

Policy History
Policy No. ST2
Approving Jurisdiction: Senate
Administrative Responsibility: Provost & Vice President, Academic
Effective Date: September 1, 2024

Student Academic Integrity Procedure

A. DEFINITIONS

1. **Academic Assessment:** any instrument used for measuring a Student's attainment of specified educational objectives—e.g., examinations, assignments, tests, essays, projects, clinical and practicum performances, research, projects/papers, thesis.
2. **Applicant:** for the purpose of this policy, an applicant is anyone who makes a formal application for admission to the university, or pursues the intake process to register in coursework.
3. **Breach of Academic Integrity:** 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:** an act of deception by which a Student misrepresents that they 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; submitting an Academic Assessment containing a reference to a source which does not exist;
 - ii. using any unauthorized information, materials, devices, or aids, or generative Artificial Intelligence tools in the preparation of or completion of an Academic Assessment, unless expressly permitted by the University or the University Official administering the Academic Assessment;
 - iii. **Contract Cheating:** outsourcing (or attempting to

outsource) all or part of an academic assessment to a third party (e.g., pay-for-profit sites, homework sites, or personal acquaintances).

- b. Plagiarism: presenting the ideas, words, images, and/or other materials or work of others as one's own without giving proper credit to the original sources.
 - i. making unacknowledged use of words, images, ideas or data regardless of source (texts, internet, material created by generative Artificial Intelligence tools, 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;
 - ii. 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 or appropriately citing the co-author;
 - iii. purchasing or otherwise obtaining work prepared by another person or artificial intelligence technology and submitting all or a portion of the work as the Student's own;
 - iv. Submitting all or part of the same Academic Assessment more than once, or in more than one course or academic setting without first obtaining a University Official's approval (self-plagiarism).
- c. Fabrication: the intentional use of invented information or the falsification of research or other findings.
- d. Forgery and Falsification of Documents: falsely completing, altering or falsifying any documentation related to academic assessment.
- e. Deception: providing misleading information or omitting information in order to gain an unfair advantage.
- f. Assisting Another Student in Committing a Breach of Academic Integrity: allowing another Student to see examination answers, impersonating another student or agreeing to be impersonated (in person or online) on an Academic Assessment, online posting, or course-related activity; helping another student falsify documents, or assisting another student in any other Breach of Academic Integrity; extorting or attempting to extort a student while assisting another student in a Breach of Academic Integrity.
- g. 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.

- h. 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. **Disciplinary Faculty**: a Faculty (see the definition of "Faculty" in Procedure GV9) that contains instructional units and offers academic programs leading to credentials. This can be contrasted with the Faculty of Graduate Studies and the Faculty of Educational Support and Development, which do not directly offer credentials.
- 5. **Grade Penalty**: a grade-related resolution assessed on an Academic Assessment on the basis of a Breach of Academic Integrity. Any Grade Penalty proposed during the course of an Investigation is not confirmed or imposed until and unless the Supervisor has issued their decision under these procedures confirming the Grade Penalty.
- 6. **Investigation**: an inquiry into an alleged Breach of Academic Integrity conducted under the Policy and these procedures.
- 7. **Policy**: *ST2 Student Academic Integrity Policy.*
- 8. **Restorative Justice**: an approach to addressing and preventing academic integrity breaches based on a recognition of the importance of building and repairing relationships and addressing the needs of all key parties.
- 9. **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 their eligibility to register.
- 10. **Supervisor**: the individual to whom a University Official reports, specifically:
 - a. in the case of a faculty member or an instructional staff, their Dean or designate;
 - b. in the case of a Dean or designate, the Provost; and
 - c. in the case of an Associate Vice President, the Provost;
- 11. **Suspension**: denial of access to academic programs, University property and services, and University and University-related activities.
- 12. **University Official**: an instructor, or member of the University community evaluating a Student's Academic Assessment or, where an alleged Breach of Academic Integrity does not involve an Academic Assessment, the instructor, Dean or designate of the Disciplinary Faculty, Vice President Students, or Registrar or designate made aware of an alleged Breach of Academic Integrity.

In the case of an applicant, the University Official is the Registrar.
- 13. **University**: Kwantlen Polytechnic University.

B. PROCEDURES

1. Supporting Academic Integrity

- a. The University provides the following resources and support to all applicants, students and employees at KPU on understanding academic integrity. Applicants, students and employees at KPU are encouraged to access the KPU Academic Integrity resource website by clicking here: [Academic Integrity - Learning with Integrity Tips](#).
- b. In order to promote a positive culture and an educative approach to academic integrity at KPU, faculty, instructional staff and students should be engaged in continued dialogue on academic integrity throughout the duration of the academic term.
- c. With the exception of extenuating circumstances, faculty and instructional staff must make an attempt to communicate with the student about a suspected breach prior to or at the time of reporting.
- d. The University recognizes that faculty members, acting as University Officials, may choose to resolve potential academic integrity breaches informally with their students if they believe that the breach can be resolved with an educative approach and without a grade penalty. These informal resolutions, which may include a Restorative Justice process, must include a student's admitting to a breach and consenting to the resolution proposed by the University Official. University Officials have a responsibility to inform the student that if they do not consent to the resolution that the formal process will be followed.

