breach until the evidence demonstrates otherwise. Investigators will take into consideration the possibility that the student was unaware of the academic integrity expectations, and will first seek to understand the student’s methodology, and then to frame initial conversations with students in terms of “learning opportunity.”
- Outline a procedure for college faculty and administrators when responding to a breach of academic integrity, including, but not limited to:
 - appropriate channels of communication;
 - expectations for what will constitute sufficient evidence;
 - the practice of restorative justice, in the event that a breach has occurred;



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- additional options available to faculty, administrators, and the student;
- actions in the case of repeated breaches of academic integrity
- informing the student that they have the right to have a support person attend any meetings with the Academic Dean and faculty
- documentation that will be placed in the student's file;
- further actions, if deemed necessary (i.e., Academic Probation and Suspension; Administrative Probation and Suspension).
- Outline the process for appealing a decision made by the faculty and Academic Dean.

Definitions: (from the current ABC Calendar)

- Academic integrity: As noted above, academic integrity means observing and upholding the, “commitment to five fundamental values of honesty, trust, fairness, respect, and responsibility.” Having integrity is to hold to one's values even when there is temptation to do otherwise. Failure to uphold ABC's academic integrity standards by participating in any of the acts defined below constitutes a compromise in such values, and warrants further investigation/restorative justice.
- Academic dishonesty: Any activity in which a student attempts to gain an unfair academic advantage and therefore weakens the integrity of the academic process.
- Academic Services Team: A group of ABC administrators and faculty members who provide guidance to the Academic Dean as he/she shapes the academic life of ABC.
- Accommodation under false pretenses: Knowingly misusing ABC's accommodation policy and procedure for dishonest academic gain (see related information below.)
- Artificial Intelligence (AI): computer systems/programs that exhibit “intelligent behavior by analysing their environment and taking actions—with some degree of autonomy—to achieve specific goals.”¹
- Assisting others in dishonest behaviour: Knowingly helping or attempting to help another person commit an act of academic dishonesty by providing material, information, or other assistance.
- Cheating: Copying or reading the work of others during exams; or the use, or attempted use, of unauthorized/prohibited notes, information, materials, study aids, or devices in any academic exercise or activity.
- Contract cheating: Attempting to utilize or utilizing a third party, whether paid or unpaid, for the purpose of completing assignments that are then submitted as one's own work. (see <https://www.turnitin.com/blog/what-is-contract-cheating-why-does-it-matter>; <https://edintegrity.biomedcentral.com/articles/10.1007/s40979-019-0046-0>; Stoez, Eaton)

¹ Tomas Foltýnek, Sonja Bjelobaba, Irene Glendinning, Zeenath Reza Khan, Rita Santos, Pegi Pavletic, and Julius Kravjar, “ENAI Recommendations on the ethical use of Artificial Intelligence in Education,” *International Journal for Educational Integrity* (2023), citing European Commission (2018) Artificial Intelligence for Europe. European Commission. Brussels. 24 April, 2018 (Available Online <https://eur-lex.europa.eu/legal-content/EN/ALL/?uri=COM:2018:237:FIN>). Available online at <https://edintegrity.biomedcentral.com/articles/10.1007/s40979-023-00133-4>. Accessed May 2, 2023.



