

 CAPILANO UNIVERSITY		POLICY	
Policy No.	Officer Responsible		
S2017-05	Vice-President Academic and Provost		
Policy Name			
Academic Integrity			
Approved by	Replaces	Category	Next Review
Senate	Cheating and Plagiarism	B	2021
Date Issued	Date Revised	Related Policies, Reference	
January 2018		S2017-05-01 Academic Integrity Procedures S2015-03 Senate Student Appeal Policy S2015-03-01 Senate Student Appeal Procedures	

1. PURPOSE

1.1 Capilano University has a culture of integrity, ethical conduct, and intellectual and academic honesty and expects its students to uphold these values. Academic integrity is fundamental to the creation, transmission and acquisition of knowledge; the upholding of academic integrity is a condition of continued enrolment at Capilano University.

1.2 Any instance of academic dishonesty or breach of the standards of academic integrity is serious and students will be held accountable for their actions, whether acting alone or in a group. This policy defines relevant terms, outlines the roles of each of the parties to a policy violation, and identifies the consequences of such violations.

2. SCOPE

2.1 This policy and related procedures apply to any student at Capilano University who is registered in a credit course. The University may choose to investigate allegations under this policy concurrently with investigations under another University policy and procedures, by law enforcement, courts, or another external entity.

3. DEFINITIONS

Appellant – a respondent who has filed or intends to file a formal appeal of the decision(s) of an administrator of this Policy.

Complainant – a person who has made a report of an alleged violation of this Policy.

Course Outline/Syllabus – for the purpose of this policy, these terms can be used interchangeably to describe the document that sets out the parameters, expectations, and content of a course.

Instructor - a person who is responsible for delivering course curriculum and evaluating students' work.

Investigator – a person who collects, reviews, and reports on all evidence related to alleged violations of this policy.

Respondent – a student who is investigated for an alleged violation of this policy.

Senate Student Appeals Committee – the body that creates impartial tribunals to hear and determine the outcome of appeals on grades and other academic matters and appeals regarding penalties imposed during academic integrity proceedings.

Student – an individual who is registered in a credit course or a course of study at the University or who was registered at the time the violation is alleged to have occurred.

Witness – a person who is identified as having additional information regarding an alleged violation.

4. INSTRUCTOR RESPONSIBILITIES:

4.1 Instructors are responsible for taking actions to prevent academic dishonesty. It is the instructor's responsibility to take appropriate action if academic dishonesty has occurred. At a minimum, the instructor is required to do the following:

- i. Include in all course syllabi/outlines a statement pertaining to the importance of academic integrity, and a reference to the Academic Integrity Policy and Procedures for violations to this policy;
- ii. Review these course syllabi/outlines statements with students at the beginning of each term and outline expectations for demonstrating academic integrity in the course and within the specific academic discipline;
- iii. Provide students with information about the correct use of acceptable references/citation format(s) within the academic discipline; and,
- iv. Provide students with information about any rules relating to acceptable levels of collaboration on assignments or in any required laboratory, research, or clinical work.

5. STUDENT RESPONSIBILITIES:

5.1 Students are responsible for knowing the academic expectations and standards of their instructors, including but not limited to understanding the course syllabus, seeking assistance if required, and knowing the standards of documentation required in assessments.

5.2. Students are expected to make themselves aware of the information contained in this policy. Lack of awareness does not excuse students from responsibility for their actions.

6. STANDARDS OF ACADEMIC INTEGRITY

6. 1 Students are expected to meet the standards of academic integrity defined in this policy, as well as any additional course-specific academic integrity standards stated in the course syllabus.

Standards of academic integrity include, but are not limited to:

- i. Independently producing work submitted under their own name;
- ii. Properly and appropriately documenting all work;
- iii. Identifying all collaborators in work;
- iv. Completing examinations without giving or receiving assistance unless assistance is required due to documented accommodation;
- v. Respecting the integrity of examination materials and/or the examination process.

7. ACADEMIC DISHONESTY

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

7.2 Academic dishonesty is any act that breaches one or more of the principles of academic integrity. Acts of academic dishonesty may include but are not limited to the following types:

7.2.1 Cheating: Using or providing unauthorized aids, assistance or materials while preparing or completing assessments, or when completing practical work (in clinical, practicum, or lab settings), including but not limited to the following:

- i. Copying or attempting to copy the work of another during an assessment;
- ii. Communicating work to another student during an examination;
- iii. Using unauthorized aids, notes, or electronic devices or means during an examination;
- iv. Unauthorized possession of an assessment or answer key; and/or,
- v. Submitting of a substantially similar assessment by two or more students, except in the case where such submission is specifically authorized by the instructor.

7.2.2 Fraud: Creation or use of falsified documents.

7.2.3 Misuse or misrepresentation of sources: Presenting source material in such a way as to distort its original purpose or implication(s); misattributing words, ideas, etc. to someone other than the original source; misrepresenting or manipulating research findings or data; and/or suppressing aspects of findings or data in order to present conclusions in a light other than the research, taken as a whole, would support.

7.2.4 Plagiarism: Presenting or submitting, as one's own work, the research, words, ideas, artistic imagery, arguments, calculations, illustrations, or diagrams of another person or persons without explicit or accurate citation or credit.

7.2.5 Self-Plagiarism: Submitting one's own work for credit in more than one course without the permission of the instructors, or re-submitting work, in whole or in part, for which credit has already been granted without permission of the instructors.

7.2.6 Prohibited Conducts: The following are examples of other conduct specifically prohibited:

- i. Taking unauthorized possession of the work of another student (for example, intercepting and removing such work from a photocopier or printer, or collecting the graded work of another student from a stack of papers);
- ii. Falsifying one's own and/or other student's attendance in a course;
- iii. Impersonating or allowing the impersonation of an individual;
- iv. Modifying a graded assessment then submitting it for re-grading; or,
- v. Assisting or attempting to assist another person to commit any breach of academic integrity.

8. INVESTIGATION OF ALLEGED VIOLATIONS OF THE STUDENT ACADEMIC INTEGRITY POLICY

8.1 All alleged violations of the Student Academic Integrity Policy must be reported to the appropriate dean by the instructor and/or the program coordinator, convenor or chair. Students should report all alleged violations of this policy to the instructor, program coordinator, convenor or chair, or the appropriate dean.

8.2 The dean (or designate) will conduct an investigation into the alleged violation prior to imposing any sanctions on the student.

8.3 The dean must provide the investigator with clear standards of investigation, and provide annual training for all potential investigators.

8.4 All investigations must follow the procedures outlined in the Academic Integrity Procedures.

9. PENALTIES FOR VIOLATIONS OF THE STUDENT ACADEMIC INTEGRITY POLICY

9.1 It is recognized that acts of academic dishonesty will vary in degree of seriousness. This policy allows for a range of penalties and encourages the dean (or designate) to consider the context and

severity of each confirmed policy breach, as well as any recommendations made by the instructor(s) bringing the instance forward.

9.2 A withdrawal from the course, or the University, under these circumstances shall not stop Capilano University from investigating or from imposing sanctions.

9.3 Please refer to the Academic Integrity Procedures for more information on possible penalties.

10. APPEAL OF PENALTIES FOR VIOLATIONS OF STUDENT ACADEMIC INTEGRITY POLICY

10.1 A student has the right to appeal the determination of academic misconduct and/or the severity of the sanction to the Senate Student Appeals Committee.