

# Academic Integrity and Misconduct Information

Source: [Code of Student Academic Integrity](#) 2023-2024

Through the Code of Academic Integrity, you will be able to understand your rights and responsibilities, as well as what happens if you are accused of Academic Misconduct. The following outlines the scope of the policy, how it applies to you as the student, how the process works, and the potential outcome(s).

## Code of Student Academic Integrity:

### Scope

The Academic Code applies to the Academic Activities of a Student conducted as part of University-related scholarly or academic pursuits, such as but not limited to:

- Submission of academic work including exams, quizzes, essays, discussion posts, group work, performances, work reports
- Submission of draft or practice material
- Participation in scholarly activity such as research, practicum, clinical placement, or work integrated learning opportunity
- Representation of academic credentials or achievements associated with University-related academic or scholarly work

The Academic Code will apply to all academic and scholarly activities that occurred during the time the individual was considered a student regardless of when the Academic Misconduct was reported; including after credentials are awarded or graduation.

### Academic Integrity Rights and Responsibilities

Students have the right and responsibility to:

- Familiarize themselves with the Academic Code and to act honestly and ethically when conducting all academic or scholarly work
- Be informed in advance of the academic integrity expectations and conditions associated with all academic work and scholarly activity
- A fair process that maintains the principles of procedural fairness, including; a process free from bias, the ability to respond to the allegation(s), the reason(s) for a decision, and the right to appeal a decision
- Seek guidance and support from trusted sources such as a Student Association Advocate, University Officials, Elders, or personal supports
- Have a Support Person present at any stage of the process
- Make inquiries, register a complaint, or seek support through other internal or external administrative processes

### Academic Misconduct

Academic Misconduct is any action, whether actual, attempted, or assistance provided to another, in relation to academic and scholarly activity, whether deliberate or inadvertent, that is dishonest, misrepresents information, or creates unfair advantage. The following is a non-exhaustive list of behaviours or activities that represent Academic Misconduct:

- Plagiarism; submitting or using the ideas, words, images, code, performance, or work of others

without appropriate citation or referencing such as:

- Submitting, including, or presenting the full or partial work (intellectual property) of another
- Failing to acknowledge the phrases, ideas, or work of another using appropriate citation or referencing
- Submitting the same, or substantially similar, complete or portions of an assignment, project, paper, or work that the Student has previously submitted for evaluation at the University or another institution in previous Academic Activity unless prior approval has been obtained
- Unauthorized collaboration with others, beyond what is reasonably expected or permitted, to complete academic work
- Soliciting, facilitating, or submitting work that is purchased or otherwise acquired from another person or source unless the work is appropriately cited and/or approved by the Instructor such as hiring or subscribing to services to complete academic work
- Cheating; acting dishonestly or unfairly on an exam, assignment, project, or other form of evaluation such as;
- Using, concealing or sharing unauthorized notes, materials, or aids
- Unauthorized possession or use of proprietary instructional, assessment questions, answers, completed assessments, or course materials
- Unauthorized possession, distribution, or use of electronic device or software during an examination or assessment
- Using, facilitating, or attempting to view or otherwise access another Student's answers or submission
- Unauthorized communication or attempt to communicate with others during an examination or assessment
- Failing to take reasonable measures to protect answers from others
- Falsification, Fabrication, or Misrepresentation; using, submitting, or presenting false information or misrepresenting facts for any academic or scholarly purpose such as:
- Impersonating or knowingly being impersonated within an academic or scholarly activity, examination, or academic evaluation
- Impersonating an instructor, student, or other member of the University Community
- Submitting or fabricating false records or information related to any academic or scholarly activity including laboratory records, attendance record, work placements, or research data
- Using or submitting falsified documents, academic or medical, to gain an academic advantage within a University policy or procedures such as an extension, a withdrawal, or an accommodation
- Forging, misusing, or altering a University document or record
- Academic Advantage; engaging in activities that provide an individual(s) with unfair academic advantage as compared to other Students such as;
- Obtaining, accessing, or using academic materials intended to be teaching references
- Altering or adjusting the academic work or registration of another
- Obstructing or preventing others from having the ability to pursue or participate in their own academic work such as destroying materials or removing learning materials.

### Responding to Suspected Incidents of Academic Misconduct

When a Faculty Member receives a report of, or notices themselves, a suspected act of Academic Misconduct they will review the information and determine if the Academic Code applies.

If they find the code to apply, they will review the suspected violation under three levels, which is referred to as the **Level of Academic Impact**.