2. Breaches of Academic Integrity: Reporting and Investigating an Allegation

Report by the University Official and Incomplete (I) Grade

- a. The University Official will provide a written report regarding the allegation of a Breach of Academic Integrity and the assessed Grade Penalty, if applicable, to their Supervisor. Normally, this report will be submitted within fifteen (15) business days of the University Official's discovery of the alleged Breach of Academic Integrity. The report will include:
 - i. the circumstances of the alleged Breach of Academic Integrity;
 - ii. the date when the incident occurred or was detected;
 - iii. the course number and section, if applicable;
 - iv. the name and contact information of the Student who committed the alleged Breach of Academic Integrity;
 - v. the names and contact information of witnesses, if applicable;
 - vi. the University Official's proposed resolution (if any) and reasons for such proposed resolution; and
 - vii. all relevant supporting documentation (for example, samples of allegedly plagiarized work, photocopies of, or actual, unpermitted aids or materials, as applicable).

- b. The University Official who discovers that an alleged Breach of Academic Integrity has occurred and that an active academic integrity investigation has not concluded before the grade submission deadline for the term, may issue an Incomplete Grade (I Grade) and accompanying I Grade Contract to the Student who committed the alleged Breach of Academic Integrity, if applicable.

Investigation of an Alleged Breach of Academic Integrity

- c. After receiving a report from a University Official of an alleged Breach of Academic Integrity, the Supervisor will commence an Investigation to determine whether:
 - i. A Breach of Academic Integrity has occurred;
 - ii. the proposed resolutions (if any) made by the University Official are reasonable; and/or
 - iii. there should be any resolutions or further resolutions in addition to or instead of the proposed resolutions that are appropriate in the circumstances.
- d. As soon as possible after receiving the report from the University Official, the Supervisor will contact the Student alleged to have committed a Breach of Academic Integrity to inform them that an Investigation has commenced, to provide a copy of the University Official's written report, and to provide the student with an opportunity to meet with the Supervisor. Normally, this contact will occur within ten (10) business days after the University Official has received the report.
- e. During the Investigation, the Supervisor will provide an opportunity for the student to attend a meeting with the Supervisor to be held as soon as possible after the alleged Breach of Academic Integrity in order to afford the Student an opportunity to discuss the allegation.
 - i. The Student may bring one support person (e.g., a family member, a friend, an Indigenous Elder) to the meeting, but the support person may not speak on behalf of the Student.
 - ii. 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 a meeting, in which case the Student can agree to proceed with the meeting without a support person or request the meeting 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.
- f. The Investigations and meetings conducted in connection with an Investigation are intended to be closed-door and access is given only to individuals pertinent to the matter unless otherwise permitted by the Supervisor at their sole discretion. In the event that the Supervisor permits an individual to attend a meeting who is in support of the person being interviewed, that individual will not be given access to KPU records nor entitled to seek any records in the matter, may not speak on behalf of the individual being interviewed, shall be bound by the terms of this Policy including the possibility of entering an agreement to ensure confidentiality of any information received during the meeting, and are expected to conduct themselves in a professional and respectful manner. Such discretion may be withdrawn by the Supervisor at any time.

- g. In the event that the student withdraws from the course before a decision is reached, fails to attend the meeting, declines to participate in a meeting, and/or chooses not to participate or fully cooperate in the Investigation after ten (10) business days of receiving notification of the alleged breach and being offered the opportunity to meet with the Supervisor, 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 they have gathered from other sources.
- h. If the student withdraws from the course before the meeting, the Supervisor will continue to proceed with the decision-making process as though the student has not withdrawn from the course. If it is determined at the end of the decision-making process that the student will receive a failing grade in the course, the W grade will change to an F grade.

Decision from the Investigation

- 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, and to Student Records, by email. The decision letter will outline:
 - i. a description of the allegation(s)
 - ii. the Supervisor's findings regarding the allegation(s);
 - iii. the Supervisor's decision as to whether a Breach of Academic Integrity has occurred;
 - iv. the Grade Penalty assessed (if any). For clarity, if the Supervisor finds that there has been a Breach of Academic Integrity, the Supervisor may confirm the Grade Penalty assessed by the University Official (if any) or the Supervisor may assess and impose their own Grade Penalty or other resolutions, as determined by the Supervisor;
 - v. the resolutions imposed on the Student (if any), as described in section 2.1 below, other than the Grade Penalty (if any);
 - vi. that the Supervisor has recommended a Suspension to the President for review under section 2.o of these procedures, if applicable; and
 - vii. the reasons for the decision, the resolutions (if any), and, if applicable, the recommendation under 2.o of these procedures.
 - viii. the outcomes for not completing the resolutions satisfactorily.
- j. In the event that the Supervisor finds that there has been no Breach of Academic Integrity 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 Breach of Academic Integrity occurred.
- k. If the Supervisor determines a Breach of Academic Integrity has occurred, the Supervisor will determine what resolutions will be applied (with the exception of a Suspension, which, if recommended by the Supervisor, will be determined by the President pursuant to section B.2.o. of these procedures) by considering the following factors:
 - i. the nature and severity of the Breach of Academic Integrity;
 - ii. the impact of the Breach of Academic Integrity on the University community;

