

## Student Academic Misconduct Policy

<b>Classification</b> Academic Operations	<b>Table of Contents</b> 1 Purpose ..... 1 2 Scope ..... 1 3 Definitions ..... 2 4 Policy Statement ..... 4 5 Responsibilities..... 5 6 Related Policies ..... 6 7 Related Procedures ..... 6 8 Related Operating Standards ..... 6 9 Related Guidelines/Forms..... 6 10 References..... 6 11 History ..... 6
<b>Approval Authority</b> General Faculties Council	
<b>Implementation Authority</b> Vice-Provost (Student Experience)	
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<b>Last Revision</b> N/A	

### 1 Purpose

The purpose of this policy is to:

- a) support a strong culture of academic integrity at the University, including recognition that Academic Misconduct is a serious form of intellectual dishonesty with significant consequences;
- b) communicate the University’s expectations with respect to Student conduct of Academic Activities;
- c) promote recognition of the values of honesty and fairness in ensuring respect for the integrity of the teaching and learning relationship and advancing the ethical pursuit and transmission of knowledge; and
- d) support complementary efforts to promote academic integrity.

### 2 Scope

**2.1** This policy applies to Students’ conduct in Academic Activities.

**2.2** Allegations of Academic Misconduct relating to research may be investigated in accordance with the Research Integrity Policy or this policy. The Dean considering the allegation will determine which policy should apply. If the allegation of Academic Misconduct relating to research involves a graduate student, the Dean will first consult with the Dean of the Faculty of Graduate Studies. If the Dean has any doubt about which policy should apply, the Dean will consult with the Vice-President (Research), the Vice-Provost (Student Experience), and University Legal Services.

**2.3** This policy does not apply to:

- a) Academic Achievement Decisions
- b) Applicant conduct. It does apply to a Student’s Academic Misconduct in submissions to the University at the time they were Applicants;
- c) Student conduct in non-academic activities; and

- d) Investigations of allegations of Academic Misconduct relating to research investigated under the Research Integrity Policy. If an investigation is substantiated, the responsible Dean may apply the sanctions described in this policy.

### 3 Definitions

In this policy:

- a) “Academic Activities” means critical inquiry, research and learning in the pursuit of official recognition at the University. Examples of Academic Activities include:
  - i. course or program requirements;
  - ii. examinations, tests, or quizzes; and
  - iii. interactive online tutorials, or other computer-assisted instruction.
- b) “Academic Achievement Decisions” means the determinations of academic standing in the absence of Academic Misconduct. This may include the assignment of grades, credit or fail designations, assessments of professional behavior in accordance with a course outline, requirements to withdraw, and any other matter where the measurement of achievement, or academic progress, is not directly connected to an instance of Academic Misconduct.
- c) “Academic Misconduct” means any Student behaviour which compromises proper assessment of a Student’s Academic Activities and includes:
  - i. Cheating;
  - ii. Fabrication;
  - iii. Falsification;
  - iv. Plagiarism;
  - v. Unauthorized Assistance;
  - vi. failure to comply with an Instructor’s expectations regarding conduct required of Students completing academic assessments in their courses; and
  - vii. failure to comply with exam regulations applied by the Registrar.
- d) “Academic Staff Member” means an individual who is engaged to work for the University and is identified as an academic staff member under Article 1 of the collective agreement between the Governors of the University of Calgary and the Faculty Association of the University of Calgary.
- e) “Applicant” means an individual who has formally applied to study at the University. Individuals are Applicants from the time their application is received by the University until they become a Student.
- f) “Appointee” means an individual who is engaged to work for the University, or whose work is affiliated with the University, through a letter of appointment, including adjunct faculty, clinical appointments, visiting researchers and scholars.
- g) “Cheating” means trying to give or gain an improper advantage in Academic Activities. Some examples of Cheating include:
  - i. copying from another Student’s work
  - ii. conversing with another Student (or other Students) during an examination;
  - iii. having, using, or attempting to use unauthorized materials or devices for assistance in completing Academic Activities;
  - iv. attempting to read another Student’s examination papers; and

