

Policy History
<b>Policy No.</b> ST2
<b>Approving Jurisdiction:</b> Senate
<b>Administrative Responsibility:</b> Provost & Vice President, Academic
<b>Effective Date:</b> May 1, 2017

## Procedures for Dealing with Academic Integrity Violations

### A. APPLICATION OF THESE PROCEDURES

1. The Policy applies to all Students.
2. These ST2 *Procedures for Dealing with Academic Integrity Violations* apply to all Students unless he or she is, at the time of an alleged Integrity Violation, only registered in non-senate approved courses. For example, these procedures do not apply to a Student who is only registered in continuing and professional studies courses.
3. Procedures for addressing allegations of Integrity Violations for a Student who is, at the time of an alleged Integrity Violation, only registered in non-senate approved courses (for example continuing and professional studies courses) will be published on the appropriate department website.

### B. DEFINITIONS

1. **Academic Assessment:** any instrument used for measuring a Student's attainment of specified educational objectives e.g. examinations, tests, essays, projects, clinical and practicum performances, research, projects/papers.
2. **Grade Penalty:** a grade penalty assessed on an Academic Assessment on the basis of an Integrity Violation. Any Grade Penalty assessed during the course of an Investigation is not confirmed or imposed until and unless the Supervisor has issued his/her decision under these procedures confirming the Grade Penalty.
3. **Integrity Violation:** engaging in, attempting to engage in, or assisting others to engage or attempt to engage in conduct that violates the standard of academic integrity required from Students by the University, generally as set out in the Policy, and including but not limited to, engaging in, attempting to engage in, or assisting others to engage or attempt to engage in the following behaviours:
  - a. **Cheating and/or plagiarism:** an act of deception by which a Student misrepresents that he/she or others have mastered information for an Academic Assessment that the Student or others have not mastered, including but not limited to:
    - i. exchanging information with another person during an examination or using unauthorized material during or relating to an examination;
    - ii. submitting an Academic Assessment containing a reference to a source which does not exist;

- iii. submitting all or part of any Academic Assessment as the Student's own which has been co-authored without first obtaining a University Official's approval;
  - iv. submitting all or part of the same Academic Assessment more than once, or in more than one course without first obtaining a University Official's approval;
  - v. purchasing or otherwise obtaining work prepared by another person and submitting all or a portion of the work as the Student's own;
  - vi. using any unauthorized device or aid in the preparation of or completion of an Academic Assessment; and/or
  - vii. making unacknowledged use of someone else's words, ideas or data regardless of source (texts, internet, etc.). Academic Assessments that include the words, ideas or data of others must cite the source of that information using complete, accurate and specific references.
- b. **Fabrication:** the intentional use of invented information or the falsification of research or other findings.
  - c. **Forgery or Falsification of Documents:** falsely completing, altering or falsifying any documentation required by the University in respect of academic matters, including medical notes, an academic record or transcript, or an application form.
  - d. **Assisting Another Student in Committing an Integrity Violation:** allowing another Student to see examination answers, impersonating or agreeing to be impersonated on an Academic Assessment or online posting; helping another Student falsify documents, or assisting another Student in any other Integrity Violation.
  - e. **Infringement of Copyright:** failing to comply with the provisions of the Canadian *Copyright Act* or any University policy pertaining to copyright compliance, in the preparation of an Academic Assessment.
- 4. **Investigation:** an investigation into an alleged Integrity Violation conducted under the Policy and these procedures.
  - 5. **Policy:** ST2 *Student Academic Integrity Policy*.
  - 6. **Student:** an individual who is registered in credit courses at the University or has commenced studies in non-credit courses at the University and has maintained his/her eligibility to register.
  - 7. **Supervisor:** the individual a University Official reports to, specifically:
    - a. in the case of a faculty member or an instructional staff, his/her Dean or designate;
    - b. in the case of a Dean or designate, the Provost;
    - c. in the case of an Associate Vice President or Vice Provost, the Provost; and
    - d. in the case of the Registrar or designate, the Vice Provost, Students.
  - 8. **Suspension:** denial of access to academic programs, University property and services, and University and University-related activities.
  - 9. **University Official:** a faculty member, or member of the University community evaluating a Student's Academic Assessment or, where an alleged Integrity Violation does not involve an Academic Assessment, the faculty member, Dean or designate, Associate Vice President, Vice Provost, or Registrar or designate made aware of an alleged Integrity Violation.
  - 10. **University:** Kwantlen Polytechnic University.

