

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

## Student Academic Integrity Policy

### A. CONTEXT AND PURPOSE

This policy outlines the rights and responsibilities of Students and the rights and responsibilities of the University concerning academic integrity.

### B. SCOPE AND LIMITS

1. This policy addresses matters of academic integrity. This policy does not address matters related to non-academic student conduct, grade appeals or complaints about instruction, services, employees or University policies, which are considered under other University policies.
2. This policy applies to Integrity Violations by Students in University and University-related settings, including but not limited to online environments.

### C. STATEMENT OF POLICY PRINCIPLES

#### 1. Academic Integrity

The University ascribes to the highest standards of academic integrity. Adhering to these standards of academic integrity means observing the values on which good academic work must be founded: honesty, trust, fairness, respect, and responsibility. Students are expected to conduct themselves in a manner consistent with these values. These standards of academic integrity require Students to not engage in or tolerate Integrity Violations, including falsification, misrepresentation or deception, as such acts violate the fundamental ethical principles of the University community and compromise the worth of work completed by others.

#### 2. Students' Rights and Responsibilities

- a. Students have a responsibility to meet the highest standards of academic integrity as set out in this policy.
- b. Students must not commit Integrity Violations.

- c. Students who are subject to an allegation of an Integrity Violation have the right to have such allegations handled according to the principles of procedural fairness.

### **3. The University's Rights and Responsibilities**

- a. The University has a responsibility to ensure that the highest standards of academic integrity are practiced by its Students and to articulate, teach and model those standards.
- b. The University has a responsibility to ensure that Students are informed of any course-specific standards that have been set for a particular course above and beyond what is outlined in this policy. Any course-specific standards do not supersede the definitions and provisions of this policy but may clarify them as they are applied in a particular course. In any instance where course-specific standards are inconsistent with the standards set out in this policy, the standards in this policy shall prevail.
- c. The University has the right to evaluate, investigate and adjudicate allegations of Integrity Violations and to impose disciplinary sanctions that reflect the nature and severity of any Integrity Violation, but also has a responsibility to ensure that allegations of Integrity Violations are handled according to the principles of procedural fairness.

### **4. The Standard of Proof**

In determining whether an Integrity Violation has occurred, the University adheres to a standard of proof based on a balance of probabilities. A balance of probabilities means that an act is more likely than not to have occurred.

### **5. Duty to Report Integrity Violations**

All members of the University community have an obligation to report potential incidents of Integrity Violations in a timely fashion to a University Official.

### **6. Relation of this Policy to other University Policies**

This policy deals exclusively with academic integrity and allegations of Integrity Violations. If an incident reported as an allegation of an Integrity Violation involves more than one policy, the Vice Provost Students will determine the appropriate policy(ies) and procedure(s) to be applied in consultation with the parties involved and this decision will be final.

A grade penalty imposed under this policy as a result of a finding of an Integrity Violation cannot be appealed under *ST3 Grade Appeals Policy*.

### **7. Confidentiality**

- a. Confidentiality Principles
  - i. Confidentiality is required so that all parties involved in incidents of Integrity Violations will come forward and so that the reputations and interests of those who are the subject of allegations are protected.
  - ii. Confidentiality must be distinguished from anonymity and for an investigation into an allegation of an Integrity Violation to proceed, the identity of a University

Official or any other individual making an allegation of an Integrity Violation and the details of the allegation will normally be released to the Student subject to an allegation.

b. Confidentiality of Information

- i. During the course of an investigation into an allegation of an Integrity Violation, sensitive personal information may need to be collected, used and/or disclosed.
- ii. Students are required to maintain the confidentiality of any and all information provided to them during the course of an investigation into an allegation of an Integrity Violation, except where disclosure is required by law or is necessary in order for the Student to participate openly in that investigation.
- iii. The University, including University employees, are required to maintain confidentiality over information gathered during the course of an investigation into an allegation of an Integrity Violation, except where disclosure is required in order to investigate and resolve the allegation or is otherwise permitted or required by law and/or any University policy.

c. Breach of Confidentiality

Any person involved in an investigation into an allegation of an Integrity Violation who breaches confidentiality may be subject to disciplinary sanctions according to the appropriate University policy.

## 8. Protection from Retaliation

Members of the University community involved in an investigation under this policy must be confident that they do so without fear of reprisal. Retaliation against any individual who is involved in an investigation under this policy will not be tolerated by the University and may result in disciplinary sanctions according to the appropriate University policy.

## 9. Frivolous or Malicious Allegations

Allegations of Integrity Violations are serious matters and individuals who are found to have made frivolous, vexatious, or malicious allegations may be subject to disciplinary sanctions according to the appropriate University policy.

## D. DEFINITIONS (ABBREVIATED)\*

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. **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 this policy, or as specifically defined in the applicable procedures for dealing with allegations of Integrity Violations. Please refer to Section F of this policy for information regarding the application of procedures to this policy.

3. **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.
4. **University:** Kwantlen Polytechnic University.
5. **University Official:** a faculty member, or member of the University community evaluating a Student's Academic Assessment.

\*A complete list of definitions applicable to this policy are available in the applicable procedures for dealing with Integrity Violations. Please refer to Section F of this policy for information regarding the application of procedures to this policy.

## E. RELATED POLICIES & LEGISLATION

*University Act (British Columbia)*

*Copyright Act (Canada)*

*AR3 Confidentiality of Student Records and Files*

*IM1 Copyright Compliance*

*IM4 Confidentiality Policy/Procedures*

*ST7 Student Conduct (Non-Academic) Policy /Procedures*

## F. RELATED PROCEDURES

Procedures for dealing with allegations of Integrity Violations are set out in *ST2 Procedures for Dealing with Academic Integrity Violations*. Those procedures apply to all Students unless he or she is, at the time of an alleged violation, only registered in non-senate approved courses. For example, those procedures do not apply to a Student who is only registered in continuing and professional studies courses.

Procedures for dealing with allegations of Integrity Violations for a Student who is, at the time of an alleged violation, only registered in non-senate approved courses (for example continuing and professional studies courses) will be published on the appropriate department website.