



Type:	B – Educational (Senate)	Last Approved: Nov 6, 2008
Executive Responsibility:	President & Vice-Chancellor	Next Review: Nov, 2013
Administrative Responsibility:	Executive Director, Student Services/Vice President , Academic & Provost	Procedure:

STATEMENT:

Integrity in academic work is a central element of learning and is the basis of intellectual pursuits in an academic community. The purpose of this policy is to outline the following:

- standards of academic integrity;
- responsibilities of students; and
- violations of academic integrity.

STANDARDS OF ACADEMIC INTEGRITY

Students are expected to meet the standards of academic integrity as indicated in this policy. Standards of academic integrity include, but are not limited to the following:

- independently producing work submitted under one's own name;
- properly and appropriately referencing all work;
- identifying all collaborators in work;
- completing examinations without giving or receiving assistance, excepting those students requiring assistance due to a documented disability;
- respecting the integrity of examination materials and/or the examination process; and
- respecting the integrity of computer security systems, software copyrights and file privacy of others.

ACADEMIC MISCONDUCT

Violations of academic integrity, including dishonesty in assignments, examinations, or other academic performances, are prohibited and will be handled in accordance with the Student Academic Code of Conduct Procedures.

Academic misconduct includes, but is not limited to, the following acts:

1. Cheating

Cheating is an act of deception by which students misrepresent that they or others have mastered information for an academic exercise.

2. Fabrication

Fabrication is the use of false information or the falsification of research or other findings with the intent to deceive.

3. Plagiarism

Plagiarism is the unacknowledged use of someone else's words, ideas, or data regardless of source. When a student submits work for credit that includes the words, ideas or data of others, the source of that information must be acknowledged through complete, accurate, and specific references, in a style appropriate to the area of study, and, if verbatim statements are included, through quotation marks or block format as well. By placing their names on work submitted for credit, students certify the originality of all work not otherwise identified by appropriate acknowledgments.

4. Facilitation of Academic Misconduct

Facilitation of Academic Misconduct is helping or attempting to help another to commit act(s) of academic misconduct as outlined above.

4.1 In such cases where a student is suspended, the notation "Required to Withdraw due to Academic Misconduct" will be added to the student's official transcript.

4.1.1 After five years, students may request the removal of this notation from their transcript if no further instances of academic misconduct have been documented.

5. Non-attendance

Non-attendance, where attendance is deemed to be mandatory, is not acceptable, unless there are documented valid reasons. Such reasons include, but are not limited to: personal illness, family illness, death of an immediate family member, religious observance, or sports events in which the student represents Vancouver Island University. While most cases of non-attendance are dealt with in accordance with the specific requirements of courses and programs, under certain conditions non-attendance may constitute academic misconduct, notably when such non-attendance affects the academic performance of other students (e.g. group work).

DISCIPLINARY ACTION

Every reasonable effort shall be made to address student misconduct concerns at the instructional and departmental level.

This policy provides for the recording of all instances of misconduct; it also provides for a range of consequences depending on the nature and degree of the misconduct. Records of student academic misconduct are intended to identify and protect against such acts. Once an instructor determines that a student has committed an act of academic misconduct, he or she must complete a Record of Academic Misconduct, recommending failure for either the assignment or the course.

Repeated acts of misconduct, or acts judged to represent a more serious degree of misconduct, may lead to suspension by the President. No student shall be allowed to withdraw from a course, or the University, to avoid receiving a failing final grade for reasons of academic misconduct.

Mar 21-11

Cross Reference:

[Policy 32.05 – Student Conduct Code](#)

[Policy 21.08 – Accommodating the Observance of a Religious Holy Day](#)

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SAMPLE