



## ACADEMIC INTEGRITY POLICY

### 1. Principles & Scope

The integrity of the degrees conferred by Brandon University, the quality of relationships between faculty, students, and staff, and the reputation of the institution depend upon all members of the community respecting and upholding the fundamental values of honesty, trust, fairness, respect, responsibility, and courage (ICAI, 2014).

It is expected that students, faculty members and staff at Brandon University, as members of an intellectual community, will adhere to these ethical values in all activities related to learning, teaching, research and service. Any action that contravenes this standard, including misrepresentation, falsification or deception, undermines the intention and worth of scholarly work and violates the fundamental academic rights of members of our community.

This particular policy is designed for students to ensure that the University’s standards are upheld in a fair and transparent fashion. Students are responsible for the entire content and form of their work at Brandon University. Nothing in this policy is intended to prohibit students from developing their academic skills through the exchange of ideas and the utilization of resources available at the University to support learning (e.g., Academic Skills Centre). Students who are in doubt as to what constitutes a departure from academic integrity in a particular instance should consult their course instructor.

### 2. Definitions

Academic Integrity	A commitment, even in the face of adversity, to six fundamental values in all University activities and relationships: honesty, trust, fairness, respect, responsibility, and courage (adapted from the <i>International Center for Academic Integrity's</i> definition).
Academic Integrity Committee	A standing committee of the Brandon University Senate that is responsible for reviewing and making decisions on appeals related to departures from academic integrity.
BU Academic Integrity Repository	Central, electronic, institutional repository of departures from academic integrity that includes the student’s BU ID, name, date of incident, date of incident report, course in which incident occurred (if course-based), nature of incident, and remedy/sanction applied. The repository is maintained by the Registrar’s Office. Access to information in the repository is restricted to staff in the Registrar’s Office and staff in the individual Faculty/School Dean’s Offices.
Dean	Normally, the Dean of an academic Faculty/School. In the event that a suspected departure from academic dishonesty is not related to a course/activity within an academic Faculty/School, “Dean” should be understood to refer to the senior manager of the unit responsible for the

	academic work/activity in which the alleged departure from academic honesty occurred.
Department Chair/ Program Coordinator	Normally, the Chair/Coordinator of an academic department/program. In the event that an alleged departure from academic integrity is not related to a course, "Department Chair/Program Coordinator" should be understood to refer to the individual to whom the person reporting the alleged departure from academic integrity reports.
Departure from Academic Integrity	A failure to uphold any of the six fundamental values of academic integrity (honesty, trust, fairness, respect, responsibility and courage) in a University activity and/or relationship (adapted from the <i>International Center for Academic Integrity's</i> definition).
Editor	An individual or service (paid or unpaid), other than the instructor or supervisory committee, who authors, manipulates, revises, corrects, or alters a student's work.
Instructor	Normally, the instructor(s) of a course offered by an academic department. In the event that an alleged departure from academic integrity is not related to a course, "instructor" should be understood to refer to the individual(s) who was/were supervising and/or otherwise responsible for the academic work/activity with regard to which the alleged incident occurred.
"In Writing"	Unless specified otherwise in the body of this policy, Brandon University email is considered official written communication.
President	Normally, the President & Vice-Chancellor of Brandon University. If the President is unable to serve in the capacity specified (such as if the President is the instructor of a course in which a student is suspected from having departed from academic integrity), the Vice-President (Academic & Provost) shall serve as designate.
Student	Includes persons who meet any of the following criteria: <ul style="list-style-type: none"> <li>a. Person who has submitted an application for admission to the University;</li> <li>b. Person enrolled either full-time or part-time in classes, including when on placements that are part of their academic program;</li> <li>c. Person who is enrolled in a program but not currently registered in classes;</li> <li>d. Person on an exchange program that is coordinated by Brandon University at another university.</li> </ul>

### **3. Integrity in Action**

#### **3.1. Honesty**

Honesty involves adhering to the facts and engaging in straightforward behaviour (Honesty, n.d.). In the University community, honesty involves, but is not limited to, the following:

- Acknowledging correctly, in academic work, the sources from which ideas have been taken and/or reproduced
- Doing one's own work on assignments, activities, and examinations
- Presenting one's own true, accurate, official documents, including identification, transcripts, etc., when required

#### **3.2. Trust**

Trust is the "assured reliance on the character, ability, strength, or truth of someone..." (Trust, n.d.). "Trust enables us to collaborate, to share information, and to circulate new ideas freely, without fear that our work will be stolen...or our reputations diminished. Trust is essential so that those outside academic communities can believe in the value and meaning of scholarly research, teaching, and degrees" (ICAI, 2014). In the University community, trust involves, but is not limited to, the following:

- Doing what one says one will do when one has promised to do it
- Communicating clearly and openly with instructors, students, and staff
- Consistently obeying the law and following the University's policies and procedures

#### **3.3. Fairness**

Fairness is being impartial and "free from self-interest, prejudice, or favoritism" (Fairness, n.d.). In the University community, fairness involves, but is not limited to, the following:

- Doing one's own work on assignments, activities, and examinations
- Preparing for and participating fully in assigned group academic activities
- Acknowledging correctly, in academic work, the sources from which ideas have been taken and/or reproduced
- Informing appropriate University community members if other students have departed from academic integrity

#### **3.4. Respect**

Respect is the "high or special regard" (Respect, n.d.) due oneself and each member of the University community. Within the University community, respect involves, but is not limited to, the following:

- Actively engaging the perspectives of others with an open, learning attitude
- Using the ideas of others to modify one's own viewpoints and publicly acknowledging the sources of those ideas
- Preparing for and participating actively in all academic activities

#### **3.5. Responsibility**

Responsibility is being accountable for one's own actions and obligations (Responsibility, n.d.). In the University community, responsibility involves, but is not limited to, the following:

- Acknowledging one's mistakes and accepting appropriate consequences
- Acknowledging that community members learn values and behaviour from one another and committing to serve as a positive role model for peers and other members of the University community
- Asking instructors for clarification if it is unclear whether certain actions might depart from academic integrity

### 3.6. Courage

"Courage is the capacity to act in accordance with one's values despite *fear*" (ICAI, 2014). In the University community, courage involves, but is not limited to, the following:

- Refusing to participate in any action that would depart from these values, even in the face of social or other pressure
- Informing appropriate University community members if other students have departed from academic integrity

## 4. Departures from Academic Integrity

### 4.1. Plagiarism

Representation of another person's thoughts, writing/creative work, or inventions as one's own. In the University community, plagiarism includes, but is not limited to the following:

- Work which is submitted or presented in partial fulfilment of course/degree requirements as one's own work that was completed, in whole or in part, by another individual
- Portions of the work extracted from another source without proper and full credit to the original author (e.g. concepts, sentences, graphics, data, ideas presented through paraphrase)
- The entirety of a work copied from another source

Plagiarism can also include re-using one's own work without permission, such as submitting work in one course that has been or is simultaneously being submitted for credit in another course without the expressed written permission of all instructors involved. In such cases, the entirety of the work may originate with the student; nevertheless, plagiarism has occurred. Plagiarism can also include performing the same musical piece for credit in more than one course without the expressed written permission of all instructors involved.

### 4.2. Cheating

Any dishonest and/or deceptive action carried out as part of a University activity or within a University relationship. In the University community, cheating includes, but is not limited to the following:

- Using, giving, receiving, or the attempt to use, give or receive unauthorized information related to an examination in oral, written or other form
- Sharing information or answers when doing take-home or online assignments, tests or examinations except where the instructor has authorized collaborative work
- Copying an essay, examination, report or like form of evaluation
- Allowing another to copy an essay, examination, report or like form of evaluation

- Impersonating another person in an examination or test, being knowingly impersonated by another person in an examination or test, and/or serving as a confederate in such activities
- Buying or otherwise obtaining term papers or assignments for submission as one's own
- Unauthorized use of an editor
  - When applicable, the instructor should specify the extent of editing that is being authorized.
  - Review by fellow students and tutoring that do not include editing are normally permitted. In addition to consulting with their instructors, students are encouraged to seek review of and feedback on their work that prompts them to evaluate the work and make changes themselves.
- Giving false reasons for absence (e.g. from an in-class test, final examination, required classroom activities)

#### **4.3. Academic Interference**

Any activity that hinders another student from fairly and fully participating in their educational experience at the University. In the University community, academic interference includes, but is not limited to the following:

- Blocking or hindering another student's fair access to University materials and facilities
- Failing to fulfill one's obligations or assigned responsibilities as part of an evaluated group activity or project
- Destroying or tampering with another student's academic work or materials

#### **4.4. Falsification**

In the University community, falsification includes, but is not limited to the following:

- Creating fake references
- Misrepresenting one's credentials
- Submitting false documents
- Tampering with academic records, transcripts or other University documents
- Falsifying documents from outside agencies required by the University (e.g. medical notes, letters of reference)

#### **4.5. Aiding Others to Depart from Academic Integrity**

It is a violation to help others or attempt to help others to engage in any of the conduct described above.