## C. PROCEDURES

### 1. Investigating an Allegation

- a. Initial Grade Penalty Assessment and Report by a University Official
  - i. A University Official who discovers that an alleged Integrity Violation has

- occurred will assess a Grade Penalty for the Student who committed the alleged Integrity Violation, if applicable; and
- ii. The University Official will provide a written report regarding the allegation of an Integrity Violation and the assessed Grade Penalty, if applicable, to his/her Supervisor. Normally, this report will be submitted within fifteen (15) business days of the University Official's discovery of the alleged Integrity Violation. The report will include:
    - 1) the circumstances of the alleged Integrity Violation;
    - 2) the date when the incident occurred or was detected;
    - 3) the course number and section, if applicable;
    - 4) the name and contact information of the Student who committed the alleged Integrity Violation;
    - 5) the names and contact information of witnesses, if applicable;
    - 6) the University Official's assessed Grade Penalty (if any) and reasons for such Grade Penalty; and
    - 7) all relevant supporting documentation (for example, samples of allegedly plagiarized work, photocopies of, or actual, unpermitted aids or materials, as applicable).
- b. Investigation of an Allegation
- i. After receiving a report from a University Official of an alleged Integrity Violation, the Supervisor will commence an Investigation to determine whether:
    - 1) an Integrity Violation has occurred;
    - 2) the assessed Grade Penalty (if any) made by the University Official is reasonable; and/or
    - 3) any disciplinary sanctions or further disciplinary sanctions in addition to a Grade Penalty that are appropriate in the circumstances.
  - ii. As soon as possible after receiving the report from the University Official, the Supervisor will contact the Student alleged to have committed an Integrity Violation to inform him or her that an Investigation has been commenced.
  - iii. During the Investigation, the Supervisor will conduct an interview with the Student to be held as soon as possible after the alleged Integrity Violation in order to afford the Student an opportunity to discuss the allegation. The Student will be provided with a copy of the University Official's written report in advance of the interview.
  - iv. Support During an Investigation
    - 1) The Student may bring one support person to the interview, but the support person may not speak on behalf of the Student.
    - 2) Individuals acting as a support person during an Investigation are expected to conduct themselves in a professional and respectful manner. Failure to do so may result in that support person being asked to withdraw from an interview, in which case the Student can agree to proceed with the interview without a support person or request the interview be postponed until an alternate support person has been identified. Any postponement and the length of such postponement will be at the discretion and determination of the Supervisor.
  - v. In the event that the Student fails to attend the interview, declines to participate in an interview, and/or chooses not to participate or fully cooperate in the Investigation, the Supervisor will proceed with the Investigation without

the benefit of the Student's participation. In such a case, the Supervisor's decision will be based on the other information that he/she has gathered from other sources.

c. Decision

- i. Within fifteen (15) business days of the completion of the Investigation, the Supervisor will send a decision letter to the Student, with a copy to the University Official, by email.
- ii. The decision letter will outline:
  - 1) a description of the allegation(s) in relation to the Integrity Violation;
  - 2) the Supervisor's findings regarding the allegation(s);
  - 3) the Supervisor's decision as to whether an Integrity Violation has occurred;
  - 4) the Grade Penalty assessed (if any). For clarity, if the Supervisor finds that there has been an Integrity Violation, the Supervisor may confirm the Grade Penalty assessed by the University Official (if any) or the Supervisor may assess and impose his or her own Grade Penalty, as determined by the Supervisor;
  - 5) the disciplinary sanctions imposed on the Student (if any), as described in section 1.d. below, other than the Grade Penalty (if any);
  - 6) that the Supervisor has recommended a Suspension to the President for review under section 1.d.iv of these procedures, if applicable; and
  - 7) the reasons for the decision, the disciplinary sanctions (if any), and, if applicable, the recommendation under section 1.d.iv of these procedures.
- iii. In the event that the Supervisor finds that there has been no Integrity Violation and the University Official has assessed a Grade Penalty with respect to the applicable Academic Assessment, the Supervisor will direct the University Official to re-assess the Academic Assessment and issue a grade for the Academic Assessment to the Student in light of the finding that no Integrity Violation occurred.

