

## Academic Integrity at KPU, Faculty of Arts

### What happens if you are reported for an alleged academic integrity breach in the Faculty of Arts?

#### 1. Notification

If you have been reported for an alleged academic integrity breach for a course that is in the Faculty of Arts at KPU, you will receive an email notification from “SPO no reply” with the subject of “Alleged Integrity Breach Reported.” The notification will include information such as the course the report is related to, the date the incident took place, the type of alleged breach, as well as the circumstances around the alleged breach.

The notification email also explains that if you acknowledge and recognize that you have committed this academic integrity breach, and do not wish to challenge the finding, you need not do anything further at this point. A penalty will be applied by your instructor to your assignment and we will make a note of the breach for our records. We will also send you some suggested resources for getting back on track along with an academic integrity tutorial.

**\*If you wish to discuss, dispute, deny, or contest the allegation, you need to contact the Dean's office within 10 business days from the transmission of this message to arrange for an appointment so that you can have your case adjudicated. If you wish to schedule a meeting, please contact [arts@kpu.ca](mailto:arts@kpu.ca) within the next 10 business days.**

Copies of the relevant supporting documentation (for example, the assignment handout or your work) can be provided upon request.

#### 2. Meeting

If you do not contact [arts@kpu.ca](mailto:arts@kpu.ca) within 10 business days of receiving the report notification, the investigation will proceed without your participation.

If you do request a meeting, an appointment will be scheduled with you and an Associate Dean or Designate. During the meeting, you will have the opportunity to discuss the situation and ask questions. The Associate Dean or Designate may also suggest some resources that might be helpful for you.

#### 3. Decision

The Associate Dean will review the report, consider any additional information discussed in the meeting, and decide if an academic integrity breach has taken place. If they decide that a breach has occurred, they will also make a decision about what the consequences regarding the breach. Usually, if it is the first time a student has been reported for an academic integrity breach, the resolution will be a score of zero on the assignment. If it is the student's second reported breach, the usual resolution is a failing grade in the

course. If it is the student's third breach, suspension from the university may be recommended.

Once a decision is made, you will receive an email from [arts@kpu.ca](mailto:arts@kpu.ca) with an email explaining the decision and the resolution(s). The letter will also include some information on resources available to help support you in your studies and prevent further breaches.

If the decision affirms that a breach has taken place, a record of this breach will be held in the Office of the Registrar, but it will not appear on your official KPU transcript.

According to Policy ST2 ([hyperlink](#)), you have the right to request an appeal of this decision. To initiate this process, you must submit an appeal form ([hyperlink](#)) to the Office of the Registrar.

### What is Academic Integrity?

KPU has a responsibility to ensure that academic work is conducted with high standards of integrity. This means that a student's academic work must reflect and represent their own knowledge and skills. KPU's policy on Academic Integrity is Policy ST2 ([hyperlink](#)).

What are examples of Integrity Breaches?

- **Cheating** - exchanging information with another person during an examination or using unauthorized material during or relating to an examination
- **Plagiarism** - making unacknowledged use of someone else's words, ideas or data regardless of source (texts, internet, etc.); submitting work prepared by another person and representing it as one's own; submitting all or part of the same academic assessment more than once
- **Fabrication** - the intentional use of invented information or the falsification of research or other findings
- **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
- **Deception** - providing misleading information or omitting information in order to gain an unfair advantage
- **Assisting another student in committing an Integrity Breach** - 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 Breach
- **Collusion/Unauthorized collaboration** - working with a student or students without authorization of the instructor on an academic assessment that is meant to be completed individually
- **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

## **Student Resources for Academic Success:**

1. **Introduction to Academic Integrity Tutorial:** You can access this resource about academic integrity through this link: <https://www.kpu.ca/academicintegrity/introduction-to-academic-integrity>. If you have already completed this tutorial, you should refresh your knowledge by repeating it.
2. **KPU Learning Centres:** The Learning Centres support all students and offer a variety of services to help develop academic skills for success. These services include online assistance and resources, in-person tutoring, and a variety of useful workshops. You can learn more and book an appointment via this link: <https://www.kpu.ca/learningcentres>. I encourage you to book an appointment with the Learning Centre to help you achieve your academic goals.
3. **Academic Advising:** KPU's academic advisors can provide guidance and support regarding course and program planning, graduation requirements, and more. <https://www.kpu.ca/advising>
4. **Counselling Services:** KPU provides support to all students to manage the pressures and stresses of student life. You can learn more about these important services through this link: <https://www.kpu.ca/counselling>.
5. **KPU's 24/7 Student Support Program – My SSP by keep.meSAFE:** This Mental Health Student Support Program is available 24 hours a day, seven days per week, and was created by KPU and keep.meSAFE. Students have access to multilingual counsellors who can provide immediate support and referral to address a range of concerns. Download the app or call 1.844.451.9700. Learn more about this support program through this link: <https://kpu.ca/keepmesafe>
6. **Kwantlen Student Association (KSA) Peer Support Resource Centre:** This student-led initiative fosters optimal mental health and holistic well-being within the KPU community. They offer one-on-one peer support services, referrals for certain services, Chatterbox, and mental health events. You can learn more about this initiative through this link: <https://www.kusa.ca/ksa-peer-support/>