ACADEMIC INTEGRITY AND HONESTY POLICY

Responsibility of	Registrar
Review by	Teaching and Learning Committee
Approved by	Faculty Senate May 24, 2006
Revision history	February 22, 2019, May 3, 2024, May 28 2025
Next Review	2026

POLICY OVERVIEW

This policy outlines the process involved for academic integrity and honesty.

PRINCIPLES

The principles of natural justice, clarity and transparency undergird this policy.

SCOPE

This policy applies to all undergraduate students.

POLICY STATEMENT

Purpose

Briercrest College is a learning community that takes seriously the church's mission to embody Jesus Christ in a broken world. With particular attention to Jesus's identity as the Word of God (John 1:1, 1:14) and as "the Way and the Truth and the Life" (John 14:6), we strive to "care for words" in all areas of our community's life, and thus to maintain the highest standards of academic integrity across the disciplines. All members of the Briercrest community should endeavor to use language in conscientious, carefully considered ways and should also represent their work honestly when completing academic assignments or when creating other forms of written and nonwritten media.

Students who engage in academic dishonesty violate the trust placed in them by their instructors, fellow students, and the college.

Principles of Academic Honesty

1. All assignments, oral presentations, tests and exams submitted by students must be their own work.

2. Ideas, concepts and wording drawn from other sources or tools must be properly documented. This includes work that the student has simultaneously or previously submitted as coursework for other classes as well as content produced by generative AI tools.

3. Students are responsible for respecting and following expectations regarding the accepted degree of collaboration and copy-editing assistance from other people or from generative AI tools, as laid out in assignment and exam instructions, on the course syllabus, and in the *Briercrest Format Guide*.

4. Learning progress is measured by course assignments and examinations, and thus, standards of academic achievement cannot be recognized when cheating occurs.

5. Cheating, plagiarism or any form of dishonesty is unacceptable.

6. Cheating in any form devalues the credentials of the college and is detrimental to all students.

Examples of Academic Dishonesty

1. Plagiarism: submission of the work of others, published or unpublished, in whole or in part without acknowledgment or proper documentation.

2. Unauthorized or undocumented use of generative Artificial Intelligence (AI) tools on assignments, tests and exams.

   A. Generative AI is an umbrella term for a type of machine learning and a group of algorithms that can create new content, such as text, code, images, videos, music, or a combination of all these formats. Generative AI produces output in response to a query or prompt using generative models such as Large Language Models (LLMs) that rely on large datasets. The generated responses of these tools are probabilistic, which can result in errors and biases in responses. Different tools are trained on different datasets and with different training methods. Some well-known examples of generative AI tools are text generators, known as chatbots, such as ChatGPT, Bing Chat Enterprise, and Google Gemini, and image generators, such as DALL-E and Midjourney. Generative AI features are also often embedded within tools such as

Grammarly, allowing these tools to generate new content, such as the rewriting, paraphrasing, or summarizing of existing text. This list of generative AI tools is very small – many other tools have incorporated generative AI capabilities.

B. The use of generative AI to create audio or visual media, to produce outlines, to generate partial or complete drafts of assignments, to answer questions on quizzes or exams, or to edit the grammar of assignment drafts is considered unauthorized unless it is explicitly permitted by the course instructor in writing.

C. All use of generative AI tools must be properly documented.

D. If in doubt, it is the student's responsibility to clarify before assignments are submitted which uses of generative AI are permitted and which are prohibited.

3. Cheating on examinations by the use of crib notes, unauthorized retrieval of information previously stored in a computer, copying from another paper either before or during the exam or by any other means.

4. Theft of examination papers.

5. Deliberately allowing another student to copy one's work.

6. Buying or using a term paper or project composed by another person and turning it in as one's own work.

7. Writing an exam for another student.

8. Unauthorized collaboration on the preparation of course work, including unauthorized editing.

9. Submission of identical or substantially similar papers and/or course projects in more than one class without the prior approval of faculty member(s) involved.

PROCEDURES

Process of Academic Discipline

At times, it may come to light that a student has violated one or more of the principles of academic integrity or honesty outlined above. In such cases, the student may be required to undergo a process of Academic Discipline. The following outlines the process used in such cases.

1. The instructor of the course will assess the severity of the alleged infraction and initiate the disciplinary process.

2. The instructor will meet with the student(s) to discuss the reason(s) for the allegation and to give opportunity to the student for explanation or confession. Confession of dishonesty

upon confrontation may permit more grace to be factored into the disciplinary process. At this point, the instructor may choose to impose one of the penalties as outlined in the *Academic Discipline* chart below.

3. If the instructor is not satisfied with the outcome of the first stage of interaction with the student, or if he/she feels that further action is needed, he/she will write a brief report of the allegation and present it to the Academic Dean.

4. The Academic Dean will meet with the student(s) and render a decision on the case, including assessment of the level of Academic Discipline.

5. Any failure or expulsion resulting from academic dishonesty will be the action of a committee (such as the Academic Appeals Committee).

6. A student may appeal the decision rendered by following the *Academic Review and Appeals Process*.

7. All cases of Academic Discipline will be appropriately documented in the student's personal file.

8. Multiple cases of academic dishonesty by the student may result in the student being required to discontinue his or her studies at Briercrest College and may result in a notation being made on the student's transcript.

Academic Discipline

Academic Offense	Minimum Penalty	Maximum Penalty
Unauthorized Collaboration on Assignment	Verbal Reprimand	Failure on Assignment
Unauthorized Use of Previous Paper or Project	Verbal Reprimand	Failure on Assignment
Plagiarism on Assignment	Grade Penalty	Failure on Course
Cheating on Exam	Failure of Exam	Failure on Course
Writing Exam for Another	Failure on Course	Expulsion from College

Theft of Exam	Failure on Course	Expulsion from College

Given that an individual student's use of generative AI may vary in role and intensity, the following guidelines will be used to determine an appropriate penalty. Instructors will need to determine how a student has used generative AI in an assignment and to what extent it has been used, bearing in mind that an exact determination may be difficult to make. This chart is not exhaustive, and instructors may need to consult with their Dean to make a determination.

Academic Offense	Minimum Penalty	Maximum Penalty
Undocumented use of generative AI in a course where AI usage is allowed	Verbal Reprimand	Failure on Assignment
Unauthorized use of generative AI to translate from another language	Verbal Reprimand	Failure on Assignment
Unauthorized use of generative AI to improve writing quality in an assignment (ie. turning point-form notes into full sentences)	Verbal Reprimand	Failure on Assignment
Unauthorized use of generative AI to provide content for portions of an assignment (ie. generating initial ideas for an assignment, providing content for specific questions on an assignment)	Verbal Reprimand	Failure on Assignment
Unauthorized use of generative AI to provide content for most or all of an assignment	Failure on assignment	Failure in Course

APPENDIX A

Related Forms/Policies	Academic Review and Appeal Process Withdrawal and Discontinuation Policy
Where is this policy published	College Academic Calendar
Contact Information	Registrar