

 <b>CAPILANO UNIVERSITY</b>		<b>POLICY</b>	
Policy No.	Officer Responsible		
<b>S2017-05</b>	<b>Vice-President Academic and Provost</b>		
Policy Name			
<b>Academic Integrity</b>			
Approved by	Replaces	Category	Next Review
<b>Senate</b>	<b>Cheating and Plagiarism</b>	<b>Academic</b>	<b>March 2027</b>
Date Issued	Date Revised	Date in effect	Related Policies
<b>January 2018</b>	<b>March 5, 2024</b>	<b>Sept. 1, 2024</b>	<b>B.701 Student Code of Conduct Policy B.109 Student Appeals Policy</b>

## 1. PURPOSE

- 1.1 The purpose of this policy (“the Policy”) and the accompanying procedure, S2017-05-01 Academic Integrity Procedure (“the Procedure”), is to support the creation of a culture of Academic Integrity at Capilano University (“the University”) by:
- a) recognizing that Academic Integrity is fundamental to the creation, use, and sharing of knowledge in ethical ways;
  - b) outlining the University’s approach to Academic Integrity and the expectations for all members with regards to Academic Integrity, including clarifying roles and responsibilities, and outcomes of infractions; and
  - c) ensuring that infractions to the Policy are addressed in a way consistent with the Procedure that supports this Policy.

## 2. SCOPE

- 2.1 This Policy and supporting Procedure apply to all Members of the University Community as defined in Section 3 below.
- 2.2 All academic conduct is related to Academic Integrity. Conduct that is related to non-academic matters does not come under this Policy and will be addressed under B.701 Student Code of Conduct

## 3. DEFINITIONS

**Academic Integrity** means conducting all academic work in an honest and ethical way by:

- a) submitting work that demonstrates one’s own words, ideas, voice, writing or creative style;
- b) documenting contributions of others, all collaborators, any resources, and aids used;

- c) using aids only as authorized by the instructor; and
- d) respecting the integrity of examination materials and/or the examination process by adhering to exam rules and instructions.

**Academic Misconduct** means any action and behaviour that seeks to gain unfair academic advantage and violates any one of the abovementioned principles of Academic Integrity. Academic Misconduct may have different degrees of severity based on its level of impact (i.e. assignment level or course/program/university level). Types of Academic Misconduct include plagiarism, self-plagiarism, cheating, fraud, misuse or misrepresentation of sources, and other prohibited academic conduct.

**Course Outline/Syllabus** describe the document that sets out the parameters, expectations, and content of a course. For the purpose of this Policy, these terms can be used interchangeably.

**Instructor** means a person who is responsible for delivering course curriculum and evaluating Students' work.

**Member of the University Community** means employees, Students, agents, board members and volunteers.

**Student** means an individual enrolled in any course (credit or non-credit) at the University.

**Remedial Outcome** refers to the formative and educational outcome of a Tier One or Tier Two incident. The goal of a Remedial Outcome is not to penalize but to offer Students an opportunity to learn from their mistakes.

**Punitive Outcome** refers to an outcome of an instance of Academic Misconduct that includes punitive elements with the goals of reprimanding Students for engaging in Academic Misconduct and deterring the Student from engaging in further Academic Misconduct with an intent to gain unfair advantage.

#### **4. APPROACH TO ACADEMIC INTEGRITY**

- 4.1 The University acknowledges that Academic Integrity is a commitment to ethical practice in teaching, learning, and sharing knowledge, and upholding Academic Integrity requires relational accountability and therefore is a collective responsibility of the University Community.
- 4.2 The University recognizes that a commitment to ethical pursuits in education requires a concurrent commitment to decolonization, anti-racism, equity, diversity, and inclusion. These commitments inform our approach to Academic Integrity - moving away from strictly punitive and colonial understandings of knowledge ownership to more relational, formative, and nuanced understandings that consider context, intent, learning development, cultural differences, and level of impact.
- 4.3 The University aims to create a culture of Academic Integrity through the use of educational approaches to awareness, prevention education, and response procedures.

