

POLICY TITLE	Academic Integrity
POLICY NUMBER	E-1.13
APPROVAL DATE	June 24, 2020
EFFECTIVE DATE	January 1, 2021
APPROVAL BODY	Education Council
REPLACES (IF APPLICABLE)	E-2.5 - Student Conduct Policy (partial)
LAST UPDATE OR AMENDMENT OR REVIEW DATE	2019
NEXT REVIEW DATE	2024
POLICY HOLDER	VP Education
RESPONSIBLE OPERATIONAL LEADER	Dean/Director/Registrar
SUPPORTING DOCUMENTS	E-1.13.1 Process for Documenting and Addressing Academic Misconduct E-1.13.2 Standards for Records Management – Academic Integrity E-1.13.3 Academic Integrity Appeals Form E-1.13.4 Academic Integrity Letter of Information Template

ACADEMIC INTEGRITY

PURPOSE AND/OR RATIONALE

Camosun College (known as “Camosun” or “the College”) is committed to building the academic competency of all students, and seeks to empower students to become agents of their own learning and promote academic belonging for everyone. The Academic Integrity policy outlines Camosun College’s academic expectations for all students and articulates the College’s values and principles with respect to upholding the highest standards of academic integrity.

POLICY APPLICATION, SCOPE, AND/OR LIMITS

This policy applies to all students enrolled in a College course or program, on or off campus, as well as prospective students, while they are engaged in College-related activities. The Academic Integrity Policy also applies to students engaged in any organized academic, College-related activity, and/or Work Integrated Learning opportunity. This includes, but is not limited to work-terms, work shadowing, field schools, field trips, field placements, practicums, community placements, College-based and external clinical placements, off-site course deliveries, service learning projects, and study abroad opportunities.



This policy also applies to students who have withdrawn or graduated from the College where an allegation of academic misconduct occurred during their registration, admission, and/or enrolment at the College.

Academic integrity is the responsibility of the entire College community. As such, this policy also applies to all employees of Camosun College who are responsible for supporting the enactment of this policy and/or those who are enrolled in courses at Camosun.

This policy is limited to academic conduct issues. If a situation arises in which student non-academic conduct is also an issue, then the student may be subject to processes and outcomes of additional relevant College policies.

DEFINITIONS

1. **Academic Integrity:** Academic integrity is the commitment to and demonstration of honest and ethical behaviour in an academic setting. It is the performance of all academic work without cheating, plagiarizing, lying, stealing, inappropriately collaborating, falsifying information, or receiving unauthorized assistance from any other person or using any source of information not appropriately authorized or attributed.
2. **Academic Misconduct:** Obtaining an academic advantage dishonestly through conduct such as cheating or plagiarism. Academic misconduct also includes gaining admission through dishonest means, whether providing false or fraudulent documentation or withholding information or documentation required for admission.
3. **Allegation:** Claim made by a College employee that a student has committed an act of academic misconduct. Allegations must be supported by observations and/or preliminary pieces of evidence to support the claim.
4. **Appeal:** A request by the student for a review of a decision and/or outcome resulting from the violation of the Academic Integrity Policy. A request for an appeal must meet one of the following grounds for appeal:
 1. A procedural error has been made or an inappropriate bias or perception of bias is present in the process;
 2. New evidence is available that is likely to change the outcome of the violation; or
 3. The outcome(s) imposed is disproportionate to or inconsistent with the nature of the offence.
5. **Balance of Probability:** Also known as preponderance of evidence, balance of probability assesses whether it is more likely than not that an allegation in question has occurred.
6. **Dean/Director/Registrar:** In the context of this policy, the principle academic and/or administrative officer at the College responsible for the Academic Integrity Policy's procedures, requirements, and/or standards. A Dean/Director/Registrar may assign a designate to oversee the procedures, requirements, and/or standards outlined in this policy.

7. **Designate:** Refers to the individual who has been delegated authority to act on behalf of an academic or administrative officer at the College.
8. **Employee:** Any person who is employed by the College or is contracted by the College, including but not limited to faculty, staff, sessional instructors, and security personnel.
9. **Informal Process:** A process for addressing Academic Integrity issues through communication and/or dialogue. During an Informal Process, all parties may agree to an outcome that resolves the Academic Integrity issue. Outcomes agreed upon through an Informal Process are not appealable to the Academic Appeals Panel.
10. **Formal Process:** A process for addressing Academic Integrity if/when an Informal Process is not possible and/or appropriate. A formal process may result in an outcome decided upon by a Dean/Director. Outcomes of a Formal Process are appealable to the Academic Appeals Panel.
11. **Instructor:** Any individual who is employed by the College to teach in any of the College's programs of study.
12. **Interim Measure:** A decision or outcome that is enacted temporarily pending a completed investigation or outcome following an Informal or Formal Process.
13. **Investigation:** The process of collecting and assessing information to determine if an allegation of academic misconduct has merit. The investigation will also determine the nature of and circumstances under which an alleged academic misconduct occurred. The process will be used to determine whether it is more probable than not that the College's Academic Integrity policy was violated.
14. **Multiple Proceedings:** In cases where an allegation involves violation of more than one College policy, the policy holders and/or designates will determine which educational, rehabilitative, and/or restitution process to follow. If there is an overlap in the policies and/or if there is any conflict between the provisions in the policies, the policy holders and/or designates will determine a common course of action. The student will be notified of the process that is being followed.
15. **Natural Justice:** A set of principles that underpins the processes, practices, and outcomes of a response to a complaint. Key elements of a process grounded in natural justice include that the respondent is made aware of the allegations against them and is given a fair opportunity to respond. Whomever is adjudicating the evidence must not be biased towards either the respondent or the complainant. The outcome(s) of any process will be in balance with the nature of the misconduct and in keeping with the principles of procedural fairness.
16. **Outcome:** An outcome is issued as the consequence of a student's academic conduct in contravention of this policy. Students who violate the principles of academic integrity will be

