



Academic Integrity Student Toolkit

In this Toolkit

- [NAIT Academic Integrity Student Web Page](#)

Please explore this site to learn more about Academic Integrity, Student Rights, Appeals and the support available to students to help them succeed.

- [Student Expectations Checklist](#)

This is a tool to review with your instructor if anything is unclear about what may or may not be permitted in your course. This can be used in conversation with each of your instructors during their office hours to make a connection and explicitly understand what is ok to use in their course.

- [AI Assessment Scale](#)

This tool is helpful, in combination with the Student Expectations Checklist, for understanding beyond “Don’t use AI”. Are there times when AI use is ok in this course? What is your own literacy and fluency with AI use? What is the instructor's level of comfort with AI use?

- [Spectrum of Collaboration](#)

This tool will help guide your understanding of what collaboration can look like and how to determine if work is meant to be

collaborative or independent. If you are ever unsure, it is best to connect with your instructor to confirm before working with a friend.

- [NAIT Student Supports](#)

NAIT offers a variety of support services that provide the tools, resources, and community to support your well-being and success.

- [NAIT Student Rights and Responsibilities](#)

Every student has the right to an inclusive learning environment that respects NAIT's values and is free from discrimination, and the right to a learning environment that is safe, free from violence and harassment.

- [Academic Misconduct Procedure](#)

NAIT’s Academic Misconduct Procedure is based on the principles of Natural Justice, which includes fundamentals of fair treatment, including the right to an impartial decision maker, the right to know all evidence being considered, the right to be heard and to respond, the right to written reasons, and the right to know the appeal process.



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Student Expectations Checklist

Review this checklist at the start of the course or before any assessment that you are uncertain about and discuss any unclear items with your instructor.

Is this?	What that means
Permitted	You can use the resources, but it is important not to represent others' work as your own, even with allowed resources.
Not Permitted	You cannot use the resources. If a resource is not listed, do not use it until you have confirmed with your instructor that it is allowed.
Unsure?	If you are unsure whether a tool fits into one of these categories, please check with your instructor.

This tool is meant to spark a discussion with your instructor to better understand what is permitted in their course. It is not meant to be emailed to them for completion.

****Please see the checklist on the next page for reference throughout this term**



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****Course:**

Term:

Instructor:

Date:

Resource	Permitted	Not Permitted
Generative, Assistive or Agentic Artificial Intelligence, like ChatGPT, Copilot, Claude, Gemini, etc. See the AI Assessment Scale on the next page for details.	☐	☐
Grammarly or other advanced grammar tools (if unsure, check with instructor)	☐	☐
Translation software/apps (e.g., Google Translate, Language IO)	☐	☐
Classmates	☐	☐
Classmates in your assigned group only	☐	☐
Other people (e.g., tutors, family members, friends, students not currently in this course)	☐	☐
Primary resources (e.g., Brightspace, textbook, PowerPoint slides)	☐	☐
Secondary resources (e.g., articles, NAIT Library, online websites, videos, podcasts, etc., YouTube)	☐	☐
Other:	☐	☐
Other:	☐	☐



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Spectrum of Collaboration

Spectrum of Collaboration

Individual Work		No collaboration permitted	Each student is expected to complete and submit their own work. Students are not allowed to collaborate at any stage.	E.g. exams, some essays/papers, lab reports.
		Peer Review	Each student is expected to complete and submit their own work. Students are allowed or encouraged to exchange/share assignments to provide feedback to each other.	E.g. creative work with critique as part of the process.
		Shared Start	Students share some form of initial work or data collection. Each student is then expected to complete and submit an individual assignment with their own research, analysis, ideas, etc.	E.g. individual lab reports where the initial lab work is done as a group.
Group Work		Separate Sections	Students individually complete a section of the assignment and assemble it into a single submission. Most of the content can be attributed to a specific group member.	E.g. written project where participants can easily say who did which part.
		Interdisciplinary	Students complete different tasks from different specializations to contribute to a final product. Students may develop ideas together but each student has a set and unique role.	E.g. capstone projects with students from multiple specializations or programs working together to make something or solve a problem.
		Co-Creation	Students create all of the assignment content together, either working directly together or passing the product back and forth. Work cannot be easily split and attributed to a single group member.	E.g. written assignment where students are expected to write all content together.



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AI Assessment Scale

1	NO AI	The task is completed entirely without AI assistance. This level requires a controlled environment where AI-free conditions can be assured. The task must be designed accordingly. This task will be completed in a controlled environment without access to AI, where you demonstrate your own knowledge, understanding, and skills.
2	AI PLANNING	The task focuses on planning activities such as brainstorming, outlining, and initial research. Students may choose to use AI to support this process. Tasks may be the starting point for an additional assessment at another level of the scale. This task has been designed to focus on planning, idea development, and research. If you have used AI to support this process, your submission should show how you have independently developed and refined these ideas.
3	AI COLLABORATION	AI may be used to help complete the task, including idea generation, drafting, feedback, and refinement. The task has been designed so that critical evaluation of AI outputs is integral, and students are expected to maintain their own voice throughout. This task has been designed so that you may use AI to assist with drafting, refining, and evaluating your work. You should critically evaluate and modify any AI-generated content you use, maintaining your own voice throughout.
4	FULL AI	There is an expectation of AI involvement in this task. The task has been designed to evaluate the student's ability to integrate AI to achieve goals that neither AI nor human could reach alone in the time available. This task has been designed with an expectation that you will use AI throughout your work. The task is structured to evaluate how effectively you integrate AI to achieve your goals while demonstrating your critical thinking.
5	AI EXPLORATION	AI is used creatively to enhance problem-solving, generate novel insights, or develop innovative solutions within the discipline. Students and educators may co-design assessments to explore unique AI applications. This task has been designed to encourage creative use of AI for problem-solving in your discipline, potentially co-designing new approaches with your instructor.





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Student Services and Supports

Need help? Start here.	
I need help with...	Resources to try
Writing support	NAIT Writing Centre - support to help you excel in writing assignments and improve your writing skills.
Finding or citing sources	NAIT Library Services — Help with research, evaluating sources, and citations.
Understanding plagiarism and citations	Understanding Citations & Style Guides — Clear guidance on using and acknowledging others' work.
Study skills or tutoring	Learning Services — Support with learning strategies, tutoring, and academic skills.
Student advocacy or peer support	NAIT Students Association- NAITSA — Helps connect with advocacy, peer support, and student services.
Wellbeing or personal support	Mental Health Resources — Support for wellbeing, stress, and counselling-related needs.
Getting organized for success	Soar with NAIT — Tools for study habits, time management, and adjusting to NAIT.



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Academic Misconduct Procedure

The Academic Misconduct Procedure

If an instructor suspects misconduct, a fair and documented process follows. Here is what to expect — and how to respond.

1. Written notice

You receive an email from the Academic Integrity Office describing the concern and the evidence.

2. Respond promptly

Reply within five business days to arrange a meeting with your instructor or answer in writing.

3. Share your side

Meet your instructor to explain your perspective and provide any supporting information or evidence.

4. Final Decision

After hearing your perspective, your instructor will review all of the information. A decision will be emailed to you within 10 business days.