## **5. ROLES AND RESPONSIBILITIES**

### **Members of the University Community**

- 5.1 Members of the University community are responsible for taking actions to uphold Academic Integrity and report suspected incidents as per the Procedure.

### **Instructor Responsibilities**

- 5.2 Instructors are responsible for taking actions to prevent academic dishonesty. It is the Instructor's responsibility to take appropriate action if academic dishonesty has occurred. At a minimum, the Instructor is required to do the following:
- a) Include in all Course Outlines/Syllabi a statement pertaining to the importance of Academic Integrity, and a reference to the Academic Integrity Policy and Procedures for violations to this Policy;
  - b) Review these Course Outlines/Syllabi statements with Students at the beginning of each term and outline expectations for demonstrating Academic Integrity in the course and within the specific academic discipline;
  - c) Provide Students with information about the correct use of acceptable references/citation format(s) within the academic discipline; and,
  - d) Provide Students with information about any rules relating to acceptable levels of collaboration on assignments or in any required laboratory, research, or clinical work.
  - e) Provide clear assessment/exam instructions, in writing, that demonstrate expectations of behaviour (i.e. no phone use, closed book, no collaboration, etc.).
  - f) Report instances of Tier Two and Tier Three Academic Misconduct in accordance with this Policy and the accompanying Procedure.
  - g) Collect evidence, assess and respond to Academic Misconduct as outlined in the Procedure, assign appropriate Remedial or Punitive Outcomes, and ensure that the Student completes any assigned outcome (i.e. completing a workshop, an online module, redo of assignment) in the specified time.

### **Student Responsibilities**

- 5.3 Students are responsible for:
- a) knowing the academic expectations and standards of their Instructors, including but not limited to understanding the Course Syllabus;
  - b) seeking assistance if required; and
  - c) knowing the standards of documentation required in assessments.
- 5.4 Students are expected to make themselves aware of the information contained in this Policy. Lack of awareness does not excuse Students from responsibility for their actions.

- 5.5 Students are expected to explore educational resources available in the University related to Academic Integrity including but not limited to the library, the Writing Centre, and online resources.

**Dean Responsibilities:**

- 5.6 Deans are responsible for:
- a) responding to allegations of repeated or Tier Two Academic Misconduct reported by Instructors,
  - b) determining next steps consistent with the Procedure, and
  - c) imposing outcomes for Tier Three instances.
- 5.7 Deans are responsible for responding to informal disputes of a reported infraction or the outcome of an Academic Integrity infraction determined by the Instructor. For more details on disputes, see Section 11.

**Student Affairs Responsibilities:**

- 5.8 The Student Rights and Responsibilities Advisor provides guidance to members of the University community about the Policy and Procedure, and the dispute and appeal processes. They respond to practices that are misaligned with the Policy and Procedure, and inform Students about their rights and responsibilities regarding Academic Integrity.
- 5.9 The Student Rights and Responsibilities Advisor is responsible for:
- a) recording reported Academic Misconduct;
  - b) retaining records; and
  - c) identifying, in a manner consistent with the accompanying Procedure, repeated instances of Academic Misconduct.

**6. CLASSIFICATION OF ACADEMIC MISCONDUCT**

- 6.1 Acts of Academic Misconduct may include but are not limited to the following types:

**Cheating** - Using or providing unauthorized aids, assistance or materials while preparing or completing assessments, or when completing practical work (in clinical, practicum, or lab settings), including but not limited to the following:

- a) copying or attempting to copy the work of another during an assessment/examination;
- b) communicating with another Student during an assessment/examination;
- c) using unauthorized aids, notes, or electronic devices or means during an assessment/examination;
- d) unauthorized possession of an assessment or answer key; and/or,

- e) two or more Students submitting a substantially similar assessment, except in the case where the Instructor specifically authorizes such submission.

