



What is Academic Honesty?

Academic honesty means completing all your academic work for a course, whether the course is held online or on campus, without cheating, plagiarising, misrepresenting, or falsifying.

If you are being academically honest, you will:

- Submit only work that you have done completely by yourself (except when group work is required)
- Give full credit to others, including your peers, when you collaborate on an instructor-approved collaboration or group project
- NOT give credit to group members (including yourself) who have not fully participated in a group assignment or project
- Cite all sources (including electronic, printed, or multimedia sources) for any passages, ideas, or obtained information you include to support your ideas
- Write exams unaided by materials like notes, text messages, electronic translators, or outside help unless expressly approved in advance by the instructor
- NOT re-use previous course work (such as made/created work, written assignments, or research) in any project or course without the expressed permission of your current instructor(s)
- NOT let a classmate or friend have access to your online courses or other college accounts

Best practices to ensure academic honesty:

- Only use access codes, accounts, passwords, and logins that were issued to you and not to others
- Let an instructor know if you need help with understanding the course material
- If you are in doubt about whether or not you are being academically honest in a specific instance (e.g. asking questions during an exam, collaborating on assignments or projects, using electronic translators or tutors etc.), please discuss this with your instructor.

What is Academic Dishonesty?

Five types of infraction constitute academic dishonesty:

- Cheating
- Plagiarising
- Misrepresenting data
- Falsifying personal information
- Gaining or allowing fraudulent access to materials, a course, or a program

Cheating

Cheating is the intentional and knowing use of any unauthorized material or information in order to complete an assignment, exam or project. This behaviour includes, but is not limited to, the following:

- copying from another student's paper or project
- having someone else complete an assignment, write an essay, or take an exam for you
- using another individual's previously marked assignment from an earlier class and adapting it as your own

- accessing unauthorized resources during an exam, whether that access occurs inside or outside the exam room
- using any communications device, electronic or otherwise, that is not authorized by the instructor
- communicating the contents of an exam or quiz etc. to anyone who has not yet written it
- allowing others to influence you to be dishonest
- knowingly allowing others to copy or otherwise use your work

Plagiarising

Plagiarism is the use of another person's work (whether made, created or written) without proper acknowledgement. As per Camosun policy, plagiarism includes, but is not limited to, the following:

- submitting an entire assignment written or made/created by someone else or based on collaboration with others
- incorporating or paraphrasing passages from any source, including internet sites, without citations
- submitting an assignment that an editor or tutor has partially or entirely rewritten for you
- submitting any portion of a group project which contains plagiarism
- submitting anything created with input from a group as your own individual work

Misrepresenting Data

Data misrepresentation is presenting deceptive or false information in a course assignment. Data misrepresentation includes, but is not limited to, the following:

- Altering data
- Adding or fabricating data
- Reporting or falsifying results that you did not obtain
- Factual misrepresentation, such as presenting uncited material as scholarly
- Using partial information or material taken out of context

Falsifying Personal Information

Falsifying is presenting false or fraudulent information to an instructor or the college. Providing fraudulent information includes, but is not limited to, the following:

- Providing false medical or other information to gain an academic advantage
- Misrepresenting academic credentials in order to take a course or enter a program

Gaining or Allowing Fraudulent Access

Fraudulent access is using or collecting materials without authorization. Fraudulent access includes but is not limited to, the following:

- Using access codes, accounts, passwords, and logins not issued to you
- Providing unauthorized access to codes, accounts, passwords, logins, and detailed information about tests and assignments to others
- Using data you were not authorized to use or that you did not collect
- Accessing information about other students you were not authorized to have

What happens?

Using the [Academic Dishonesty Incident Report](#), all infractions will be recorded by the instructor and the details sent to the student, the Chair, and the Arts & Science office. Camosun International will be informed when International students are involved in infractions.

Within three business days of an infraction coming to light, the instructor will inform affected students that an honesty issue exists. Students must have an opportunity to discuss the situation with the instructor. Students have the right to be accompanied by the ombudsman or by a representative from the Camosun College Student Society. Depending on the severity of the case, the student may also be required to meet with the Chair of the department and/or the Dean.

Level One: Unintentional infractions / 'teachable moments' - *Instructor will determine penalty*

This may happen in situations like the following:

- A student committed inadvertent plagiarism. The instructor will determine whether the assignment will be resubmitted and/or will be subject to minor penalty
- A student was non-complicit in another student's cheating or copying of work. The instructor may choose to excuse this student from any disciplinary action but will still report it
- A student did not communicate with group members and made it difficult for them to complete a group assignment or group work
- Due to language difficulties/differences, a student did not follow clearly communicated policies/practices
- The student is genuinely unaware of the academic policy
- The student has harassed, coerced or antagonized an instructor or any member of the college community for personal academic gain (e.g. higher mark, assignment extensions)

Level Two: Intentional infractions -- *Instructor will give 0 on the assessed work. Student will not be eligible for any Arts & Science scholarship, prize or bursary awarded in that academic year.*

This may happen in situations like the following:

- Repetition of the same Level One issue in any Camosun Arts and Science course
- All examples listed under "Academic Dishonesty" above such as the following:
 - Cheating on a test or assignment
 - Intentional plagiarism on any assignment or test
 - Providing fraudulent information for extensions, rewrites, or exams
 - Intentionally misrepresenting data in assignments or on tests
 - Reusing an assignment or portion of assignment from another class without the consent of the current instructor
 - Sharing detailed information about tests or assignments with students who have not yet taken the test or completed the assignment (In this case, all participating students should be penalized)

Level Three: Major infractions – *In consultation with the Associate Dean and/or the Dean, student will fail course and may not be permitted to register in other courses within the school of Arts & Science. Student will not be eligible for any Arts & Science scholarship, prize or bursary awarded in that academic year.*

Any clearly premeditated Level Two infraction may be elevated to Level Three status. This may happen in situations like the following:

- Repetition of any Level Two issue in any Camosun Arts and Science course
- Refusal to acknowledge clear evidence of a Level Two issue
- Deliberately jeopardizing or sabotaging another student's work
- Misrepresenting academic credentials in order to take a course

Level Four: Unacceptable infractions - *Student will be removed from program or college*

In serious or repeat cases, the Dean may request that the student be removed from a program or the college.

Related College Policies and Guidelines

E-2.5 Student Conduct Policy

<http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf>

E-2.5.1 Student Conduct Supporting Document: Plagiarism: Definition and Consequences

<http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.1.pdf>

Academic Policies and Procedures (Includes Final Exam Policy)

<http://camosun.ca/learn/calendar/current/procedures.html>