Approving University Official(s): Academic Council
Responsible Unit: Provost, Registrar's Office
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Academic Integrity and Honesty Procedures

Purpose

These procedures establish a clear and consistent framework to implement the Academic Integrity and Honesty Policy (the "Policy") at Yorkville University ("Yorkville"). It provides guidance to ensure alignment with the institution's operational, academic, and regulatory obligations, and supports Yorkville's commitment to the initial assessment of applicants, the treatment of students during courses, the placement and treatment of students in practicum and field-based activities, and all assessment procedures.

All members of Yorkville are obligated to maintain the highest standards of academic honesty and to foster these practices in others. All members of the academic community must ensure that all materials used in courses or in assignments submitted for assessment adhere to established standards of academic honesty and to Canadian copyright law.

Scope

These Procedures apply to alleged Academic Offences involving members of the Yorkville Community. The processes and consequences applicable to an alleged Academic Offence may vary depending on the role of the individual involved and the applicable University policy, procedure, employment process, professional expectations, or institutional process.

For clarity, capitalized terms not defined in these Procedures have the meaning set out in the Academic Integrity and Honesty Policy. For the purpose of these Procedures, "Academic Head" means the Dean, Associate Dean, Chair, Director, or other academic leader responsible for the relevant course, program, or academic unit, as applicable.

Procedures

1. ***Academic Offences***
   The principal types of academic offences are identified below. However, members of the Yorkville Community should note that all forms of cheating, academic fraud, misrepresentation, plagiarism, self-plagiarism, abetting plagiarism and/or cheating, and related academic dishonesty, not only those listed here, will be addressed in accordance with the applicable University policy, procedure, employment process, professional

expectations, or institutional process.

For clarity, Academic Offences may be committed by students, Former Students, applicants, faculty, staff, or administrators. The process and consequences applicable to an alleged Academic Offence will depend on the role of the individual involved and the applicable University policy, procedure, employment process, professional expectations, or institutional process.

a. *Plagiarism*: The act of representing the work, ideas, or words of any other person, machine, or application as one's own. It includes, but is not limited to:

    i. Quoting verbatim or with significant similarity from any source without citation, with incorrect citation, or in any way that creates the appearance that material written by any other person or application was written by the student.

    ii. Submitting work produced by another person or application, in whatever form, without appropriately referencing the source.

    iii. Purchasing or otherwise acquiring (e.g., from social media, "tutoring," or note-sharing websites) assignments and submitting them as one's own work.

b. *Self-plagiarism or double-dipping*: This is the act of students submitting coursework that is identical or substantially similar to work that they have already submitted for credit at Yorkville or another institution. It is an academic offence unless it is explicitly required or approved by the course instructor or program director.

c. *Cheating*: Anything done to dishonestly or unfairly gain unearned academic advantage, grades, or credits is a serious breach of academic integrity. Cheating includes, but is not limited to:

    i. Using unauthorized notes, texts, instructor's manuals, or other material during examinations or tests;
    ii. Allowing another person to complete course assignments, tests, or examinations;
    iii. Obtaining an examination, test, or other course material through theft, collusion, purchase, gift, or any other way to dishonestly or unfairly gain academic advantage;
    iv. Collaborating with one or more other individuals on a work to be evaluated when the instructor has required the work to be completed on an individual basis;
    v. Falsifying credentials, records, transcripts, or other documents or misrepresenting professional experience;
    vi. Employing any unauthorized academic assistance in completing assignments or examinations, including:

vii. Downloading material from websites that offer "tutoring" services;
viii. Using professional editing services in such a way that the final product does not accurately represent the student's academic abilities;
ix. Tampering with, or altering, in any deceptive way, work subsequently presented for a review of the grade awarded.
x. Using unauthorized technology, artificial intelligence tools, software, applications, platforms, or other digital tools to complete, generate, revise, or support work submitted for assessment, where such use is not permitted by the instructor, course requirements, or applicable academic guidance.