**Fraud** - Creation or submission of falsified documents.

**Misuse or Misrepresentation of Sources** - Presenting source material in such a way as to distort its original purpose or implication(s); misattributing words, ideas, etc. to someone other than the original source; misrepresenting or manipulating research findings or data; and/or suppressing aspects of findings or data in order to present conclusions in a light other than the research, taken as a whole, would support.

**Plagiarism** - Presenting or submitting, as one's own work, the research, words, ideas, artistic imagery, arguments, calculations, illustrations, or diagrams of another person or persons without citation or credit.

**Self-Plagiarism** - Submitting one's own work for credit in more than one course without the permission of the Instructors, or re-submitting work, in whole or in part, for which credit has already been granted without permission of the Instructors.

**Prohibited Academic Conduct** - The following are examples of other conduct that is specifically prohibited:

- a) taking unauthorized possession of the work of another Student (for example, intercepting and removing such work from a photocopier or printer, or collecting the graded work of another Student from a stack of papers);
- b) obstruction of the academic activities of another;
- c) falsifying one's own and/or other Student's attendance in a course;
- d) failing to comply with exam rules/regulations that may be exam-specific or Instructor-specific;
- e) impersonating or allowing the impersonation of an individual;
- f) using a technology tool when not authorized to do so; or
- g) assisting or attempting to assist another person to commit any breach of Academic Integrity, including allowing others to copy one's own work.

6.2 The nature of Academic Misconduct, its context, repetition, and the level of impact (i.e. assignment level or course/program/university level) are all relevant factors in determining its degree of severity. This policy takes a tiered approach to determining degrees of severity.

## **7. TIER ONE ACADEMIC MISCONDUCT**

7.1 Tier One refers to the mistakes a Student may make in the process of their learning of academic conventions, with an understanding that mastering academic skills takes time and practice, and that cultural context and educational background may inform their understanding of knowledge sharing and comfort level with academic conventions.

7.2 Some examples of Tier One incidents include but are not limited to: formatting errors, poor paraphrasing, missing sources in an assignment where citations are present, misattribution of a source, etc.

7.3 The course Instructor is responsible for responding to Tier One incidents, and the outcomes should be remedial and educational to foster learning and establish trust.

## **8. TIER TWO ACADEMIC MISCONDUCT**

8.1 Tier Two Academic Misconduct refers to any act that breaches Academic Integrity in a more significant way than Tier One with implications that are limited to the integrity of the assignment in which the infraction occurred.

8.2 Extensive or repeated cases of plagiarism or self-plagiarism where the Student's work shows no attempt at citing and referencing sources, and cases of cheating, fraud, and other prohibited conduct listed in 6.1f) are considered Tier Two.

8.3 Some examples of Tier Two include but are not limited to:

- a) unauthorized use of aids to complete an assignment,
- b) copying another Student's paper during an exam,
- c) two or more Students submitting the same work,
- d) submitting another Students' work as one's own,
- e) intentionally plagiarizing, etc.

8.4 The course Instructor is responsible for responding to suspected instances of Tier Two breaches including collecting evidence, determining the outcome, and reporting the misconduct and outcome to the Office of Student Affairs.

8.5 The Instructor should collect evidence about the Student's intent, learning needs and the context of the incident. This will normally include meeting with the Student. It is suggested that the Instructor make a holistic assessment with these factors in mind to determine the severity of the Academic Misconduct and appropriate Remedial or Punitive Outcomes.

8.6 All outcomes assigned in response to Tier Two must be reported to the Office of Student Affairs.

## **9. TIER THREE ACADEMIC MISCONDUCT**

9.1 Tier Three refers to Academic Misconduct that is repeated or is serious enough that its impact extends beyond the assignment in which the infraction occurred and has the potential to compromise the integrity of the whole course, program, or the reputation of the University.

9.2 Examples of Tier Three include but are not limited to:

- a) organizing group cheating, uploading course/assessment content on an online website,
- b) an Instructor finding a series of infractions in the same course by the same Student that were previously unnoticed/unreported,
- c) publishing misrepresented/false data that impacts research,
- d) compromising institutional reputation or commitment to ethical scholarship,
- e) compromising the integrity of the field of study, or academic standards, etc.

