

ACADEMIC INTEGRITY POLICY

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TABLE OF CONTENTS

- A. **PURPOSE**
- B. **SCOPE**
- C. **DEFINITIONS**
- D. **POLICY STATEMENTS**
- E. **PROCEDURES**
- F. **LINKS TO SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES**
- G. **RELATED ACTS AND REGULATIONS**
- H. **RELATED COLLECTIVE AGREEMENT CLAUSES**

A. PURPOSE

Douglas College, in common with other educational institutions, expects integrity, ethical conduct and intellectual and academic honesty of its students and employees. Academic Integrity is fundamental to the creation, transmission and acquisition of knowledge, and to the protection of the College’s reputation and the professional reputations of the College’s employees; the upholding of Academic Integrity is a condition of continued membership in the College community.

It is assumed that the vast majority of students and employees conduct themselves, their knowledge acquisition and their scholarly activities with integrity. However, any instance of Academic Dishonesty or breach of the standards of Academic Integrity is serious. This policy defines relevant terms, outlines the roles of each of the parties to a policy violation and identifies the consequences of such violations.

B. SCOPE

- **ACADEMIC STUDENTS**
- **FACULTY MEMBERS**
- **RESPONSIBLE ADMINISTRATORS (i.e., Deans / Associate Deans / Directors)**
- **VICE-PRESIDENT ACADEMIC & PROVOST**
- **REGISTRAR’S OFFICE**
- **STAFF MEMBERS**
- **COLLEGE PRESIDENT**

C. DEFINITIONS

1. **Academic Integrity:** The fundamental ethics of scholarship and knowledge creation and transmission, including the principles of honesty, respect for truth and knowledge, fairness and responsibility.
2. **Academic Dishonesty:** Any act that breaches one or more of the principles of Academic Integrity identified in the definition, above, or the policy statement, below. Acts of Academic Dishonesty may include but are not limited to the following types:
 - a. **Academic Fraud:** Impersonating or allowing the impersonation of an individual for the purposes of completing an in-person examination or interview; submission of falsified records or documents, such as academic transcripts, credentials, letters of reference or medical certificates.
 - b. **Cheating:** The possession or provision of unauthorized aids, assistance or materials in the preparation of assignments, during examinations or in the completion of 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 examination
 - ii. Communicating work to another student during an examination
 - iii. Possession of unauthorized aids, notes or electronic devices or means during an examination
 - iv. Unauthorized possession of an examination or answer key
 - v. Submission of a substantially similar assignment / test by two or more students, except in the case where such submission is specifically authorized by the instructor.
 - c. **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; massaging or manipulating research findings or data; suppressing aspects of findings or data in order to present conclusions in a light other than the research, taken as a whole, would support.
 - d. **Plagiarism:** Presenting or submitting as one's own work the work, research, words, ideas, artistic imagery, arguments, calculations, illustrations or diagrams of another person or persons without explicit or accurate citation or credit; this includes submission of purchased material as well as material in which the student has permitted someone else (a fellow student, tutor, mentor or teaching assistant, friend, etc.) to contribute unacknowledged.
 - e. **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.

DEFINITIONS (CONT.D)

- f. **Other Ethical Offenses** – 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 attendance in a course
 - iii. Modifying graded, returned material, then submitting it for re-grading
 - iv. Deliberately disrupting an examination or assessment, such as by causing a false fire alarm
 - v. Assisting or attempting to assist another person to commit any breach of Academic Integrity
3. **Responsible Administrator:** The Dean, Associate Dean, Director or other supervisor responsible for the Faculty or Educational Services area in which the alleged violation of this policy arises.
4. **Student File:** A file in the Registrar's Office, comprising both a scanned document file and a permanent electronic file, which includes a record of all course work for which the student has registered, the status of the courses and the grades and credits received, and from which the student's transcript is prepared.

D. POLICY STATEMENTS

1. All members of the College community share responsibility for adhering to the academic and ethical principles of the College: honesty in the representation of one's knowledge and learning, and the open and accurate acknowledgement in one's academic work of any indebtedness to the work of others. A breach of these standards will be treated seriously and not be tolerated. Students are expected to learn and embrace academic integrity as an essential part of their education, and all employees are expected to model it themselves. Faculty members are expected, in addition, to instill in students these same principles and to instruct students in practices that support academic integrity.
2. **RESPONSIBILITY FOR FOSTERING ACADEMIC INTEGRITY**

The expectation of academic integrity does not imply that students or academics must work and/or learn in isolation. Seeking out knowledge and integrating it with one's own work is integral to learning. Students are particularly encouraged, both in and out of class, to work, study and learn together, and to incorporate into their own exploration and analysis the work of others, as found in books, lectures, journal articles, electronic media, interviews, private conversations, group research projects and the like. Quotations, references to and citations of the works and contributions of others, as well as the acknowledgment of collaborators and collaborations, are used in academia to ensure that all research and any indebtedness to the work of others is appropriately credited.

