



CAREER CITY
COLLEGE

Academic Integrity Policy

Career City College

Name of Institution

#4071

Institution Number

Academic Integrity Policy

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RESPONSIBILITY: Compliance Officer, Senior Educational Administrator, Onsite Administrator

CEO: Jag Basran, jbasran@careercitycollege.ca or Ph: 250-410-3056

COMPLIANCE OFFICER: Sunit Koli, sunit@careercitycollege.ca or Ph: 250-317-2222

SENIOR EDUCATIONAL ADMINISTRATOR: Jenny Koropatnicki, jenny@careercitycollege.ca or

Ph: 250-410-3061

ONSITE ADMINISTRATOR CONTACT: Mayu Tanaka, studentservices@careercitycollege.ca or

250-410-4393

Academic Integrity and AI Misconduct Procedure

Purpose

Career City College is committed to maintaining the highest standards of academic integrity and ensuring that all students demonstrate their own knowledge, skills, and competencies. Academic integrity violations undermine the value of education and the credibility of academic credentials. We also want to ensure you are prepared for the workplace and have the skills and knowledge needed to succeed.

This policy applies to all forms of academic misconduct, including but not limited to plagiarism, misrepresentation, unauthorized collaboration, contract cheating, and the inappropriate or undisclosed use of Artificial Intelligence AI tools where such use is prohibited or exceeds instructor guidelines.

Investigation Process

Where there is reasonable suspicion that a student has engaged in academic misconduct, Career City College reserves the right to investigate the matter.

As part of the investigation, the College may require the student to:

- Meet with the instructor and/or Academic Department;
- Review the Academic Integrity Policy;
- Participate in a live assessment, oral examination, interview, practical demonstration, supervised test, or other method of verification to demonstrate competency and authorship of submitted work;
- Provide explanations, drafts, notes, research materials, or supporting documentation related to the submitted assignment or assessment.



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Failure to participate in the investigation process may result in disciplinary action, including suspension of studies or dismissal from the institution.

First Academic Integrity Violation

Upon a first confirmed academic integrity violation:

1. The student will receive a formal Academic Integrity Warning.
2. The student must review the Academic Integrity Policy.
3. The student will be required to meet with the instructor and/or Academic Department.
4. The student may be required to complete a live test, oral assessment, or other competency verification activity.
5. Additional academic penalties may apply

Second Academic Integrity Violation

Upon a second confirmed academic integrity violation:

1. The student will receive a Warning of Dismissal.
2. The student must again review the Academic Integrity Policy.
3. The student will be required to meet with the instructor and/or Academic Department.
4. The student may be required to complete a live test, oral assessment, or other competency verification activity.
5. Additional academic penalties may apply
6. The Warning of Dismissal will remain on the student's file and will serve as notice that any further academic integrity violations may result in dismissal from the institution.

Third Academic Integrity Violation

A third confirmed academic integrity violation shall constitute grounds for dismissal from Career City College.

The College reserves the right to dismiss a student where repeated violations demonstrate a pattern of academic misconduct or where the College determines that the integrity of the student's academic work can no longer be verified.

Failure to Participate or Communicate

Students are expected to respond promptly to communications from instructors and College representatives regarding academic integrity concerns.

If a student:

- Fails to respond to requests for meetings;
- Repeatedly cancels scheduled meetings;
- Fails to attend scheduled meetings without notice;
- Refuses to participate in a required live assessment or investigation process; or
- Otherwise delays or obstructs the investigation,



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Career City College reserves the right to temporarily suspend the student's studies, restrict access to academic systems, place the student on administrative hold, or proceed with dismissal where warranted.

Academic Integrity Appeals

Right to Appeal

Students have the right to appeal academic decisions, including grades and academic integrity findings, in accordance with Career City College policies.

Academic Integrity Decisions

A student who receives an academic integrity warning, sanction, suspension, dismissal, assignment grade reduction, assignment failure, course failure, or other academic penalty as a result of an academic integrity investigation may submit a written appeal.

