

Policy Number:	5006
Policy Title:	Academic Integrity
Approved by:	Senate
Approval date:	February 20, 2019
Effective date:	February 20, 2019
Review date:	May 5, 2023
Next review date:	May 2028

1. Policy Statement

- 1.1. University Canada West (“UCW”) is committed to academic integrity and honesty in all academic pursuits. Academic integrity is integral to learning and is the basis for academic inquiry and instructional excellence.
- 1.2. UCW expects academic integrity from all its members, including students. The academic integrity of a student’s work is fundamental to achieving student success, the quality of education at UCW, and the value of a degree from UCW.
- 1.3. All members of the UCW community have a shared responsibility for the academic standards and reputation of UCW. Upholding academic integrity is a condition of continued membership in the UCW community.
- 1.4. In the administration and adjudication of cases of alleged academic misconduct, the Faculty, Department Chair (or designate), Office of Academic Operations, and the Academic Integrity Committee will be guided by principles of natural justice and procedural fairness.

2. Purpose

- 2.1. The purpose of this Policy is to define academic integrity, outline forms of academic misconduct, and identify the responsibilities of students and all members of the UCW community. The Policy specifies the investigation and adjudication process and provides resolutions or sanctions when violations of the Policy are found.

3. Scope

- 3.1. The Policy applies to the conduct of all UCW students in relation to any kind of academic and scholarly activity at UCW.
- 3.2. The Policy applies to academic and scholarly activities involving UCW alumni where the matters of academic misconduct occurred prior to their graduation from UCW and were unknown at the time of their graduation, or that involve the misrepresentation of their credentials or scholarly work at UCW.

4. Definitions

- 4.1. These definitions apply to terms as used in this Policy.

Term	Definition
Academic Integrity	“A commitment, even in the face of adversity, to six fundamental values: honesty, trust, fairness, respect, responsibility, and courage.” as it relates to the academic context. ¹
Academic Integrity Records	Means all information and records created and received to administer this policy, including the administration, investigation, decision-making, and other actions related to an allegation of academic misconduct.
Academic Misconduct	The intentional or unintentional behaviours that are directly opposite of academic integrity. See Appendix A .
Appellant	A student who requests a formal review of an academic misconduct case under this policy.
Department Chair	Means the head of the academic unit or a person authorized by the head of an academic unit, which includes the Chair of an academic department or of a Program or designate.
Egregious	An act that is seen as deliberate and intended to provide a significant academic advantage to the individual.
Faculty Members	Includes Continuing Track, Continuing Appointment, Term, and Sessional faculty, or any other person responsible for the supervision or instruction for a course at UCW.
In Camera	A confidential meeting of committee members in which only voting members may attend unless others are requested or invited to attend by the Chair.
Material Evidence	means evidence relating to facts or issues that are relevant to a dispute or appeal, and that can affect its conclusion or outcome by proving the grounds for an appeal or demonstrating that bias or discrimination has occurred. Material evidence may include, but is not limited to, any supporting documentation (e.g., files, screenshots, assignment documents, course documents, emails, communication, etc.).
Natural Justice	Ensures that “individuals who are affected by administrative decisions be given the opportunity to present their case in some fashion. They are entitled to have decisions affecting their rights, interests, or privileges made using a fair, impartial, and open process which is appropriate to the statutory, institutional, and social context of the decision being made.” ²
Procedural Fairness	Ensures that administrative decisions are made using a fair and open procedure, appropriate to the decision being made and its statutory, institutional, and social context, with an opportunity for those affected by the decision to put forward their views and evidence fully and have them considered by the decision-maker. ³ Procedural fairness is variable, inherently flexible and context-specific, and the specific procedural requirements that the duty imposes are determined with reference to all of the circumstances. ⁴
Sanction	A penalty or resolution that is applied to a student when academic misconduct has occurred. See Appendix B .
UCW Community	Means all students and employees of the University, and all people who have a status at the University mandated by legislation or other University policies, such as research assistants, post-doctoral fellows, members of the Senate, members of the Board of Governors, volunteers, visiting and emeritus faculty, and visiting researchers.
Work	Means any material submitted in any medium or format to a faculty member for grading or feedback purposes, including any written material; laboratory, computer, or mathematical exercises; music, graphic, or art works; oral reports; group reports and presentations; audio-visual or taped presentations. This also includes individual work submitted as a component of a group assignment.

¹ International Centre for Academic Integrity, 2014

² Jones, D.P. & Anne S. de VILLARS, A.S. (2004) Principles of Administrative Law (4th edition), Thomson Carswell at p. 251.