### **5. Suspected Departure from Academic Integrity**

#### **5.1. Course Withdrawal**

The right to withdraw from a course shall be withheld (or, in exceptional circumstances, revoked) when an instructor suspects a student has engaged in action that departs from academic integrity. Subsequent to investigation, should the balance of probabilities not support this suspicion, the student's right to withdraw will be re-instated and shall apply retroactively to the date the departure was alleged.

## **5.2. Corporate Departures from Academic Integrity**

Complexity is introduced where more than one student is suspected to have been involved in the same departure from academic integrity with reference to the same academic activity. In such cases, the instructor should follow the procedures outlined in Sections 5.3 and 5.4 of this policy as closely as possible, though it may be necessary to return to the investigation phase repeatedly as information from different sources becomes progressively available. In such cases, it may be impossible to adhere to timelines recommended in this policy; each step of the process should be completed as expeditiously as possible.

## **5.3. Investigation**

Instructors who suspect that a student/students may have engaged in action that departs from academic integrity will review all available information to determine whether there are reasonable grounds to accuse the student(s) of having departed from academic integrity. This may include having a preliminary conversation with the student(s) about the relevant assignment/ academic activity. During such a conversation, the instructor must conclude the exploratory discussion immediately should it become evident that a departure has likely occurred. In such a case, the instructor must inform the student(s) that they believe a departure from academic integrity has occurred and that they will be proceeding with the formal process.

Under normal circumstances, this review should be completed within 5 business days of the instructor becoming aware of the suspected departure from academic integrity.

In the event that an instructor is convinced, on the balance of probabilities, that a departure from academic integrity has not occurred, the matter is closed. At any later point, should the instructor become aware of information related to the same situation that causes the instructor to suspect once again that a departure from academic integrity occurred, the instructor will begin a new investigation in accordance with this policy.

In the event that investigation leads an instructor to continue to suspect, on the balance of probabilities, that the student(s) departed from academic integrity, the instructor will contact the Registrar's Office in writing to request that the student(s) be prevented from withdrawing from the course due to a suspected departure from academic integrity. The instructor will then proceed to Section 5.4 of this policy.

Should an investigation into a suspected departure from academic integrity be ongoing at the deadline to submit final grades for the course, the instructor should submit an Incomplete grade for the student, to be cleared once the process outlined in this policy has concluded.

## **5.4. Student Notification and Meeting**

In the event that an instructor is convinced, on the balance of probabilities, that the student(s) departed from academic integrity, the instructor will notify the student(s) in writing, normally within 2 business days of completing the investigation. Even in cases where the instructor (or an exam invigilator) caught a student/students in the act of departing from academic integrity, the instructor will notify the student(s) in writing and meet with the student(s) as described below.

The notification letter will include the following information:

- A clear identification of the course, assignment, and/or academic activity in which the suspected departure has occurred;
- A clear statement describing the nature of the suspected departure;
- A description and/or copy of the evidence supporting the allegation;
- An invitation for the student to meet with the instructor;
- A link to the Academic Integrity Policy;
- An indication that the student may choose to have a representative from BUSU or other support person present at the meeting; and
- An indication that the instructor may choose to have a colleague present at the meeting.

E-mail to a student's Brandon University email account is considered official notice in writing. If a student does not respond to the e-mail within 2 business days, the instructor will attempt to make contact through an alternative method (such as in person after class or through the Dean's Office by telephone or postal mail). Should a student fail to respond within 10 business days of the instructor's reach-out via the alternative contact method, the instructor will follow the steps outlined in Section 5.5.2 below.

The instructor may request the attendance of a colleague (such as the department Chair, another faculty member of the department in which the course is offered, an administrative staff member in the Faculty/School, etc.) at meetings with students regarding alleged departures from academic integrity.

Normally, the meeting should occur within 10 working days of the instructor notifying the student(s) of the alleged departure. During the meeting, the instructor should review with the student(s) the evidence supporting the allegation that a departure from academic integrity has occurred, provide the student(s) an opportunity to respond, and outline the steps that will be taken subsequent to the meeting.

## **5.5. Resolution**

Once the instructor and student(s) have met and discussed the alleged departure from academic integrity, two outcomes are possible:

### **5.5.1. Informal Resolution**

In cases where, after meeting with the student(s), the instructor is satisfied that no departure from academic integrity occurred, the instructor and student(s) may agree that the situation is resolved and no further action is taken. The instructor should confirm this informal resolution with the student(s) in writing via BU email, with copy sent to the Dean and to the Registrar's Office for reinstatement of the student's ability to withdraw from the course.