The appeal must:

- Be submitted in writing to the Academic Department within ten (10) business days of receiving the decision;
- Clearly state the grounds for the appeal;
- Include any supporting documentation or evidence the student wishes to be considered.

Grounds for appeal may include:

- Procedural error in the investigation process;
- New information that was not available during the original investigation;
- Evidence that the decision was unreasonable based on the information available at the time.

Submitting an appeal does not automatically suspend the academic penalty, administrative hold, or account suspension imposed by the College unless otherwise determined by the Academic Department.

Grade Appeals

Students who believe a grade has been assigned incorrectly may request a review by first discussing the concern with their instructor. If the matter cannot be resolved, the student may submit a formal written Grade Appeal in accordance with the College's Grade Appeal Policy.

Grade appeals related to academic integrity findings must follow the Academic Integrity Appeal process outlined above and may not be used to challenge an academic integrity decision indirectly.

Final Decision

Following review of the appeal, the College may uphold, modify, or overturn the original decision. The decision of the designated College authority shall be final.

Career City College reserves the right to maintain any account restrictions, suspensions, or administrative holds while an appeal is under review, where necessary to protect the integrity of the academic process.

Plagiarism

Plagiarism is the presentation of another person's or source's words and/or ideas as if they were one's own. It ranges from an entire assignment which is not the student's own work to specific passages within



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an assignment taken from a source without acknowledgement.

Students are required to turn in original work only. Plagiarism also includes being seen as being involved directly or indirectly in plagiarism. Students found to violate the College's Academic Integrity Policy will receive a zero grade for the assessment and/or will receive a zero grade for the course, at the discretion of the instructor. Additionally, depending on the severity of the infraction and on the discretion of the Compliance Officer, the student may be dismissed from the program.

The Inappropriate Use of Artificial Intelligence to Complete Academic Work

AI is a tool, not a shortcut. Our goal is to prepare students not only to succeed in today's classrooms but to thrive in tomorrow's world where critical thinking, integrity, and human creativity will remain irreplaceable.

This outlines the expectations and boundaries for using artificial intelligence (AI) in academic work to preserve the integrity, originality, and authenticity of student contributions.

- **Transparency:** All use of AI in coursework must be clearly acknowledged.
- **Integrity:** Students must submit work that reflects their own learning, reasoning, and comprehension.
- **Fairness:** The use of AI should not give one student an unfair advantage over others.

Required Disclosure: If AI tools are used, students must include a statement in their submission such as: "Portions of this work were developed with assistance from ChatGPT (OpenAI), used for brainstorming and grammatical editing."

Prohibited Use of AI

The following uses of AI are **strictly prohibited**:

- Submitting AI-generated content as original work without disclosure.
- Using AI to complete quizzes, exams, or any form of assessment designed to test individual knowledge.
- Employing AI to paraphrase or rewrite plagiarized content to avoid detection.
- Relying on AI to code, solve problems, or write essays in place of one's own intellectual effort (unless explicitly allowed).

Violation Examples:

- Copy-pasting an AI-generated essay response into an assignment and submitting it as one's own.
- Using ChatGPT to solve an online exam question during a test.



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Dealing with an Allegation of Violating the Academic Integrity Policy

You have a right to be heard and the right to a fair process. The college takes allegations of violations of academic integrity seriously. If an instructor is concerned that you have violated the policy, they will inform the director and student services. If you are alleged to have violated the policy, the academic department must notify you in writing. If you refuse to participate in the process, the administration may proceed to decide whether a violation occurred.

Consequences

If you are found guilty of violating the academic integrity policy, the penalties may be:

- a grade of zero for the assignment
- a failing grade for the whole course
- a notation on your transcript
- disciplinary probation
- suspension
- rejection of parts or all of your work
- dismissal

The penalty assigned varies by circumstance but is particularly serious when a student has already committed one violation. Along with these penalties, you will also receive a letter of reprimand. This letter will stay on your file. If you are found guilty of a second attempt at violating the academic integrity policy, it could lead to dismissal.