The levels are as follows:

1. **Academic Work Level**-misconduct that is minor and poses a concern or risk for the integrity of the Student's academic work such as assignments, exams, papers and/or projects
2. **Program or Area of Study Level**- misconduct that poses a serious concern or risk for the integrity of the Student's academic conduct within a program or area of study such as professional standards, multiple violations of the Academic Code, integrity of field of study, accreditation requirements, or academic standards
3. **University Level**-misconduct that poses a significant concern or risk for the integrity of the Student's academic conduct across all University related academic and scholarly activity such as serious ethical issues, Academic Misconduct that involves serious non-academic behaviour, repeated violations of the Academic Code, reputational concerns, or research standards

### Reviewing and Decision Making

An academic misconduct review will then take place to determine the facts of what occurred, reviewing but not limited, to the following: the reviewing of materials, interviewing individuals with relevant information, reviewing access to University software or equipment, and consulting various policies and procedures

Once the Level of Academic Impact (as stated above) has been determined by the Faculty Member, will determine who then reviews and makes a decision on the issue. The Decision Maker, in consultation with the Office for Student Community Standards, may appoint an alternative Reviewer when necessary.

Academic Misconduct reviews and decisions will be conducted as follows:

1. **Academic Work Level**- the Faculty Member responsible for the academic work or designate
2. **Program or Area of Study Level**-the Associate Dean responsible for the academic area of study or the Registrar in consultation with the Associate Dean(s) when the Academic Misconduct involves multiple academic areas or a designate approved by the Dean or Registrar
3. **University Level**-The Dean responsible for the academic area of study or the Registrar in consultation with the Dean(s) when the Academic Misconduct involves multiple academic areas.

**Repeated Incidents of Academic Misconduct Meaning:** having more than one Academic Misconduct violation resolution within one or more courses and/or program.

- When a Student is found to have multiple violations of Academic Misconduct this will be considered as a repeated incident of Academic Misconduct and will be reviewed as Program or Area of Study or University Level of Academic Impact.
- The Reviewer will notify the Student suspected of Academic Misconduct in writing of the review and provide them with an opportunity to respond.

### Resolutions

Once the review is complete, the decision maker will then use the finding of facts to determine whether or not there was a violation of the Code of Academic Integrity Policy. If the student is found to have violated the code, the Decision Maker will then resolve the conflict by choosing one of the following resolutions per the Level of Academic Impact.

**Academic Work Level**-outcomes that address the integrity of the Student's academic work:

- Academic Integrity Learning; completion of learning activities on specific topic associated with academic integrity
- Warning; written notification of violation Academic Code
- Resubmission; requirement to redo all or a portion of the Academic Activity
- Reduced Grade on Academic Work; a lower score on the Academic Activity being graded up to and including a grade of zero (0)
- Refer for Review for Higher Level of Academic Impact; a request for a review at a higher Level of Academic Impact as a result of additional information found during the review

**Program or Area of Study Level**-may include resolutions in the above section and/or resolutions that address the integrity of the Student's academic participation within the program or area of study:

- Educational Activity; requirement to complete a project or activity that demonstrates an understanding/contribution to the nature of the academic impact or reparation of trust;
- Reduced Course Grade; assign a lower grade, including a failing grade, in a course or Academic Activity associated with the Academic Misconduct
- Required to Discontinue; a temporary prohibition of enrolling in Academic Activity within a specific program or area of study for a period of time no longer than two (2) academic years

**University Level**-may include outcomes in above two sections and/or outcomes that address the integrity of the student's academic participation within any area of study within the University:

- Restriction of University Access; prohibition from attending or participating in university related activities or properties
- Academic Misconduct Notation; notation on transcript of academic misconduct for a period no longer than two (2) academic years
- Suspension; a temporary prohibition of enrolling in Academic Activity for a period no longer than three (3) years. Suspensions may result in a notation on a student's transcripts for the duration of the suspension. Suspensions may include a partial or total loss of fees and funds and associated grades and may include terms associated with the return to the University
- Expulsion; a permanent prohibition of registering or enrolling in University academic or related activities. Expulsions may result in a notation on a student's transcripts for up to five (5) years. After the required time has elapsed, an expelled student may apply to the Student Appeal Committee for the removal of the notation on the transcript
- Rescind Credential; an order to rescind the Student's previously received academic credentials or awards received such as degrees, diplomas, certificates, awards, or achievements and/or the prohibition of admission to the University.

## Appeal

A Student who has been found responsible for a violation of the Academic Code, may request an appeal of the decision and is encouraged to review the Student Appeal Policy and Procedures.