

# ACADEMIC INTEGRITY

## THAT WHICH MAKES A GREAT POLICY

### POSITIVE & APPRECIATIVE TONE

#### Inclusive language

- be mindful of gender-, racial-, or other discriminatory language



#### Affirmative descriptions of expected conduct

- "Building academic competency"
- "Creating a positive learning environment"

#### Processes for resolution invoke natural justice and procedural fairness



- What would a reasonable person do?
- ensure the absence of bias
- Balance outcomes with nature of misconduct

### CLEAR DEFINITIONS

#### Escalating outcomes & escalating violations \*

- give examples of potential consequences for each type of infraction
- define of violation types: creating common language



#### Standards of academic integrity

- list student rights & responsibilities
- list faculty rights & responsibilities
- list administrative rights & responsibilities

#### Define academic integrity as distinct from student conduct



- academic conduct and integrity
- student non-academic conduct within the learning environment

### DETAIL THE RESPONSE TO POLICY VIOLATIONS



#### Documentation

- accessible
  - make it interesting and readable
- use graphics, tables, flowcharts
  - accommodates multiple modes of understanding
- cross-reference relevant documents

#### Clear processes to address violations



- informal → formal
  - make distinction obvious
- who to talk to
  - ombuds, department chair, faculty, dean, etc
- when and where to begin
  - speak directly to the person first



#### Transcript notations

- notations, demerits, grades
  - define when notations will be added - and removed (if possible)

\* see infographic titled "Violation Consequences" for natural justice outcomes

**Recommendations to add to the list? Let us know at the address below!**

Note: every institution develops their own policy on academic integrity in order to set expectations of behaviour, to create a common language by defining the terms in use, and to present the process followed and potential consequences that may occur if a student violates the principles of academic integrity. This infographic was originally developed by Dr. Katherine Tarnai-Lokhorst, P.Eng., FEC, FGC (hon), for use at Camosun College, in Victoria, BC. Institutions wishing to use this document are welcome to do so at no charge. If you pull content from this document, please acknowledge the author and use the same Creative Commons attribution. All images developed using the tools of flaticon.com. See inclusive language recommendations at <https://www.queensu.ca/styleguide/inclusivelanguage>