- iii. the premeditated or deliberate nature of the Breach of Academic Integrity;
- iv. whether the Student accepts responsibility for the Breach of Academic Integrity;
- v. whether the Breach of Academic Integrity is an isolated incident or not; and
- vi. any other mitigating or aggravating circumstances.

Resolutions

- I. Students may receive more than one resolution for a Breach of Academic Integrity. Resolutions may include, but are not limited to:
 - i. 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);
 - ii. 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 a hold or cancellation of registration;
 - iii. writing a letter of apology;
 - iv. writing a reflection paper;
 - v. receiving a Suspension from the University by the President;
 - vi. participating in a Restorative Justice process:
 - 1) A Restorative Justice resolution process can be used provided that all parties harmed must mutually agree to the approach.
 - 2) The outcomes of the Restorative Justice process will be educative, reparative, non-punitive and based on the needs of those most affected.
 - 3) The details of the alleged or founded Breach of Academic Integrity and the resolution determined by the Restorative Justice resolution must be provided to the Student and the Supervisor in writing.
 - vii. any combination of the above.
- m. With the exception of a Grade Penalty or a Suspension, the Supervisor may assign a Grade Penalty if any of the assigned resolutions in B.2.I were not completed satisfactorily.
- n. Subject to section B.2.o of these procedures, a Supervisor can, at their discretion, apply the resolution(s) they deem appropriate in the circumstances, with consideration of the following guidelines for circumstances where it is determined that a grade penalty should be used as a resolution
 - i. For most first Breaches of Academic Integrity that have a grading implication, a standard grade-related resolution of a score of zero on the impacted assessment will be assigned.
 - ii. for most second Breaches of Academic Integrity 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 breach occurred.

- o. 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 submit to the President a memo recommending the Suspension along with the reasons for the recommended Suspension and a copy of the Supervisor's decision letter issued pursuant to section B.2.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, the length of the Suspension and any conditions to be completed to return to KPU after the term of the suspension.
- p. If a Suspension is instituted, the letter will be copied to the Registrar for placement 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 resolutions are required and communicate that decision in writing to the Student.

3. Reconsideration of a Decision

- a. If new information becomes available, which was not available at the time the original decision was made, that could reasonably impact the original decision, a Student may request in writing to appeals@kpu.ca that the original decision be reconsidered. The request must be submitted by the Student within six (6) months of receiving the original decision. The Supervisor and/or the President (in the case of a suspension) will re-review the original decision, taking into account the new information.

4. Appeal of a Decision

- a. Within six (6) months of receiving the original decision, a Student may appeal a decision of the Supervisor and/or the President in writing to appeals@kpu.ca on the basis of procedural unfairness, which means that the established procedures were not followed or were improperly applied during the Investigation and/or decision-making process.
 - i. The Chair of the Senate Standing Committee on Appeals will review each request for eligibility based on procedural unfairness to determine whether the request will go before the Appeal Hearing panel.
 - ii. If the Chair of the Senate Standing Committee on Appeals deems that the claim to procedural unfairness is not merited, the Supervisor's and/or the President's original decision will be upheld. The Chair's decision is final and there is no further mechanism for appeal. The student will be informed of the decision.
 - iii. If the Chair of the Senate Standing Committee on Appeals determines the appeal is eligible to go before the Appeal Hearing Panel, a panel will be convened.
 - 1) All appeals under the Policy and these procedures will be subject to and will proceed in accordance with the published mandate of the Senate Standing Committee on Appeals and these procedures. Students seeking to file an appeal under the Policy and these procedures should refer to the Committee's mandate and these procedures prior to filing an appeal.

- 2) 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.
 - b. A Respondent who is in continuing and professional studies courses may appeal a decision of the Director or designate and/or the President with the appeal process that will be published on the appropriate department website.
5. 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 a centralized location as approved by the Office of the Provost.
 - b. In addition, any record of resolutions resulting from a Breach of Academic Integrity under the Policy and these procedures will be included in the Student's student record held by the Office of the Registrar.

C. RELATED POLICY

IM8 Privacy

RS2 Integrity in Research and Scholarship

ST2 Student Academic Integrity