d. *Abetting plagiarism and/or cheating*: It is a breach of academic integrity to encourage or facilitate academic dishonesty in others. Such activities might include:

i. Selling, giving, posting online, or otherwise distributing assignments, projects, exams, reports, or other work completed as a student at Yorkville when it can be reasonably assumed that such action will allow others to plagiarize or cheat. This includes posting, selling, trading, sharing, uploading or otherwise distributing the content mentioned above, on sites or platforms including, but not limited to, Course Hero, Chegg, and Facebook. Knowingly allowing one's assignments, projects, exams, reports, or other work completed as a student at Yorkville to be copied by another person when it might be reasonably assumed that this will allow others to plagiarize or cheat.
ii. Impersonating another person for the purposes of completing course assignments, tests, or examinations.
iii. Colluding with one or more other students to prepare and submit substantially the same piece of work, without prior permission of the instructor.
iv. Sharing, generating, distributing, or making available work, prompts, outputs, files, or other materials, including through artificial intelligence tools, digital platforms, or online services, where it can be reasonably assumed that such action will allow others to plagiarize or cheat.

2. *Penalties for Academic Offences:*

The penalties below apply to students and Former Students. Where the individual alleged to have committed an Academic Offence is an applicant, faculty member, staff member, or administrator, any corrective, disciplinary, employment-related, academic, admissions-related, or other institutional response will be determined under the applicable University policy, procedure, employment process, professional expectations, or institutional process.

To encourage students to learn and to practice academic integrity, the University will normally apply less severe penalties for first offences and will increase the severity of penalties for subsequent offences. However, a Dean, Associate Dean, Chair, or Director (Academic Head) may conclude that an academic offence, even a first single offence or

multiple offences being discovered at or around the same time, are so serious that a more severe penalty than suggested below is required. In such cases, the Academic Head may impose the more serious penalty, having presented reasons for doing so. The student can appeal the Academic Head's decision to the University's Standing Committee on Academic and Student Conduct Appeals. The decision of the Standing Committee on Academic and Student Conduct Appeals is final and cannot be appealed. Note also that an Academic Head or the Standing Committee on Academic and Student Conduct Appeals might conclude that principles of fairness and natural justice require a penalty different from those identified below (e.g., suspension from a program rather than academic dismissal).

Note that should an academic offence come to light after a course has ended, the University reserves the right to retroactively impose a penalty and, thus, change the grade on the student's record. The University also reserves the right to revoke an awarded credential should it be found that the credential would not have been awarded if the University had been aware of breaches of the Academic Integrity and Honesty policy.

a. First offence:

    i. The student will receive a mark of "0" on the paper, test, exam, report, assignment, discussion question post, or other learning activity in which the academic offence was committed and may be required to complete an educational workshop focusing on skills and knowledge related to academic integrity.
    ii. A copy of the *Student Conduct Incident Report* and related documentation, together with the final email provided by the Registrar's Office to the student will be placed permanently in the student's academic file and the offence will be noted in Yorkville's student information system.

b. Second offence:

    The second offence need not be in the same course or term as the first offence to invoke these sanctions.

    i. The student will receive a grade of "F" for the course in which the academic offence was committed and may be required to complete an educational workshop focusing on skills and knowledge related to academic integrity.
    ii. A copy of the Student Conduct Incident Report and related documentation, together with the final email provided by the Registrar's Office to the student will be placed permanently in the student's academic file and the offence will be noted in Yorkville's student information system

c. Third offence:
    The third offence need not be in the same course or term as the first or second offence to invoke this sanction.

i. The student will be dismissed from the program of studies. Note that University policy on Re-admission to the University stipulates that "admissions committees will not accept applications for re-admission when the student was dismissed after progressive discipline for repeated academic offences such as plagiarism."
ii. A copy of the academic incident or misconduct report and related documentation, together with the final email provided by the Registrar's Office to the student will be placed permanently in the student's academic file.

Undergraduate Students: Yorkville University takes a developmental approach to academic integrity offences, ensuring students have an opportunity to develop their understanding in this area prior to any punitive measures being taken. Thus, undergraduate students at the beginning of their study may receive an Academic Warning, rather than a penalty, accompanied by a requirement to complete self-directed academic integrity training and/or a faculty-led academic integrity workshop. The Academic Head of the student's program will determine in each case whether an Academic Warning, rather than a penalty, is appropriate. An Academic Warning is noted on a student's record. No student will receive more than two Academic Warnings.