³ Baker v. Canada (Minister of Citizenship and Immigration), [1999] 2 SCR 817, at para. 22.

⁴ Canada (Minister of Citizenship and Immigration) v. Vavilov, 2019 SCC 65 at para. 77.

5. Academic Integrity Requirements

- 5.1. Any action or behaviour that contravenes the standard of academic integrity is prohibited, including acts of dishonesty, falsification, misrepresentation, or deception in one's academic or scholarly activities.
- 5.2. It is prohibited to engage in academic misconduct within or as part of a course at UCW, as well as in a manner that is not related to a specific course at UCW. See **Appendix A** for examples of academic misconduct.
- 5.3. It is prohibited to help, or attempt to help, others engage in any form of academic misconduct or in actions and behaviours that contravene the standard of academic integrity at UCW.

6. Roles and Responsibilities

- 6.1. **All members of the UCW community** have an obligation to report potential incidents of academic misconduct in a timely fashion to the Office of Academic Operations.
- 6.2. **Students** must ensure they understand what constitutes academic misconduct, as well as the generally accepted standards and requirements of academic integrity. *Ignorance of these standards will not excuse a student from consequences under this Policy.*
- 6.3. **Faculty** must:
 - 6.3.1. inform their students at the beginning of each term of the University's standards and requirements for academic integrity, as well as any additional course-specific academic integrity or standards;
 - 6.3.2. identify and investigate academic misconduct and forward cases to the Department Chair (or designate) for review with a recommended sanction.
- 6.4. The **Department Chair (or designate)** reviews allegations of academic misconduct and forwards case reports to the Office of Academic Operations.
- 6.5. The **Office of Academic Operations** ensures that:
 - 6.5.1. complete documentation is received and provides complete files to the Academic Integrity Committee;
 - 6.5.2. provides written correspondence to those involved in the process including the student, faculty member, Department Chair (or designate), and where necessary, the Registrar;
 - 6.5.3. records regarding academic integrity cases are maintained;
 - 6.5.4. a report of academic integrity cases is produced and presented to the Senate on an annual basis.
 - 6.5.5. if required, a request to convene an Appeals Panel is sent to the Registrar.

- 6.6. The **Academic Integrity Committee** reviews Academic Integrity Reports, adjudicates, and where evidence of academic misconduct is found, applies resolutions or sanctions. See **Appendix B** for a list of possible sanctions.
- 6.7. The **Chair of the Senate** appoints Academic Appeals Committee members.
- 6.8. The **Registrar** (or designate) convenes and Chairs the Appeals Panel and communicates the committee's decision to the Student (Appellant).
- 6.9. The **Appeals Panel** reviews Academic Misconduct appeals, adjudicates, and where evidence of lack of procedural fairness or natural justice are found, may amend the sanction, or permit the student to speak to the original academic misconduct case.
- 6.10. The **Registrar's Office** is the custodian of the record of appeal and provides Senate with an annual report on all academic appeals.
- 6.11. The **President** makes a final decision, in consultation with the **Vice-President Academic**, if the Academic Integrity Committee recommends the suspension of a student.
- 6.12. The **Student Rights and Responsibilities Advisor** or **Student Ombudsperson** supports students at their request, at any or all points in the process, including scheduled meetings.

7. Academic Integrity Committee

- 7.1. The Academic Integrity Committee will be comprised of the following appointed members:
 - 7.1.1. Nine (9) voting members, including:
 - a minimum of five continuing faculty members representing each academic area;
 - two students;
 - one Department Chair;
 - one Library representative;
 - 7.1.2. Non-voting members, including:
 - one representative from the Office of Academic Operations (non-voting); and
 - an administrative support staff member from the Office of Academic Operations (non-voting).
- 7.2. The Chair of the Committee will be a voting member of the Committee and nominated and elected by the Committee.
- 7.3. The Committee members will serve a term of up to three years and may be reappointed, except for student members who will serve a term of one year.
- 7.4. Quorum will consist of a simple majority of the Committee's voting members and must include at least two faculty members.

8. Academic Appeals Committee

- 8.1. The members of the Academic Appeals Committee will be appointed by the Chair of the Senate. The Committee will, at a minimum, consist of:

- 8.1.1. Nine (9) voting members, including:
 - Registrar (*ex officio*)
 - Three (3) Faculty members, each from a different department
 - Two (2) Department Chairs
 - Three (3) student representatives (each from a different program)
- 8.1.2. Non-voting members, including:
 - Senate Secretary (also the Secretary for the Committee)
- 8.2. The Chair of the Academic Appeals Committee will be the Registrar or designate.