- v. obtaining assistance from another person in completing coursework, such that there is a real question whose work is being assessed.
- h) “Disciplinary Probation” means a period of time during which a Student’s Transcript notes Disciplinary Probation for Academic Misconduct. Students may continue in their program or course of studies while on Disciplinary Probation.
- i) “Expulsion” means permanent dismissal from study in a particular faculty, or at the University.
- j) “Fabrication” means creating or using false records, including a transcript or other document, or citing work which does not actually exist.
- k) “Faculty of Registration” means the faculty in which the Student is registered. For Students in open studies, the Vice-Provost (Student Experience) acts as the Dean of the Faculty of Registration. For Students who are only registered in non-credit courses or programs of study, the head of the teaching unit for that course or program of study acts as the Dean of the Faculty of Registration.
- l) “Falsification” means altering or attempting to alter work or records for academic gain. Some examples of Falsification include:
  - i. altering transcripts or other third party documents;
  - ii. changing, or attempting to change, recorded grades;
  - iii. a Student impersonating another Student, or a Student allowing another individual to impersonate the Student; and
  - iv. manipulating, changing, or omitting source material, data, methods, or findings.
- m) “Instructor” means the Academic Staff Member, Appointee, or other individual teaching a course or section of a course, or the person serving as the supervisor or co-supervisor of a graduate Student.
- n) “Plagiarism” occurs when a Student presents the ideas, expression of ideas or work of another individual as the Student’s own. Work may include algorithms, code, composition, data, methods, design, formulae, images, indigenous oral teachings, art and ceremonies, organization of ideas, and scientific and mathematical concepts. Some examples of Plagiarism include:
  - i. using all or a portion of someone else’s work in an assignment or for other Academic Activities, without appropriate acknowledgement, which includes using someone else’s words without quotations marks around those words, inappropriate paraphrasing, or referencing someone else’s idea without appropriate attribution;
  - ii. purchasing, or otherwise acquiring work and submitting it as the Student’s own original work; and
  - iii. submitting the Student’s prior work for evaluation in another course, or in a subsequent attempt of the same course, without the express approval of the Instructor teaching the second course, or subsequent attempt.
- o) “Procedural Fairness” means the opportunity to be heard by an unbiased decision maker and to be made aware of the evidence considered by the decision maker. Procedural Fairness is about the procedures used to make a decision, not the actual outcome of the decision.

- p) "Suspension" means a period of time during which a Student is prohibited from conducting Academic Activities at the University.
- q) "Student" means an individual registered in a University course or program of study, or an individual who is no longer registered at the University and is alleged to have committed Academic Misconduct while they were registered in a course or program of study at the University.
- r) "Student Record" means information about a Student's University activities maintained by the Registrar.
- s) "Teaching Faculty" means the faculty responsible for the delivery of a course. For Students in non-credit courses or programs of study, the head of the teaching unit for that course or program of study acts as the Dean of the Teaching Faculty.
- t) "Transcript" means the official summary of a Student's permanent academic record at the University.
- u) "Unauthorized Assistance" means cooperating, collaborating, or otherwise giving or receiving assistance in completing Academic Activities without the Instructor's permission.
- v) "University" means the University of Calgary.

#### 4 Policy Statement

##### General

- 4.1 The University expects Students to conduct Academic Activities with integrity and intellectual honesty and to recognize the importance of pursuing and transmitting knowledge ethically.
- 4.2 Students who participate in, or encourage the commission of, Academic Misconduct will be subject to disciplinary action in accordance with this policy.
- 4.3 Students are expected to cooperate in investigations of allegations of Academic Misconduct. Obstructing an investigation may result in penalties under the Student Non-Academic Misconduct Policy.
- 4.4 The Registrar maintains exam regulations for all examinations administered by the Registrar. A Student's failure to comply with these regulations will be investigated as potential Academic Misconduct.
- 4.5 Instructors will clearly communicate their expectations regarding conduct required of Students completing academic assessments in their courses. A Student's failure to comply with those expectations will be investigated as potential Academic Misconduct.

##### Responding to Allegations of Academic Misconduct

- 4.6 Investigations into allegations of Academic Misconduct will respect the Student's right to Procedural Fairness.
- 4.7 Sanctions for Academic Misconduct may include one or more of the following:
  - a) required attendance at academic integrity seminars, submission of reflective essays, or similar educational requirements;
  - b) a written warning;

- c) grade reductions;
- d) failure of the relevant assignment or course;
- e) denial of access to non-credit courses or programs of study at the University;
- f) Disciplinary Probation;
- g) Suspension;
- h) Expulsion; or
- i) revocation of a credential obtained as a result of Academic Misconduct.