### **5.5.2. Formal Resolution**

In cases where a student fails to respond to the instructor's meeting invitation or, after meeting with the student(s), the instructor is convinced that the student is (students are) responsible for a departure from academic integrity, the instructor must report the departure to the Dean of the Faculty/School in which the course/activity is offered. In the event that the instructor is also the Dean of the Faculty/School in which the

course/activity is offered, the instructor will submit the report to one of the other Faculty/School Deans at Brandon University.

The instructor will submit a report, with copy to the student(s), to the Dean's Office normally within 5 business days of meeting with the student(s). The report will include a description of the departure from academic integrity, supporting documentation, and a statement indicating the instructor's perception of the severity of the departure.

Upon receiving such a report, the Dean (or designate) will review the instructor's report and determine whether or not the student is (students are) responsible for having departed from academic integrity. If required, the Dean may seek additional information from the instructor, the student(s), and/or other relevant sources. In cases where the Dean is satisfied that no departure from academic integrity occurred, the Dean will confirm this with the student(s) in writing via BU email, with copy sent to the instructor and to the Registrar's Office for reinstatement of the student's ability to withdraw from the course.

In cases where the Dean is convinced, on the balance of probabilities, that a student is responsible for a departure from academic integrity, the Dean will do the following:

1. Consult the BU Academic Integrity Repository to determine whether the student has previously been found responsible for a departure from academic integrity; and
2. Determine the appropriate remedy(ies)/sanction(s).
  - a. The Dean may consult the course instructor to acquire discipline/course/assignment-specific information that would inform determination of the appropriate remedy(ies)/sanction(s).
  - b. If, in the Dean's estimation, the departure seems to have resulted from the student's ignorance and/or inexperience, the Dean may impose remedial activity as described in Section 6.1.
  - c. If, in the Dean's estimation, the departure is significant, taking into account the scope and impact of the departure as well as the student's level of study and past academic integrity history, the Dean may impose sanctions as described in Section 6.2.

Normally within 5 business days of the instructor reporting the departure from academic integrity to the Dean, the Dean's Office will send written notification of the Dean's decision, including, where applicable, information on imposed remedy(ies)/sanction(s) and appeal options, to the instructor, the student(s), and the University Registrar. In cases where the Dean believes Tier 3 sanctions are appropriate, the Dean's Office will also send written recommendation of such sanctions to the President.

Normally within 5 business days of receiving such a recommendation for Tier 3 sanctions, the President will review the case and approve or revise the Dean's recommended sanction, sending written confirmation of the decision, including information on appeal options, to the student(s), the instructor, the Dean, and the University Registrar.



## **6. Remedies and Sanctions**

### **6.1. Remedies**

A remedy is an educational activity applied when a student's departure from academic integrity is deemed to have resulted from ignorance and/or inexperience.

Remedial activity includes, but is not limited to:

- Participating in a discussion/tutorial on academic integrity;
- Written reflection pertaining to the departure;
- Requirements to repeat the assignment or academic activity with no grade reduction.

### **6.2. Sanctions**

A sanction is an academic consequence applied when a departure from academic integrity is deemed to be significant, taking into account the scope and impact of the departure as well as the student's level of study and past academic integrity history.

#### **6.2.1. Tier 1 Sanctions**

Tier 1 sanctions are generally appropriate for minor, usually isolated, departures from academic integrity that are limited in scope and impact, taking into account the student's level of study and academic integrity history. Tier 1 sanctions include, but are not limited to the following:

- Requirement to repeat the assignment or academic activity with grade reduction;
- Assignment of a grade of zero for the assignment or academic activity.

#### **6.2.2. Tier 2 Sanctions**

Tier 2 sanctions are generally appropriate for departures from academic integrity that are moderate to serious in scope and impact, taking into account the student's level of study and past academic integrity history, or for situations where a student has been found responsible for multiple minor departures from academic integrity. Tier 2 sanctions include, but are not limited to the following:

- Assignment of a grade of F-AD in the course in which the departure from academic integrity occurred;
- Suspension from some or all courses in which a final grade has not been entered and the assignment of a grade of F-AD in all such courses;
- Suspension from all Brandon University teams, clubs or like organizations for a period of 1 to 5 years.

#### **6.2.3. Tier 3 Sanctions**

Tier 3 sanctions are reserved for the most egregious departures from academic integrity and/or for situations where a student has departed from academic integrity on numerous, successive occasions. Tier 3 sanctions include, but are not limited to the following:

- Suspension from the Faculty/School for a period of 1 to 5 years
- Expulsion from the Faculty/School

- Suspension from the University for a period of 1 to 5 years
- Expulsion from the University
- Cancellation or revocation of credential/degree

The Dean may recommend Tier 3 sanctions to the President. The President will approve or revise such sanction recommendations.

