

Student Academic Integrity Policy

POLICY NO.	GC-POL-16
EFFECTIVE DATE (THIS REVISION)	September 8, 2026
ORIGINAL ADOPTION	October 7, 2024
NEXT SCHEDULED REVIEW	September 2027
APPLIES TO	All students, all approved and non-approved programs
RESPONSIBLE OFFICE	Senior Educational Administrator
REGULATORY BASIS	Private Training Act (PTA); Private Training Regulation; PTIRU Policy Manual
INSTITUTION	Guildford College PTIRU Institution No. 04470

1. Purpose

This policy explains, in practical terms, what academic integrity means at Guildford College and what supports are available to help students meet that standard. It is designed to be read together with the Academic Misconduct Policy, which sets out formal violation categories and sanctions.

2. What Academic Integrity Means

Academic integrity means relying on one's own work for academic success and progress, in accordance with College policies and procedures.

3. Plagiarism

Students must ensure that any work submitted does not constitute plagiarism. Using words, ideas, theories, charts, images, or other material from any source — including generative artificial intelligence tools — without proper citation is plagiarism, regardless of whether the material was paraphrased.

4. Cheating

Cheating includes using unauthorized materials or devices during an examination, falsifying information on an assessment, impersonating another student, and submitting the same, or substantially the same, work for more than one assessment without the instructor's prior approval.

5. Authorized and Unauthorized Tutoring

Only the College's Writing & Learning Centre and the Write Away tutoring service are authorized third-party academic support providers. Where a student's work reflects significant, unattributed contribution from an unauthorized tutor or service — creating reasonable doubt as to whose work the assessment represents — this is treated as contract cheating under the Academic Misconduct Policy.

6. Consequences

The use of unauthorized tutoring results in an Academic Alert under the Academic Alerts Policy and may lead to suspension or expulsion. Standard instances of cheating are subject, at minimum, to a zero grade on the affected assessment.

Approved by: Firas Haddad
President & Senior Educational Administrator, Guildford College