

# ACADEMIC INTEGRITY POLICY

## Purpose

To outline the expectations of Academic Integrity placed on all students and staff at Hanson College BC (hereinafter referred to as 'the College'), as well as the penalties imposed for Academic Dishonesty by students.

## Definitions

**Academic Administrator:** For the purposes of this policy, an Academic Administrator is the Associate Director, Academics.

**Academic Dishonesty:** In its broadest sense, Academic Dishonesty refers to any conscious, deliberate, or reckless action or omission taken to obtain academic credit through deception and/or false means. Academic Dishonesty, in whatever form, compromises the values of the College, undermines the credibility of credentials granted by the College, and discourages students and staff who pursue their academic activities honestly. Academic Dishonesty includes, but is not limited to, the following examples: plagiarism, cheating, passing the work of others off as your own, misrepresentation, falsification, and fabrication of information.

**Academic Integrity:** Academic Integrity is the undertaking of academic activity in an open, honest, and responsible manner.

**Academic Accommodations:** Academic accommodations are supports provided to students with disabilities, or limitations and/or restrictions based on one or more of the protected grounds under the British Columbia Human Rights Code ("Code"). Academic accommodations are intended to remove barriers to learning and participation in coursework and are provided by the College in accordance with its duty to accommodate under the British Columbia Human Rights Code. The goal of academic accommodations is to provide students with an equitable opportunity to learn and to demonstrate their ability to marshal academic content. Academic accommodations are not intended to provide an unfair advantage to the student who is receiving accommodations. Students who believe they may require academic accommodations are encouraged to request accommodations as soon as possible, preferably before a course begins. Students with disabilities who require academic accommodations are required to contact the Academic Director. Students who require academic accommodations related to any other Code grounds should seek direction from their course instructor or another faculty member.

## Application/Scope

This policy applies to all staff, applicants and students associated with Hanson College BC.

## Policy Statements

### 1.0 Allegations of Academic Dishonesty

When a faculty member, invigilator, or Academic Administrator suspects Academic Dishonesty in any magnitude, it is their responsibility to:

1. Investigate the situation to determine whether misconduct occurred, using fair and consistent procedures in accordance with the *Academic Dishonesty Procedure*; and,

2. Advise the student that this policy will govern the resolution of their concern and encourage the student to review this policy.

**1.1 Timing**

Investigation of any case of a suspected violation of this policy occurs as promptly as the circumstances permit. Should the investigation identify Academic Dishonesty, the Academic Administrator should reach a decision concerning penalties as soon as possible following investigation of the incident, according to the penalties outlined in this policy. Normally, this should happen within five business days of the incident in question, subject to any accommodations a student may require in order to participate in the investigation.

**1.2 Reporting & Disclosure**

Instances of Academic Dishonesty are reported to the Associate Director, Academics.

The academic administrators maintain a centralized academic offences file used to verify whether a student has a previous record of academic dishonesty.

Disclosure of information from the centralized academic offences file is available to Academic Administrators only.

**1.3 Retention of Materials**

While an investigation or appeal is underway, the faculty member retains possession of any unauthorized aids, examinations, suspect essays, assignments, etc. to assist in the investigation and subsequent appeal processes.

Upon request from the student, the faculty member provides the student with a copy of their material(s).

**1.4 Meeting with the Students(s)**

An investigation must include a meeting between the student(s), faculty member and academic administrator. At this time, the faculty member advises the student of the suspicions of Academic Dishonesty against them and provides the student with an opportunity to respond to those suspicions.

When the investigation concludes – to the satisfaction of the faculty member – that there is evidence (Standard of Proof) indicating that an act of Academic Dishonesty has taken place, the faculty member communicates that decision formally using the Academic Dishonesty Reporting and Procedure Form to the Academic Administrator.

Upon the student's request, the Academic Administrator meets with the student(s) involved to discuss the matter. At this time, the student(s) may provide any additional evidence that they feel may clear them or demonstrate extenuating circumstances.

Decisions regarding penalties/sanctions are determined in accordance with the penalties outlined below.

**2.0 Standard of Proof:**

The Standard of Proof is a balance of probabilities. This means that, for a finding of Academic Dishonesty to be supported, based on the information available, it must be established that, more likely than not, the student engaged in Academic Dishonesty.

**3.0 Penalties**

The penalties outlined below apply to conscious, deliberate, or reckless occurrences of academic dishonesty.

*a) First Offense*

A student who commits an act of Academic Dishonesty for the first time receives a zero for the specific test or assignment.

*b) Second Offense*

A student who commits an act of Academic Dishonesty for the second time, whether in the same course for the first offense or in a different course, receives an F grade (0%) in the course.

*c) Third Offense*

A student who commits an act of Academic Dishonesty for the third time, regardless of the course involved, receives a suspension from all College programs and/or courses for two years.

*d) Further Offenses*

In the event that the College re-admits a student to a program after a two-year suspension for Academic Dishonesty, and in the event that such a student commits an act of Academic Dishonesty once again, the student receives a further two-year suspension from all College programs or courses.