subject to appropriate educational, rehabilitative, and/or punitive outcomes set out by the College.

- 17. Ombudsperson:** an impartial, independent office within the College which provides a safe, confidential place for students to discuss concerns, complaints and disputes, and to consider options. The Ombudsperson is an advocate for fairness and equity, rather than an advocate for a particular person or outcome.
- 18. Procedural Fairness:** Procedural fairness is concerned with the procedures used in an investigation rather than the outcome of an investigation. Absence of bias is a core component of procedural fairness. The right to a fair process includes being made aware of and given an opportunity to respond to, correct, or contradict any information available, in person and/or in writing. Additionally, procedural fairness affords a person a right to appeal and to have an advisor or support person of their choice at any stage of the investigation process, if desired.
- 19. Student:** For the purposes of the Academic Integrity Policy, a student is anyone who, at the time of the alleged violation of this policy, was either:
 1. Admitted to a degree, diploma, and/or certificate program;
 2. Registered in a credit or non-credit course and/or program offered by the College;
 3. In process of obtaining admission, readmission, or registration in a course, degree, diploma, or certificate program if it is alleged that a person breached Academic Integrity to obtain admission, readmission, or registration.

PRINCIPLES

1. Camosun College adheres to the six tenets of academic integrity: honesty, trust, fairness, respect, responsibility, and courage ([International Centre for Academic Integrity, 2014](#)).
2. Camosun recognizes the multiple and nuanced understandings of academic integrity that are prevalent across cultures. Camosun College students are strongly encouraged to inform themselves of the standards of academic integrity articulated in this policy, and the College is committed to providing supports and services to assist students in understanding the principles set out in this policy.
3. The College recognizes that students are responsible for their educational journeys. The College is committed to supporting all students to achieve their academic goals. Students are entitled to seek out available and appropriate student services, assistance, and support as they go through the processes outlined under the Academic Integrity policy. During meetings with instructors, Chairs, and/or Program Leaders, students are entitled to bring an appropriate support person to the conversation.
4. Instructors may seek assistance from their Schools with the investigation and appeal processes outlined in this policy.

5. Responsibility for upholding the values of academic integrity lies with everyone within Camosun's teaching and learning communities. Students are expected to embrace and demonstrate academic integrity as an integral part of their learning journey. Instructors will evaluate students' academic performance in a fair and just manner and are expected to model and instill the values of academic integrity in their teaching practices.
6. Camosun College ensures that allegations of violations of this policy are managed and investigated appropriately, in a fair and equitable manner, with determinations based on the balance of probabilities. The College commits to the principles of natural justice and procedural fairness when addressing allegations of academic misconduct. Investigations of academic misconduct will be conducted through timely, consistent, unbiased and established procedures.
7. Outcomes will vary based on the severity and frequency of the academic misconduct. Where appropriate, the outcomes of an investigation of academic misconduct will be educational and developmental rather than punitive.
8. While under investigation for violation of the Academic Integrity policy, a student may continue to register and enroll in academic courses but will not receive a credential until a final decision regarding the matter has been made. If a student fails a pre-requisite course due to an academic misconduct, then they may be removed from a subsequent course that requires the pre-requisite. As an Interim Measure, students under investigation may be prevented from continuing on to a practicum course or work-term while under investigation for violation of the Academic Integrity Policy.
9. Students have the right to request an appeal of a Dean's/Director's decision or outcome resulting from the violation of the Academic Integrity Policy if the grounds for appeal are met. Students may withdraw their appeal to the Education Council's Academic Appeals Panel, in which case the matter will be considered closed and no further appeals may be made to the Panel regarding the same matter.
10. All parties must conduct themselves through the process outlined in this policy with mutual respect in accordance with relevant policies at Camosun.