POLICY STATEMENTS (CONT.D)

Any blurring of the line between one's own work or ideas and the contributions of others—whether acknowledged or unacknowledged, deliberate or inadvertent—may be a violation of academic integrity. This policy emphasizes the employee's and student's responsibility alike to avoid actions that might reasonably be perceived as dishonest or lacking in integrity.

- a. **Students:** Students are responsible for conducting themselves honestly and ethically and for becoming familiar with and adopting the principles of academic integrity in their studies. This responsibility includes being vigilant with the use of sources and documentation to avoid plagiarism.
- b. **Faculty Members:** Faculty members are responsible for ensuring that they and their students understand the principles of academic integrity, and for making reasonable efforts to avoid situations in which academic dishonesty is facilitated (for example, taking reasonable steps to ensure exam security). To this end, faculty members are required to do the following:
 - i. include in all Instructor Course Outlines statements pertaining to the importance of academic integrity, as well as consequences for violating the Academic Integrity policy, namely, that violations are reported to the appropriate Responsible Administrator for adjudication and that serious and/or repeat offenses will lead to students being suspended or expelled;
 - ii. review these Course Outline statements with their students at the beginning of each semester, and outline expectations for demonstrating academic integrity in their course and discipline;
 - iii. provide their students with information pertaining to the citation and documentation format(s) acceptable in their discipline; and
 - iv. provide their students with information pertaining to any rules or discipline-specific ethics relating to acceptable levels of collaboration on assignments or in any required laboratory, research or clinical work.

Faculty members are also responsible for addressing all suspected violations of this policy with the student, and for reporting violations to their Responsible Administrators where appropriate. The faculty member is invited to recommend a penalty for each policy breach, and the Responsible Administrator will take such recommendations under advisement; however, it is the role of the Responsible Administrator to determine whether a penalty is warranted and, if so, to assign one proportionate to the offense and in keeping with Faculty-wide and College-wide norms. (Note: Where the penalty assigned differs from the one(s) recommended by the faculty member, the Responsible Administrator will provide the faculty member with a rationale for her/his decision.)

POLICY STATEMENTS (CONT.D)

- c. **The College:** The College, in part through its Responsible Administrators, is responsible for making reasonable efforts to ensure that all members of the College community are aware of the general principles of academic integrity and the specific expectations of faculty members and students. The College will contribute to and support faculty members in their efforts to educate students about the importance of academic integrity, including through the provision of an online “Academic Integrity” module to be completed by all credit students within their first semester of study. The College will also ensure that this policy is enforced fairly and consistently when incidents of academic dishonesty are reported to Responsible Administrators. [Academic Integrity module under development.]

3. PENALTIES FOR VIOLATIONS OF THE ACADEMIC INTEGRITY POLICY

It is recognized that acts of academic dishonesty or misconduct will vary in degree of seriousness. This policy allows for a range of penalties and encourages Responsible Administrators to consider the context and severity of each confirmed policy breach, as well as any recommendation made by the faculty member bringing the instance forward. It is understood that penalties with the most serious of consequences, such as expulsion or the recording of a grade of “FD” (fail, academic dishonesty) or “NMD” (non-mastery, academic dishonesty) on a transcript, will be reserved for egregious breaches of academic integrity and/or for repeat violations of a significant nature.

a. First and Second Offense

Typical penalties for first and second offenses may include (but are not limited to) one or more of the following:

- i. completion of a replacement assignment / test (the same or a substitute)
- ii. a reduction in the grade earned for the assignment / test (e.g., a 50% reduction)
- iii. a grade of zero on the assignment / test, which may or may not lead to failure in the course
- iv. failure of the course and a notation on the transcript of “FD”
- v. non-mastery of the course and a notation on the transcript of “NMD”
- vi. suspension of the student, effective immediately and for a minimum of one additional semester
- vii. a recommendation to the President to expel the student from Douglas College