**4.0 Appeals:**

Students who wish to appeal an Academic Integrity decision should follow the procedure outlined in the Student Appeals Policy.

**5.0 Student Records**

The College records Academic Dishonesty offenses at the level of the student, not the program. If a student changes programs or graduates from one program at the college and then begins another, any previous Academic Dishonesty offenses will follow the student to the new program.

Academic Dishonesty records are held in accordance with the timelines outlined in the College's *Confidentiality of Student Records Policy*.

## **Responsibilities and Accountability**

All members of the Hanson College BC community are responsible for ensuring the maintenance of an environment where academic integrity can flourish.

### **Students:**

- Be familiar with what constitutes Academic Dishonesty and seek clarification from their faculty members when they are unsure.
- Uphold the principles of Academic Integrity.

### **Faculty Members:**

- Uphold and champion the principles of Academic Integrity.
- Clearly indicate the degree of collaboration that is acceptable for assignments and, for group assignments, the responsibilities of each individual in the group, and the processes used to identify individual work.
- Meet with students suspected of committing Academic Dishonesty to review the situation, advise the student that this policy will govern the resolution of their concern and encourage the student to review this policy.
- Document and report instances of Academic Dishonesty to the Academic Administrator.

### **Academic Administrators (Associate Director, Academics/Academic Managers):**

- Oversee administration of Academic Integrity at the College and thoroughly investigate suspected cases of Academic Dishonesty
- Uphold and champion the principles of Academic Integrity.
- Review allegations of Academic Dishonesty.
- Meet with students to discuss penalties.
- Communicate penalties to students and faculty members.
- Maintain the official College repository of Academic Dishonesty offenses
- Report on aggregate trends

## **Related Procedures**

Academic Dishonesty Procedure

## **Related Policies/Directives/Regulations**

Student Appeals Policy

Code of Conduct

Student Complaint Policy

Confidentiality of Student Records Policy

Student Rights and Responsibilities Policy

## Appendix A: Examples of Academic Dishonesty

Below are some examples of Academic Dishonesty. These examples are not intended to be an exhaustive list of all possible infractions. As a guiding principle, in situations where students are unsure of the appropriateness of a specific decision, action, or behaviour in a specific class, they are advised to discuss their questions with their faculty member to avoid any suspicion of Academic Dishonesty and/or disciplinary action.

### Cheating

The use (or attempted use) of material or helping others in the use of material that is prohibited or inappropriate for a specific academic assignment or evaluation. Examples include:

- Copying (or attempting to copy) from others during a test, exam or assignment.
- Sharing answers on a test, exam, or assignment without approval of the faculty member, or allowing others to copy from you on a test, exam, or assignment. Looking at another student's test, assignment, computer screen, etc. during an evaluation will be considered cheating.
- Using unauthorized materials or concealed information during an evaluation.
- Programming a calculator, mobile devices or other electronic device to contain answers or other forms of unauthorized information for tests, exams, or other assignments.
- Using computer technology inappropriately to gain an advantage on an assignment, test or examination.
- Allowing another person to do an assignment (or portion of an assignment) for you or completing an assignment (or portion of an assignment) for another person.
- Buying, selling, or stealing essays, papers, or assignments. Submitting coursework that was purchased or stolen.
- Submission of the same assignment for more than one course without prior approval of the faculty member(s) involved.
- Collaborating on a test, exam, or assignment without approval of the faculty member. Talking during a test or exam without approval of the faculty member is considered cheating.
- Taking a test or exam for another person, or having another person take a test or exam for you.

### Plagiarism

The use of material produced by another person without acknowledging that source. Plagiarism is distinct from co-operation and collaboration. Faculty may expect students to work together on assignments and present the results, either collectively or individually. Examples of plagiarism include:

- Presenting, in whole or part, material created by someone else, or presenting the ideas, language, or other intellectual property of someone else as your own work without acknowledgment of the source of the material.
- Incorporating direct quotations or large sections of paraphrased material in an assignment without appropriate acknowledgement of the source(s). Receiving any assistance from a third party (e.g. proofreader, editor, etc.) that compromises the authenticity of a piece of work. Proofreaders/editors may help with typographical, spelling, punctuation, grammatical, syntactical, and formatting errors, etc.; however, students using a third party to rewrite or add to existing content, to alter arguments or logic, to add or alter references, and/or to check facts, data, calculations, equations, etc. will be considered to have committed Academic Dishonesty.

**Falsification, Fabrication, or Alteration of Information**

- Submitting false information in as part of an academic assignment.
- Making up or altering information or data and presenting it as legitimate.
- Providing false or misleading information to a faculty member or any other College official.
- Forgery of official documentation.
- Forgery of a signature.
- Claiming another person's work as your own.
- Altering a previously graded test, exam, or assignment for purposes of an appeal.
- Submitting an academic credential (e.g. a transcript, certificate, diploma, etc.) that has been falsified, tampered with, or modified in any way.