STANDARDS OF ACADEMIC INTEGRITY: STUDENTS' RIGHTS AND RESPONSIBILITIES

Students are responsible for understanding and practicing Academic Integrity. Violations of Academic Integrity include but are not limited to the following:

1. **Acting unethically/dishonestly in a test or examination:** The College has a right and responsibility to ensure fairness and consistency in the administration and completion of examinations. Students have a responsibility to follow all examination procedures and abide by the principles of academic integrity before, during, and after the examination. This includes but is not limited to only relying on authorised materials/resources during the exam, making sure examination answers are properly hidden from others' view, looking at and focusing on one's

own exam, completing the exam without disruption or delay, and complying with the instruction of the College official(s) administering the examination.

2. **Cheating:** Cheating is an act of deceit, fraud, distortion of the truth, or inappropriate use of another person's effort to obtain an academic advantage. Cheating is also the act of sharing one's work with others for the purpose of giving another person an academic advantage. Students have a responsibility to ensure that the academic work produced is their own.
3. **Falsifying, Misrepresenting, and/or Withholding Information:** Falsifying, misrepresenting, and/or withholding information, in the context of academic integrity, is the presenting of deceptive or false information to the College, its appointed official, and/or an external body/official to obtain an unfair advantage. Additionally, students have a responsibility to ensure that any official academic and non-academic records or information provided to the College are truthful and free from alteration and misrepresentation. This responsibility also extends to College documents that students submit to a body external to the College. It is expected that students will not withhold records, transcripts, or other academic documents to gain an unfair advantage or mislead the College.

In the case that false, misrepresentative, and/or incomplete information is presented to the College for the purposes of gaining admission, the College reserves the right to refuse admission.

If it is discovered that a student, who is enrolled in the College, has gained admission to the College using false, misrepresentative, and/or incomplete information, the College reserves the right to suspend the student or take other measure(s) deemed appropriate.

If it is discovered that a student has submitted falsified, misrepresentative, or altered College documents to an external body, the College reserves the right to suspend the student or take other measure(s) deemed appropriate.

4. **Fraud or Fabrication:** Students have a responsibility to ensure that their work is free of fraud and fabrication. The intentional misrepresentation of information, falsifying research, inventing or exaggerating data or results, or citing incorrect or fictitious resources is a violation of academic integrity.
5. **Impersonation:** Impersonating someone or entering into an agreement to impersonate someone to gain an unfair advantage in a course, submitted work, or exam violates the principles of academic integrity. Students have a responsibility to produce work on their own merit and verify their identity when requested by the College.
6. **Improper access:** Students have a right to privacy over their work and learning tools and materials. Inappropriately accessing someone else's work or gaining unauthorised access to confidential tools and materials to gain an unfair academic advantage is a violation of academic integrity. Students also have a responsibility to uphold the confidentiality of another person's

work and to ensure that work (e.g., draft documents, final assignments, access codes) is not published or otherwise made available to a third party without prior consent of the work's author or owner.

7. **Obstruction and interference:** All students have a right to succeed academically without scholarly obstruction and interference from other students. Interference with the scholarly activities of another in order to gain an unfair academic advantage is a violation of academic integrity.
8. **Plagiarism:** Plagiarism is the intentional or unintentional presentation of work, ideas, and expression of ideas that is other than one's own. This includes presenting someone's published work, either in part or in full, without proper citations or without referencing the original source. Creators and authors have a right to expect that the work they produce will be used and referenced appropriately. Students have a responsibility to ensure that any work they submit for evaluation is their own and that any part of that work that is not their own is appropriately cited.
9. **Unauthorised co-operation or collaboration/collusion:** When permitted, students have the right to learn collaboratively with their peers or other community members when learning is facilitated through group learning. However, there are circumstances where students are expected to produce work and demonstrate skills mastery or knowledge acquisition individually. In such instances where an instructor has indicated that work be completed on an individual basis, students have a responsibility to work independently and demonstrate their own learning, knowledge, and skill. Failure to do so is a violation of academic integrity.
10. **Unauthorised resubmission of work:** Resubmitting a piece of work (with or without minor modifications) for evaluation and credit, for which credit has already been awarded is contrary to the principles of academic integrity. Students have a responsibility to obtain permission from their instructor before previously evaluated work is submitted.

RELATED LEGISLATED REFERENCES

- [British Columbia College and Institute Act](#)

LINKS TO RELATED CAMOSUN POLICIES, DOCUMENTS, AND/OR WEBSITES

- [Camosun College Glossary of Terms](#)
- [Copyright Guide for Camosun College](#)
- [E-1.13.1 Supporting Document - Process for Addressing and Documenting Academic misconduct](#)
- [E-1.13.3 Supporting Document - Academic Integrity Appeals Form](#)
- [E-1.13.4 Supporting Document - Academic Integrity Letter of Information Template](#)
- [E-1.13.5 Policy-Informed Practice: A Guide to Academic Misconduct and How to Address It](#)
- [G-1.7 Board Executive Committee Terms of Reference](#)



- [G-3.1.4 Terms of Reference: Education Council Academic Appeals Panel](#)
- [Guidelines: Camosun College Support Person](#)