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- Copyright infringement: The use and/or dissemination of copyright-protected material beyond what copyright law permits, and/or without the permission of the copyright owner. (see <https://www.investopedia.com/terms/c/copyright-infringement.asp>)
- Fabrication and falsification: Falsifying, altering, fabricating, or counterfeiting information for use in an academic exercise, or to gain unfair academic advantage, notwithstanding creative writing type exercises.
- Improper collaboration: Inappropriate sharing of work on an assignment intended as an individual assignment, or working together in groups beyond the degree of permissible collaboration set out by the instructor.
- Inappropriate use of digital technology: The use of any form of technology for the purpose of gaining an unfair academic advantage by any of the means outlined above.
- Misrepresentation with intent to deceive: Knowingly misrepresenting one's credentials, experience, or education with the intent to deceive.
- Multiple submission: Submitting the same academic work in multiple courses without permission of the instructors.
- Obtaining an unfair advantage: Gaining or attempting to gain academic advantages through dishonest means and/or obtaining a dishonest advantage not afforded to other students.
- Personation/impersonation: Assuming the identity of another person with the intent to deceive for the purpose of academic gain.
(see <https://www.collinsdictionary.com/dictionary/english/personate>)
- Plagiarism: Taking the words, ideas, results, work, or processes of another person and passing them off as one's own without providing appropriate credit.
- Purchased or otherwise acquired work: Attempting to acquire or acquiring content through any means that is then submitted as one's original work.
- Restorative justice: Approaching compromises in academic integrity with the intention of repairing any harm done to the community by including all persons involved in determining the appropriate response, and fostering transformation of the individual(s) and community through said response. The purpose of restorative justice is to restore the trust that was harmed through breach of academic integrity, and only happens when the person responsible for the breach admits their wrongdoing.
(see <http://restorativejustice.org/restorative-justice/about-restorative-justice/tutorial-intro-to-restorative-justice/lesson-1-what-is-restorative-justice/#sthash.8YMAIzRJ.dpbs>)
- Sabotage/obstruction of the academic activities of another (including the work of a professor or of a class): Sabotaging, influencing, or otherwise interfering with another student's work for the purpose of dishonest/unfair academic gain, or of a professor's work either in or out of the classroom. (see <https://sa.berkeley.edu/conduct/integrity/definition>)
- Theft of academic materials: Stealing any form of academic resource from any institution, faculty, or student, including, but not limited to: books, notes, online content, and tests.



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- Undeclared use of any AI platform to complete an assignment, paper, or other academic work is not permitted. Use of electronic/online writing aids like spell-check, thesaurus, or plagiarism-checking tools is permitted (no citation necessary).

Procedure for avoiding plagiarism

1. The most common form of breach of academic integrity is plagiarism (see above for the definition). To help the ABC community members avoid plagiarism:
 - a. Be careful when taking notes.
 - b. *All* sources must be properly cited. When you find a source and include it in your notes or your paper/assignment text, prepare your source citation immediately, while you have access to that source.
 - c. Help with formatting citations is available to students via ABC's "Paper Writing Guidelines," which can be found on Populi at <https://abc.populiweb.com/router/folders/26305/show>.
 - d. See also the resources available on ABC's library web page: <https://www.abccampus.ca/current-students/library/>
 - e. ABC also provides to students, at no additional cost to the student, the assistance of an academic coach, who is able to help with citations and formatting, and to assist with other academic needs. Students may contact the academic coach at academiccoach@abccampus.ca. Your professor is also an excellent resource for citation questions.
 - f. Make use of online tools like the following to check your work for unintentional plagiarism (the last three in the list were obtained from <http://library.tiu.edu/academic-honesty>):
 - i. Turnitin (<https://www.turnitin.com/>)
 - ii. Viper (<https://www.scanmyessay.com/>)
 - iii. Dupli Checker (<https://www.duplichecker.com/>)
 - iv. Plagium (<http://www.plagium.com/en/plagiarismcheckers>)
2. Students can download excellent resources at:
 - a. Academic Integrity at <https://odoc.princeton.edu/resources/academic-integrity>. This is an excellent, and widely used resource.
 - b. Another helpful website is <https://www.plagiarism.org/>
 - c. Another helpful online resource is <https://www.academicintegrity.org>.
 - d. Further information on academic honesty is available at Trinity International University's library website, at <http://library.tiu.edu/academic-honesty>.