3. ***Procedures for Investigating and Resolving Academic Offences:***
The process below applies to alleged Academic Offences involving students and Former Students. Alleged Academic Offences involving applicants, faculty, staff, or administrators will be reviewed through the appropriate University process, which may include these Procedures where applicable, together with any applicable admissions, employment, professional, academic, or institutional process.

a. When an instructor believes that a student has or may have committed an academic offence, the instructor will inform the student of their belief, and invite the student to discuss the incident within 48 hours of receipt of the invitation, or within another mutually agreed-upon timeframe, normally no later than five business days after receipt of the invitation. If the student opts not to discuss the alleged offence or fails to meet with the instructor within 48 hours of having been invited or, if following the discussion, the instructor still believes the offence occurred, a Student Conduct Incident Report (obtained through the Registrar's Office) will be completed and submitted by the instructor to the Registrar, together with all relevant documentation supporting the instructor's conclusion.

b. The Registrar will notify the student via email within one (1) business day that an Incident Report has been received, inform the student of the nature of the alleged offence, and advise the student about their rights to challenge the allegation and to appeal decisions. The student will be invited to comment on the incident and provide any additional relevant documents and arguments concerning the incident. Normally, the student must submit such comments, documents, and arguments to the Registrar within two (2) business days, but the Registrar's

Office may extend that deadline to accommodate the needs and circumstances of the student.

c. If the student does not provide additional comments, documents, or arguments, the Registrar's Office will send an email to the student confirming the offence as reported. The email will: identify the penalty prescribed by policy or imposed by the Academic Head; provide a warning about the severity of penalties that would be imposed on the commission of future offences; explain to the student how they might appeal the penalty. The email will be copied or forwarded to the Academic Head of the program in which the student is enrolled and to the instructor who filed the Student Conduct Incident Report.

d. If the student does submit additional comments, documents, or arguments, the Registrar will present the complete file to the Dean, Associate Dean, Chair, or Director ("Academic Head") responsible for the course in which the offence occurred, who will review the file and render a decision about the incident and consequences. (If the instructor alleging that an academic offence has been committed is the Academic Head, then the Registrar will present the complete file to the Academic Head's immediate supervisor, who will review the file and render a decision about the incident and punishment.) The decision of the Academic Head about the offence and any possible punishment will be conveyed by email from the Registrar to the student. If the student believes there are grounds to appeal the decision (see Student Grievances and Appeals, below), they may present a case to the Standing Committee on Academic and Student Conduct Appeals, which will review the file and render a decision upholding, overturning, or modifying the decision made by the Academic Head. The appeal committee's decision will be communicated by email to the student. Copies of the email will be forwarded to the Academic Head of the program in which the student is enrolled and to the instructor who filed the Student Conduct Incident Report. The decision of the Standing Committee on Academic and Student Conduct Appeals is final and cannot be appealed.

Related Information

- *Academic Integrity and Honesty Procedures*
- *Student Code of Conduct Policy and Procedures*
- *Student Grievances and Appeals Policy and Procedures*
- Employee policies, procedures, employment processes, or other applicable institutional processes, as applicable

Contacts

For questions regarding this policy, please contact:

Department/Office Name: Registrar's Office
Email: registrar.nb@yorkvilleu.ca (New Brunswick), registrar.on@yorkvilleu.ca (Ontario), registrar.bc@yorkvilleu.ca (British Columbia)

Note: Names and structures of Yorkville offices or governing bodies may change over time. Such changes do not affect the validity of this policy. To confirm the current responsible office or body, contact the Office of Regulatory and Government Affairs at academicgovernance@yorkvilleu.ca

Revision History

Version Code [e.g. 1.1,1.2]	**Date** [insert date]	**Summary of Changes** [briefly describe the changes made to the document]	**Authorized by (Title)** [e.g., Provost]
1.0	January 1, 2024	New policy	Academic Council
1.1	September 25, 2025	Updated to new template	-
1.2	July 6, 2026	Revised scope and related procedural language in response to New Brunswick Institutional Assessment (NBIA) condition.	Academic Council