b. Third Offense

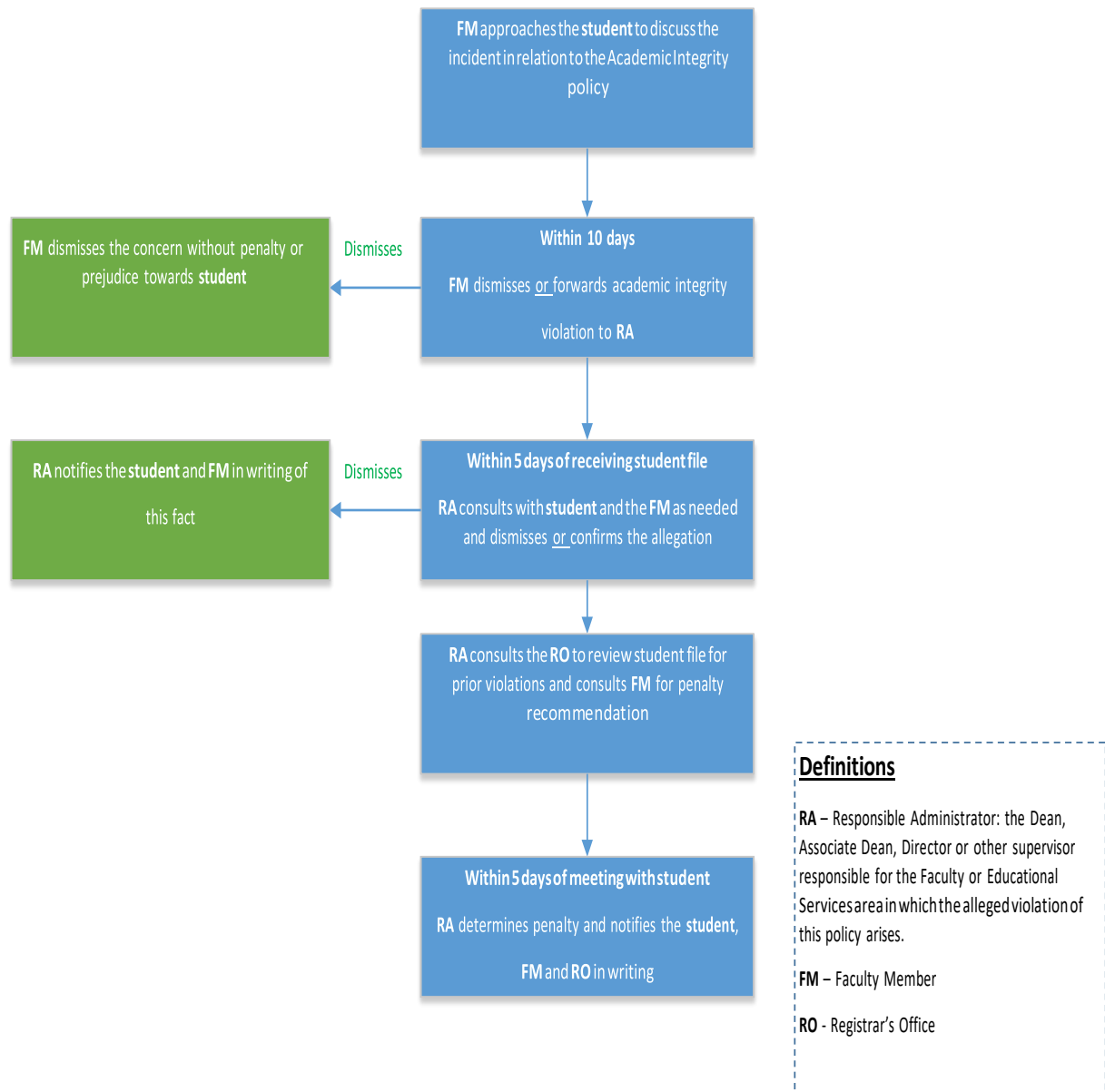
For a third offense, the Responsible Administrator will recommend to the President that the student be expelled from Douglas College.

Note: Where a student is expelled from Douglas College for reasons of academic dishonesty, a notation such as “Expelled for reason of academic dishonesty” will be placed on the student’s permanent file and transcript.

E. PROCEDURES

For detailed information, refer to the Douglas College *Academic Integrity (Violation of) Standard Operating Procedure (SOP)*.

Policy on Academic Integrity



PROCEDURES (CONT.D)

TIMELINESS and TIME LIMITATIONS

Faculty members and Responsible Administrators are expected and encouraged to follow up on suspected instances of academic dishonesty in a timely way. However, there is no time limit on the pursuit of incidents of academic dishonesty: discovery of a breach of academic honesty at any time after a course grade or credential has been awarded will be dealt with according to the procedure outlined above, and may result in the repeal of a course grade or a credential.

APPEAL

A student may appeal all penalties assigned by the Responsible Administrator under this policy, in accordance with the procedures and timelines outlined in the Educational Policy Appeal policy. [*Policy under development.*]

A faculty member may not appeal the findings of the Responsible Administrator.

F. SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

- [Academic Integrity \(Violation of\) Standard Operating Procedure \(SOP\)](#)

The following policies relate to the roles of faculty members, students and Responsible Administrators in addressing alleged instances of academic dishonesty or misconduct committed by students. Where College employees are alleged to have contravened standards of conduct relating to honesty or integrity, other policies may apply.

[Administration Policies](#)

- Conflict of Interest
- Respectful and Inclusive Environment
- Commercialization of Intellectual Property
- Integrity in Research and Scholarship
- Ethical Conduct for Research Involving Humans
- Academic Freedom
- College Use of Copyrighted Works
- Fair Dealing

G. RELATED ACTS AND REGULATIONS

N/A

H. RELATED COLLECTIVE AGREEMENT CLAUSES

N/A