Procedure for investigating a suspected breach of academic integrity

1. When a professor has reasonable suspicion that a student may have breached ABC's academic integrity policy they will:



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- a. Begin from a posture of grace by assuming the best of the student (innocent until proven guilty)
- b. Use reasonable means to gather evidence. This includes but is not limited to:
 - i. Use of Google (or other web search engines) to check if suspicious wording/language has an online source;
 - ii. Check to see if course texts, required readings, or recommended readings have been quoted without citation;
 - iii. Comparison with other student work (in cases of suspected cheating, improper collaboration, etc.);
 - iv. Check with other faculty and/or with the Academic Dean in the case of suspected multiple submission;
 - v. Solicit the professional opinion of a fellow faculty member or the Academic Dean by having them look over the assignment.
2. If no evidence is found, and the professor's suspicions are satisfied, then the matter will be considered closed.
3. If no evidence is found, but the professor's suspicions are not satisfied, then the professor will seek the guidance of the Academic Dean.
4. If evidence is found, the professor will contact the Academic Dean via phone or email, and will forward, via email, the assignment, with suspicious portions clearly marked, along with the supporting evidence. Evidence may include, but is not limited to: a URL; copied/scanned page(s) from the plagiarized source(s); any other supporting evidence deemed relevant by the professor.
 - a. The professor will also complete ABC's Breach of Academic Integrity Form, which is provided by the Academic Dean. This form helps the Academic Dean track a student's academic integrity issues over time. Completed forms are stored permanently in the student's physical file, as well as on their Student tab on Populi. Under Discipline, select "add," then "Academic Warning." De-select "Can Show on Transcript."

Procedure for responding to a breach of academic integrity

1. If, based on the evidence, the Academic Dean and professor conclude that the assignment(s) in question contain a breach of academic integrity, the professor will:
 - a. Contact the student and notify them of the suspected breach in academic integrity within twenty-four hours, or within one business day if the suspected breach was discovered on a weekend;
 - b. Schedule a meeting with said student and Academic Dean to discuss the assignments and findings of the investigation.



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- c. The Academic Dean will inform the student that they have the right to invite a support person to the meeting. The student will inform the Academic Dean if they choose to bring a support person with them.
2. In the meeting:
 - a. The Academic Dean and professor will address the findings of the initial investigation. A grace-based, restorative justice approach will be taken.
 - b. If it is the student's first breach of policy, the Dean and professor will emphasize that they see this meeting as presenting a learning opportunity. The intent is that the first minutes of the meeting set a hopeful, positive tone for the meeting, rather than a punitive one.
 - c. The student will have the opportunity to address the material in question, and offer any additional information pertinent to the discussion.
3. If no conclusions are reached during the meeting, the Academic Dean will:
 - a. Request any additional information to complete the investigation to their satisfaction.
 - b. Decide, with the professor, based on the evidence and investigation, whether the student has breached ABC's academic integrity policy.
 - c. Communicate their decision in writing to the student within forty-eight hours (or two business days).
4. If a breach of academic integrity has been found, the Academic Dean, professor, and student, will:
 - a. Discuss an appropriate response to reconcile the student and ABC community.
 - b. Where possible the student will be involved in determining any restorative measures to be taken. Possible responses include, but are not limited to:
 - i. Writing a make-up assignment;
 - ii. Writing an essay addressing the actions taken;
 - iii. Making revisions to the original assignment to bring it within the standards of academic integrity;
 - iv. A reduction in the grade of the assignment or course;
 - v. Failure of the assignment (especially if this is a second or subsequent breach of academic integrity), and;
 - vi. Failure of the course (if this is a third or subsequent breach of academic integrity).
 - vii. Combinations of the above, especially items i. through iv. are possible, at the discretion of the professor and Academic Dean.
5. If the breach of academic integrity is a second (or more) offense, the Academic Dean and professor together will:
 - a. Inform the student that a second (or more) breach of academic integrity has been confirmed;