Sanctions (f), (g), and (h) are not applicable to Students in non-credit courses or programs of study.

- 4.8** Determinations of the appropriate sanction for Academic Misconduct will consider the Student's intention, any other instance of Academic Misconduct committed by the Student, the seniority of the Student, any relevant personal circumstances, and the gravity of the offence in the context of the course and the Student's program of study.
- 4.9** All instances of Academic Misconduct will be tracked for administrative purposes. For Students in credit programs, an indicator will be noted on the Student Record. This indicator is not a disciplinary sanction. It does not appear on the Student's Transcript, and has no impact on the Student's ability to continue in their course or program of study.
- 4.10** Disciplinary Probation and Suspension will appear on a Student's Transcript for the duration of the sanction.
- 4.11** During the term of a Suspension, Students continue to be enrolled in a program, and may register for courses scheduled to begin after the period of Suspension. A Dean may impose requirements to be completed before a Student resumes Academic Activities in the Dean's faculty following a Suspension.
- 4.12** Expulsion and Revocation appear permanently on the Student's Transcript.
- 4.13** The University may revoke any credential if, following an investigation, it determines that the recipient committed Academic Misconduct which would have prevented the credential being granted at the time it was. A permanent notation will appear on the Student's Transcript reflecting the revocation of the credential as a result of Academic Misconduct.

### **Appeals**

- 4.14** Students who have been found responsible for committing Academic Misconduct may appeal the decision in accordance with the Student Misconduct and Academic Appeals Policy. Students may also appeal sanctions imposed in response to Academic Misconduct in accordance with the Student Misconduct and Academic Appeals Policy; however, sanctions requiring attendance at educational seminars and sanctions that are simply written warnings may only be appealed if the Student is also appealing the decision that they committed Academic Misconduct.

## **5 Responsibilities**

- 5.1** Students will:
  - a) conduct themselves with integrity in all Academic Activities;
  - b) take responsibility for their conduct in Academic Activities;
  - c) familiarize themselves with this policy; and

d) present their response to allegations of Academic Misconduct when asked.

**5.2** Instructors and exam proctors will report all instances, or suspected instances, of Academic Misconduct they become aware of for review in accordance with the Student Academic Misconduct Procedure.

**5.3** Deans, or their delegates, will:

- a) investigate allegations of Academic Misconduct and determine an appropriate sanction in accordance with the Student Academic Misconduct Procedure; and
- b) annually report data on Academic Misconduct in their faculty, on the form provided by the Vice-Provost (Student Experience).

**5.4** The Vice-Provost (Student Experience) will:

- a) promote Students’ understanding of and adherence to the principles of academic integrity;
- b) encourage a healthy academic culture at the University; and
- c) provide an annual update to GFC on the nature and number of cases of Academic Misconduct investigated under this policy.

**5.5** The Provost and Vice-President (Academic) will determine whether Expulsion from the University or revocation of a credential is an appropriate sanction for Academic Misconduct.

<b>6</b>	<b>Related Policies</b>	<a href="#">Research Integrity Policy</a> <a href="#">Student Non-Academic Misconduct Policy</a> <a href="#">Student Misconduct and Academic Appeals Policy</a> <a href="#">Code of Conduct</a>						
<b>7</b>	<b>Related Procedures</b>	<a href="#">Student Academic Misconduct Procedure</a>						
<b>8</b>	<b>Related Operating Standards</b>	<a href="#">Academic Integrity, Student Handbook</a> <a href="#">Exam Regulations</a>						
<b>9</b>	<b>Related Guidelines/Forms</b>	<a href="#">EXAMPLE: Student Academic Misconduct Reporting Form</a>						
<b>10</b>	<b>References</b>	<a href="http://www.academicintegrity.org">www.academicintegrity.org</a>						
<b>11</b>	<b>History</b>	<table border="0"> <tr> <td style="padding-right: 20px;">May 16, 2019</td> <td>Approved.</td> </tr> <tr> <td>July 1, 2019</td> <td>Effective.</td> </tr> <tr> <td>January 1, 2020</td> <td>Editorial Revision. Updated format and links.</td> </tr> </table>	May 16, 2019	Approved.	July 1, 2019	Effective.	January 1, 2020	Editorial Revision. Updated format and links.
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