Suspicion of Falsification of Records

A practical guide to determining whether AA48 or SA07 applies

When you become aware of a concern that a learner may have falsified, altered, or misrepresented a document or record, the appropriate policy depends on what the information was being used for and the nature of the concern.

Start here

Is the concern primarily connected to the student's learning, academic work, assessment, participation, achievement, or a program requirement?

➔ **Start with AA48 – Academic Integrity**

Does the situation involve broader behavioural, safety, threat, or security concerns?

➔ **SA07 – Student Conduct may apply**

In general, AA48 focuses on learning and credential integrity, while SA07 addresses broader conduct, behavioural, threat, and safety considerations.

When in doubt…

You **do not need to determine both policies yourself.**

A matter should proceed under one policy rather than result in duplicate findings or sanctions for the same conduct. Where both AA48 and SA07 appear to be significantly engaged, the matter should be referred to the appropriate Academic Integrity Lead, who will confer with the Dean of Academic Development and the Manager, Safety and Security.

Quick reference

If the concern involves …	Policy application …
Suspected fabricated research data, lab results, citations or other assessed academic evidence	**AA48**
Suspected Fabricated drafts, messages or version history used to conceal who completed academic work	**AA48**
Falsified attendance or placement log used to demonstrate course outcomes or competency	**Usually AA48**
An allegedly false medical note, bereavement document or employer letter used to request an academic exception	**AA48**

An altered transcript, diploma, prerequisite credential, admission record or College-issued document	**AA48** *If used for admission purposes, the Registrar makes the final determination*
A suspected false police check, vulnerable sector check, immunization record or safety certificate connected to course requirement	**Usually AA48, with Security involvement as appropriate**
Threats, intimidation, retaliation, evidence destruction or unauthorized access following an academic integrity concern	**SA07 for the conduct concern**

Important

Some situations have additional safety, professional, placement, legal, regulatory, or external-partner implications. These factors may require consultation or involvement from Security Services even when AA48 is the applicable academic policy.

Examples

Example 1: Questionable First Aid certificate

A student submits a First Aid certificate required to participate in a field placement. The Program Coordinator notices discrepancies suggesting that the certificate may have been altered.

The Program Coordinator speaks with the student and gives them an opportunity to explain. After that conversation, there is still a reasonable basis to believe that the document may have been altered or misrepresented.

What happens?

The concern is reported through the **AA48 Academic Integrity process** because the document was submitted in support of an academic or program requirement.

Because the document is also a safety-related credential, **Security Services is involved in the investigation** to address the potential safety implications.

Example 2: Academic integrity concern followed by threatening behaviour

A professor raises a concern about possible unauthorized AI use on an assignment. During the subsequent discussion, the student engages in threatening or intimidating behaviour toward the professor.

What happens?

The original academic concern may still fall within Academic Integrity. However, the threatening or intimidating conduct represents a separate and more significant safety and conduct concern and is addressed through **SA07 – Student Conduct**.