9. Appeals Panel

- 9.1. An Appeals Panel will consist of members appointed from the Academic Appeals Committee. Members appointed to the Panel will not have a conflict of interest with the Student (Appellant). Any Appeals Panel convened will consist of the following voting members:
 - 9.1.1. Chair of the Academic Appeals Committee;
 - 9.1.2. Two (2) continuing Faculty members;
 - 9.1.3. One (1) Department Chair; and
 - 9.1.4. One (1) student representative.

10. Decisions

- 10.1. All decisions of the Academic Integrity Committee are final and binding and may only be appealed in accordance with UCW policy on the grounds that the faculty member, Department Chair (or designate), Office of Academic Operations, or Academic Integrity Committee failed to follow the process set out in this policy and associated procedures.
- 10.2. The outcome of an Academic Misconduct Appeal may be:
 - 10.2.1. The imposed sanction may:
 - remain unchanged;
 - be removed; or
 - be changed.
 - 10.2.2. The student is given the opportunity to speak to the initial case if this was not originally provided.

11. Decision-Making Principles

Procedural Fairness

- 11.1. In the administration and adjudication of cases of alleged academic misconduct, the Faculty, the Department Chair (or designate), the Office of Academic Operations, and the Academic Integrity Committee will be guided by principles of natural justice and procedural fairness.
- 11.2. In matters of academic misconduct, procedural fairness entitles a student to a fair process that includes the right to:

- 11.2.1. be informed of the allegation(s), their rights and responsibilities in the process, and of all decisions made at each stage of the process;
- 11.2.2. the support of an advisor or peer of their choosing at all stages of the process;
- 11.2.3. have access to the allegation and information that is being considered, including the right to view all written evidence;
- 11.2.4. a meaningful opportunity to have their opinion heard and considered, including the right to make a submission and to provide responses to the submissions of others, with the student being allowed the final submission;
- 11.2.5. an impartial and unbiased adjudicator;
- 11.2.6. an expedient adjudication to normally take place within sixty (60) days of the commencement of the case;
- 11.2.7. meaningful reasons for the decision or outcome;
- 11.2.8. be presumed innocent until a finding is made; and
- 11.2.9. reasonable confidentiality.

Standard of Proof

- 11.3. In determining whether academic misconduct has occurred, UCW adheres to a standard of proof based on a balance of probabilities, meaning that the act is more likely than not to have occurred.
- 11.4. In determining whether academic misconduct has occurred, it is not necessary to show that a student has achieved an improper academic advantage or benefit.

Sanctions

- 11.5. The Academic Integrity Committee may impose sanctions under this policy in certain circumstances. While a variety of disciplinary sanctions in response to academic misconduct may be imposed, the Committee may consider an educational, developmental, and restorative outcome instead of, or in conjunction with, disciplinary sanctions. Allegations of academic misconduct may also be resolved without penalty, where deemed appropriate.
- 11.6. In determining the appropriate sanction (if any) under this policy, decision-makers must consider the following factors:
 - 11.6.1. the recommendation of the faculty for the course where the alleged academic misconduct took place;
 - 11.6.2. the extent of the academic misconduct;

- 11.6.3. whether the academic misconduct was deliberate or egregious;
- 11.6.4. the overall significance of the work as a component of the course or program;
- 11.6.5. what proportion of the student's work in the course or program was affected by the academic misconduct;
- 11.6.6. whether the academic misconduct is an isolated incident, or part of repeated acts of academic and non-academic misconduct; and
- 11.6.7. any other mitigating or aggravating circumstances.

12. Frivolous or Malicious Allegations

- 12.1. Allegations of academic misconduct are treated seriously by UCW and may have significant consequences for the subject of the allegations.
- 12.2. Individuals who are found to have made frivolous, vexatious, or malicious allegations may be subject to disciplinary sanctions according to the appropriate University policy.