9.3 Tier Three instances must be reported to the Office of Student Affairs, who will then inform the relevant dean for assessment on next steps.

9.4 An instance of Tier Two Academic Misconduct can be considered Tier Three if it is a repeat incident.

## 10. OUTCOMES

10.1 When determining the outcome, all decision makers are encouraged to take a holistic approach that takes into account the context, Student learning, intent, nature of the Academic Misconduct, and its level of impact. The determination of outcome will be based on available evidence weighed against the balance of probabilities and following the principles of procedural fairness.

10.2 Outcomes may be remedial or punitive. A Remedial Outcome may include:

- a) **Written warning:** a warning letter, which clearly outlines the matter of concern, reasons why the concern needs to be addressed, and resources the Student can use to address the concern.
- b) **An educational activity:** an educational activity may refer to any formative activity that allows the Student to learn from their mistake. This can take the form of an assigned reflection assignment on the importance of Academic Integrity, an assigned workshop on Academic Integrity, an assigned e-learn module, etc.
- c) **Redo of assignment:** refers to allowing the Student another chance to submit the same work with improvements on outlined areas of concern.

10.3 A Punitive Outcome may include:

- a) **Reduction in grade on the assessment or assignment:** An Instructor or the dean may reduce a Student's grade on an assessment or assignment up to a zero grade.
- b) **Letter of reprimand:** A formal letter indicating the Student's breach of Policy and expected conduct moving forward. Only the dean can assign this outcome.
- c) **Involuntary withdrawal from a course/program:** An involuntary withdrawal from a course or program at the University. Only the dean can assign this outcome.
- d) **Suspension:** Suspension from the University for a specified period of time, after which the Student is eligible to return. Conditions for readmission may be imposed, including a reintegration plan. Suspension will typically result in an academic hold on the Student's account. The President will make decisions to suspend in accordance with Section 61 of the *University Act*.
- e) **Permanent suspension:** Permanent de-registration and removal of a Student from the University, normally including a ban from campus for a specified period of time. The President will make decisions to suspend in accordance with Section 61 of the *University Act*.
- f) **Other outcomes as required:** The University reserves the right to impose outcomes other than those listed in this document if they are commensurate with the infraction.

10.4 Outcomes of Tier One Academic Misconduct:

- a) Course Instructors assign one or more of the Remedial Outcomes listed in 10.2 in response to Tier One incidents.
- b) Tier One outcomes do not need to be reported to the Office of Student Affairs.
- c) In cases of repeated Tier One incidents in the same course, the Instructor may determine that a repeated incident is no longer unintentional, thereby requiring a punitive rather than a Remedial Outcome. In this case, the Instructor should treat the repeated Tier One incident as a Tier Two Academic Misconduct.

10.5 Outcomes of Tier Two Academic Misconduct:

- a) Instructors may assign a combination of Remedial and Punitive Outcomes as described in 10.2 and 10.3.a) above.
- b) All outcomes of Tier Two Academic Misconduct must be reported to the Office of Student Affairs.

10.6 Outcomes of Tier Three Academic Misconduct:

- a) Deans may assign a combination of Remedial and Punitive Outcomes as described in 10.2 and 10.3 above.
- b) All assigned outcomes of Tier Three Academic Misconduct must be reported to the Office of Student Affairs.

**11. DISPUTES AND APPEALS**

- 11.1 Students can dispute the determination of Tier One and Tier Two Academic Misconduct and the Remedial or Punitive Outcomes assigned by the Instructor. Specifics about the dispute process are provided in the Procedure.
- 11.2 Students may appeal the determination of Tier Three Academic Misconduct and/or the severity of the outcome determined by the dean through the University's Student appeals process as described in B.109 Student Appeals Policy.

**12. DESIGNATED OFFICER**

The Vice President Academic and Provost is the Policy Owner, responsible for the oversight of this policy. The Administration of this Policy and the development, subsequent revisions to and operationalization of any associated procedures is the responsibility of the Director, Teaching and Learning.