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- b. Inform the student that they will fail either the assignment (if this is a second breach of academic integrity);
 - c. Inform the student that they will fail the entire course (if this is a third or subsequent breach of academic integrity);
 - d. Recommend to the College President and the Student Development Dean to activate the Administrative Probation and Suspension policy
6. If the student does not respond or attend the meeting, or if they deny any wrongdoing in the face of indisputable evidence, the Academic Dean and professor together will decide the appropriate response.
 - a. Possible responses include, but are not limited to:
 - i. Recommend to the College President and the Student Development Dean to activate the Administrative Probation and Suspension policy;
 - ii. Recommend suspension to the College President and the Student Development Dean;
 - iii. Recommend expulsion to the College President and the Student Development Dean;
 - iv. Possible revocation of academic credentials awarded by ABC (certificate, diploma, or degree).
7. Documentation of any findings of a breach of academic integrity will be placed in the student's file (in the secure student file cabinet), and electronic copies will be posted under "Add Disciplinary Action" on the student's "Student" page in Populi. This documentation will be a permanent part of the student's file. Documentation that will be kept includes, but is not limited to:
 - a. The original assignment that the student submitted;
 - b. Any revisions to that assignment that was part of the decision made by the Academic Dean and the professor;
 - c. Any correspondence with the student regarding the investigation of the suspected breach of academic integrity;
 - d. Any correspondence with the student following a decision made by the Academic Dean and the professor;
 - e. Any evidence that validates a charge of breaching academic integrity.

Right to appeal

1. Once a decision has been made regarding a breach of academic integrity, and once the student has been informed in writing of the decision, the student has the right to appeal to the Academic Services Team.
2. Any appeals to the Academic Services Team must be made in writing, and must be submitted to the Academic Services Team within 30 calendar days of the date when the decision was sent to the student. Written correspondence regarding any appeal will be



sent to the Student Development Dean, who will forward it to the other members of the Team within 48 hours (or two business days) of receiving it.

3. The student also retains the right to initiate ABC's grievance process if they believe that they have been treated unfairly. See ABC's Grievance Policy, <https://www.abccampus.ca/current-students/student-policies/>.

Related Information:

1. ABC Accommodation Policy and Procedure
2. ABC Administrative Probation and Suspension Policy
3. ABC Grievance Policy
4. ABC Breach of Academic Integrity Form

Sources and Resources:

1. Brenda M. Stoesz and Sara Elaine Eaton, "Academic Integrity Policies of Publicly Funded Universities in Western Canada," *Educational Policy* 35, no. 1 (December 23, 2020): 1-20. <https://doi.org/https://doi.org/10.1177/0895904820983032>
2. ABC "Community Rule of Life" (see page 18 of the ABC Community Life Guide 2020-2021)
3. ABC's "Policy on Administrative Probation, Administrative Suspension, and Expulsion"
4. ABC's "Paper Writing Guidelines"
<https://abc.populiweb.com/router/folders/26305/show>.
5. <https://www.ucalgary.ca/legal-services/sites/default/files/teams/1/Policies-Student-Academic-Misconduct-Procedure.pdf>
6. Tomas Foltynnek, Sonja Bjelobaba, Irene Glendinning, Zeenath Reza Khan, Rita Santos, Pegi Pavletic, and Julius Kravjar, "ENAI Recommendations on the ethical use of Artificial Intelligence in Education," *International Journal for Educational Integrity* (2023). Available online at <https://edintegrity.biomedcentral.com/articles/10.1007/s40979-023-00133-4>.

Policy History:

Date	Revisor's Name	Key Changes	Approved By
March 11, 2021	Daniel Kortzman and David Ford	Initial draft for Cabinet approval	
March 26, 2021	Daniel Kortzman and David Ford	Second draft for Cabinet approval	Cabinet, March 26, 21
5/30/23	David Ford	Addition of AI clauses	Cabinet 5/30/23
October 7, 2025	Cory Pytlarz	Updated with new ABC logo. Renamed policy from "Policy on Academic Integrity" to "Academic Integrity Policy." Added reference to Breach of Academic Integrity Form.	President's Cabinet

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Policy due for review on: One year from last revised date