13. Protection of Privacy

- 13.1. Academic Integrity Records are treated as personal information as defined by the *Personal Information Protection Act* ("PIPA").
- 13.2. To the extent possible, the Academic Integrity Records will be treated confidentially, in compliance with *PIPA* and applicable UCW policies.
- 13.3. UCW, including its employees, must maintain confidentiality over the Academic Integrity Records but may disclose personal information where appropriate, including where:
 - 13.3.1. it is needed to prepare or obtain legal advice;
 - 13.3.2. disclosure is required by law;
 - 13.3.3. the University and its employees must use the information for the purpose(s) for which it was obtained or prepared, or for a use consistent with that purpose; or
 - 13.3.4. a University employee needs the information to perform their employment duties.
- 13.4. To protect the confidentiality of the Academic Integrity Records, all UCW employees who are involved in administering, investigating, or deciding an allegation of academic misconduct must:
 - 13.4.1. make reasonable efforts to protect personal information and maintain confidentiality;

- 13.4.2. collect the minimum information about individuals as possible, with the information collected being related directly to the allegation of academic misconduct;
 - 13.4.3. use the Academic Integrity Records only for the purposes of, or those consistent with, administering, investigating, deciding, or taking other actions in relation to the allegation of academic misconduct;
 - 13.4.4. limit the disclosure of the Academic Integrity Records to those within UCW who need to know the information to perform their employment duties; and
 - 13.4.5. disclose personal information only as permitted under *PIPA*.
- 13.5. Students must maintain confidentiality over all information provided to them during an investigation under this policy, except where disclosure is required by law or is necessary for the student to fully participate in that investigation.
- 13.6. Any person involved in an investigation into an allegation of academic misconduct who breaches confidentiality may be subject to disciplinary sanctions according to the appropriate University policy.

14. Records

- 14.1. Academic Integrity Records serve as evidence of UCW's actions to respond to allegations of academic misconduct.
- 14.2. The Office of Academic Operations is responsible for maintaining the Academic Integrity Records, including, but not limited to all Academic Integrity Committee records, case files, and a database of offences.
- 14.3. Academic Integrity Records must be retained and disposed of in accordance with the document retention policies of the University.
- 14.4. The University must destroy any record of a student's alleged academic misconduct that may be held by the Office of Academic Operations, the Registrar, or otherwise if it is later determined by the University that the discipline of the student was unwarranted or that the allegation was unfounded.

15. Authority

- 15.1. This policy is administered under the authority of the Vice-President, Academic, who is responsible for the maintenance of this policy and the associated procedure.

16. Review

- 16.1. This policy must be reviewed once every five (5) years.

17. Applicable Legislation

- *Personal Information Protection Act, S.B.C. 2003, c. 363*

18. Related Policies

Policy Number	Policy Title
9014	Student Rights and Responsibilities
9010	Misrepresentation of Student Documentation
9011	Appeals for Non-Academic Discipline
9015	Student Records
9024	Examinations

19. Related Procedure

Procedure Number	Procedure Title
5006p	Academic Integrity

Appendix A

Forms of Academic Misconduct

The following practices violate academic integrity and constitute academic misconduct. As such, when found to have occurred, whether intentionally or unintentionally, they will result in the imposition of a resolution or sanction. The list of practices is not an exhaustive list of acts of academic misconduct.

- a. **Plagiarism** is 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.

Plagiarism includes copying, reproducing, or paraphrasing significant portions of one's previous academic work, or someone else's published or unpublished material (from any source, including the internet), without proper acknowledgment, and representing these as new or as one's own.

- b. **Misuse or misrepresentation of sources** includes:
- I. presenting source material in such a way as to distort its original purpose or implication(s);
 - II. misattributing words, ideas, etc. to someone other than the original source;
 - III. misrepresenting or manipulating research findings or data; or
 - IV. suppressing aspects of findings or data to present conclusions in a light other than the research, taken as a whole, would support.
- c. **Self-Plagiarism** involves submitting one's own work for credit in more than one course without the permission of the faculty, or re-submitting work, in whole or in part, for which credit has already been granted without permission of the faculty.
- d. **Examples of Prohibited Conduct:** The following are examples of 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, from their email, computer folder or digital storage device or collecting the graded work of another student from a stack of papers);
 - II. falsifying one's own and/or other students' attendance in a course;
 - III. impersonating or allowing the impersonation of an individual;
 - IV. modifying a graded assessment and submitting it for re-grading;
 - V. assisting or attempting to assist another person to commit any breach of academic integrity;
 - VI. copying text word-for-word from another source without putting the original words in quotation marks and adding a citation that refers to the source;
 - VII. paraphrasing a text from another source but retaining its basic paragraph and sentence structure, without adding a citation that refers to the source;
 - VIII. failing to recognize the work of another person that is incorporated into a student's work by