d. Disciplinary Sanctions

- i. If the Supervisor determines an Integrity Violation has occurred, the Supervisor will determine what disciplinary sanctions will be applied (with the exception of a Suspension, which, if recommended by the Supervisor, will be determined by the President pursuant to section 1.d.iv of these procedures) by considering the following factors:
  - 1) the nature and severity of the Integrity Violation;
  - 2) the impact the Integrity Violation has had on the University community;
  - 3) the inadvertent or deliberate nature of the Integrity Violation;
  - 4) whether the Student accepts responsibility for the Integrity Violation;
  - 5) whether the Integrity Violation is an isolated incident or not; and
  - 6) any other mitigating or aggravating circumstances.
- ii. Students may receive more than one disciplinary sanction for an Integrity Violation. Disciplinary sanctions may include, but are not limited to:
  - 1) receiving a Grade Penalty (which may be the Grade Penalty assessed by the University Official and confirmed by the Supervisor or an alternate Grade Penalty assessed and imposed by the Supervisor, at the

- Supervisor's discretion);
  - 2) receiving an academic penalty other than a Grade Penalty, including, but not limited to, failure of a course, removal from a research team, denial of admission, and/or cancellation of registration;
  - 3) writing a letter of apology;
  - 4) writing a reflection paper;
  - 5) receiving a Suspension from the University by the President; and/or
  - 6) any combination of the above.
- iii. Subject to section 1.d.iv of these procedures a Supervisor can, at his or her discretion, apply the disciplinary sanction(s) he/she deems appropriate in the circumstances, with consideration of the following guidelines as minimum disciplinary sanctions in the case of first and second Integrity Violations:
- 1) for most first Integrity Violations that have a grading implication, a grade of zero will be awarded as a Grade Penalty for the Academic Assessment; and
  - 2) for most second Integrity Violations that have a grading implication, whether it be in the same or a different course, a failing grade will be assigned to the course in which the second violation occurred.
- iv. If the Supervisor deems it appropriate in the circumstances, the Supervisor may recommend to the President that the Student receive a Suspension. In this case, the Supervisor will send the President a letter recommending the Suspension along with the reasons for the recommended Suspension and a copy of the Supervisor's decision letter issued pursuant to section 1.c.i of these procedures. Upon considering the recommendation and hearing from the Student, the Supervisor, the University Official and any other party(ies) the President determines appropriate, the President will send a decision letter to the Student by email regarding the Suspension, copied to the Supervisor. That letter will outline the decision concerning the Suspension, and, if a Suspension has been instituted, the reasons for the Suspension and the length of the Suspension. If a Suspension is instituted, the letter will be copied to the Registrar to be placed on the Student's student record. If the President determines that a Suspension is not required, the Supervisor will determine what, if any, lesser alternative disciplinary sanction is required and communicate that decision in writing to the Student.

## 2. Appeal of a Decision

- a. A Student may appeal a decision of the Supervisor and/or the President, as applicable, to the Senate Standing Committee on Appeals only on the basis of:
  - i. procedural unfairness, which means that established procedures were not followed or were improperly applied during the Investigation and/or decision making process; and/or
  - ii. new information available, which could not have been available at the time of the Investigation, that could reasonably have impacted the decision.
- b. All appeals under the Policy and these procedures will be subject to and will proceed in accordance with published terms of reference and procedures applying to the Senate Standing Committee on Appeals. Students seeking to file an appeal under the Policy and

these procedures should refer to those terms of reference and procedures prior to filing an appeal.

- c. Any decision of the Senate Standing Committee on Appeals in respect of a Student's appeal under the Policy and these procedures is final and there is no further right to appeal.

### **3. Records Retention**

- a. Records created as a result of actions taken under the Policy and these procedures shall be marked as confidential, treated as confidential to the extent outlined in section 7 of the Policy, and managed in accordance with the University's *Directory of Records and Retention Schedule*.
- b. In addition to the retention of records in accordance with the University's *Directory of Records and Retention Schedule* provided for above, any record of disciplinary sanctions imposed for an Integrity Violation under the Policy and these procedures will be included in the Student's student record held by the Office of the Registrar.

## **D. RELATED POLICY**

*ST2 Student Academic Integrity Policy*