- using accepted academic practices such as footnotes or quotation marks;
- IX. using statistics, charts, tables, algorithms, formulae, scientific or mathematical concepts, or ideas from another source without giving proper acknowledgement in any academic assignment;
 - X. submitting a computer program developed by another person, in whole or in part, as the student's own work;
 - XI. using images, photographs, maps or other illustrated or graphic images without a citation that refers to the source;
 - XII. sharing code for a computer program with another student or taking a code from the Web or another source without citing that source;
 - XIII. failing to add a proper citation in relation to material downloaded from the Internet – the same rules of citation apply to material found on the Internet as to any other printed source; or
 - XIV. presenting collaborative work as if it were the work of a single student.
- e. **Contract Cheating** occurs when students outsource their academic work to a third party with or without payment. This applies to a student who hires another person or an essay-writing service to write an essay or other academic work for them, or who buys or copies an essay or other academic work (or parts thereof) from a collection or bank of old academic work.
- f. **Use of Essay Mills**
Some websites are known for being devoted to providing answers to essays, quizzes, and test questions, as well as banks of papers, paraphrasing support, or academic writing help. These websites often advertise as “educational support”; however, accessing papers or assignments, uploading UCW materials, or using these sites may be considered a violation of this policy.
- g. **Use of Artificial Intelligence** applications or websites to generate, write, or create any final work submitted to UCW for the purpose of assessment may be considered a violation of this policy.
- h. **Unauthorized Cooperation or Collaboration**
Students are commonly encouraged or asked to work in a group or collaboratively on academic work. However, students who cooperate or collaborate on work when a faculty member has indicated that the work is to be completed by each student individually will violate this policy. Students must not cooperate or collaborate in completing a test or examination without specific written authorization.
- i. **Assisting in Violations of Academic Integrity** itself constitutes a violation of academic integrity. A student is not exempted or excused for providing such assistance by claiming to be ignorant or unaware of academic integrity and academic misconduct as described in this policy.
- j. **Presenting False Information**
Students will not present altered, forged, or falsified documents for academic consideration such as false credentials or reference letters or make false claims for such consideration in the academic misconduct process.

k. *Cheating in Tests and Examinations*

Fairness and consistency in completing tests and examinations requires that all students follow proper test and examination procedures. A student who cheats in relation to a test or examination violates academic integrity. Cheating includes but is not limited to:

- I. copying another person's answers or other work on a test or examination or allowing work to be copied during a test or examination;
- II. intentionally leaving answer papers exposed to the view of others during a test or examination;
- III. attempting to read other students' test or examination papers;
- IV. consulting with another person or accessing unauthorized materials outside an examination room during the period of an examination (for example, discussing an examination or accessing materials during a washroom break or in a declared emergency that interrupts the examination);
- V. speaking to another student during a test or examination whatever the subject of the interaction;
- VI. failing to comply with the instructions of a person administering a test or examination;
- VII. sharing information or answers when doing take-home assignments, tests, and examinations except where the faculty has authorized collaborative work;
- VIII. having any unauthorized materials or equipment in a test or examination;
- IX. submitting an assignment completed (or partially completed) by someone else;
- X. presenting falsified or fabricated material in a test or examination;
- XI. using aids or devices such as cell phones, data storage units, and other electronic devices during a test or examination without prior permission from the faculty;
- XII. unless permitted by the faculty member, submitting an answer in a test or examination that has been completed in whole or in part outside the examination room;
- XIII. improperly obtaining through whatever means, including theft and collusion, access to test or examination papers or sets of questions or other information of a confidential nature; or
- XIV. assisting others or attempting to assist others to engage in any conduct described above.

Appendix B

Sanctions

The Committee will determine a resolution or sanction from the list below.

- a. **No Sanction:** If the Academic Integrity Committee does not determine that misconduct has occurred, no sanction will be administered, and the student's file related to the allegation will be destroyed.
- b. **Reprimand/Written Warning:** The Academic Integrity Committee provides the student with a written warning, stating that the student's behaviour is unacceptable and in violation of the policy. The reprimand is recorded in the Academic Integrity database as a first offence.
- c. **Remedial Sanction:** The Academic Integrity Committee may, in consultation with relevant stakeholders and the academic unit, order other remedial sanctions as deemed appropriate. (*e.g.*, an essay on a related topic, a learning module on academic integrity, etc.)
- d. **Resubmission of Assignment/Work:** The student may be provided with the opportunity to resubmit an assignment or work.
- e. **Reduction in Grade:** The student's grade may be decreased on an assignment, test, or project.
- f. **Failure of the Assignment:** The student is assigned a failing grade on the assignment.
- g. **Failure of the Course:** The student is assigned a failing grade in the course, which will be recorded on their official record and noted on their transcript.
- h. **Suspension:** The Academic Integrity Committee may recommend to the President of UCW that the student be suspended.