Students who are expelled from a Faculty/School are not eligible to apply for readmission to a program in that Faculty/School. Students who are expelled from the University are not eligible to apply for readmission to the University.

A person who is found responsible for having departed from academic integrity after having been approved for graduation, or after having a credential/degree conferred, may have the credential/degree rescinded or revoked when, in the opinion of the President, the departure, if detected, would have resulted in a sanction sufficiently severe that the credential/degree would not have been granted at the time that it was.

## 7. Appeals

### 7.1. Grounds for Appeal

A student and/or instructor may submit an appeal within the scope of this policy under two circumstances:

- The student/instructor disagrees with the Dean's conclusion that the student is or is not responsible for a departure from academic integrity; or
- The student/instructor agrees that the student is responsible for a departure from academic integrity but disagrees with the remedy(ies)/sanction(s) applied.

It is possible for both the student and the instructor to submit independent appeals with respect to the same situation.

### 7.2. Appeal Process

The appeal process proceeds as outlined below:

1. Normally within 10 business days of receiving written notification of the remedy(ies)/sanction(s) applied for the departure from academic integrity, the student/instructor (hereinafter "appellant") will submit an appeal package to the Academic Integrity Committee (c/o the Senate Office). The appeal package will include the following items:
  - A completed *Academic Integrity Student Appeal Form* (not required for instructor appeals);
  - An appeal letter outlining the circumstances pertaining to the situation and clearly stating the grounds for the appeal;
  - All available supporting documentation that will corroborate the content of the appeal letter.

2. Normally within 2 business days of appeal submission, the Senate Office will provide a notice of appeal to the Dean (and to the President where the appeal relates to application of Tier 3 sanctions), including a copy of the appellant's complete appeal submission.
3. Normally within 5 business days of receiving a notice of appeal, the Dean/President will submit a written response to the Senate Office. The response will include the following items:
  - A clear outline of the rationale that led to the initial decision on the case;
  - All available supporting documentation justifying the initial decision on the case; and
  - If applicable, a rebuttal of the appellant's arguments in favour of the appeal.
4. Normally within 2 business days of receiving the Dean/President's response(s), the Senate Office will provide a copy of the full response(s) to the appellant.
5. Normally within 5 business days of receiving the response(s), the appellant will submit to the Senate Office a written response to the Dean/President's submission(s).
6. The Academic Integrity Committee will normally meet within 20 business days of appeal submission to review all documentation pertaining to the appeal and to make a decision.

Should the Committee require additional information to make a decision, it will cease deliberations and set a new meeting date, normally not more than 10 business days from the first meeting. The Senate Office will obtain and distribute the required additional information to Committee members in advance of its second meeting at which a decision will be made.

7. The Committee's decision will be communicated in writing to the student, instructor, Dean, President (if applicable), and the Registrar's Office. Decisions of the Academic Integrity Committee are final.

## **8. Records**

### **8.1. BU Academic Integrity Repository Entries**

The Registrar's Office is responsible for entering all departures from academic integrity that have resulted in application of a remedy and/or sanction into the BU Academic Integrity Repository.

### **8.2. Removal of BU Academic Integrity Repository Entries**

With the exception of cases of expulsion from a Faculty/School, expulsion from the University, and/or revocation of a credential/degree, a student may appeal, in their last term prior to graduation or at any time thereafter, to have entries related to their departures from academic integrity deleted from the BU Academic Integrity Repository. Decisions of the Academic Integrity Committee on such appeals are final.

BU Academic Integrity Repository entries related to a student's expulsion from a Faculty/School, expulsion from the University, and/or revocation of a credential/degree remain in the repository in perpetuity.

### **8.3. Transcript Notations**

Departures from academic integrity that result in application of remedies and/or Tier 1 sanctions are not noted on students' transcripts. Departures that result in application of Tier 2 and/or Tier 3 sanctions are noted on students' transcripts.

### **8.4. Removal of Transcript Notations**

With the exception of cases of expulsion from a Faculty/School, expulsion from the University, and/or revocation of a credential/degree, a student may appeal, in their last term prior to graduation or at any time thereafter, to have notations related to Tier 2 and/or Tier 3 sanctions removed from their transcript. Decisions of the Academic Integrity Committee on such appeals are final.

Transcript notations related to a student's expulsion from a Faculty/School, expulsion from the University, and/or revocation of a credential/degree remain on the student's transcript in perpetuity.

## **9. Alternative Remedies**

Brandon University reserves the right to seek other remedies (e.g. civil and/or criminal) beyond those afforded by this policy.

## **10. Related BU Policies**

Current related BU policies:

- Policy on Academic Integrity in Research, Scholarship, and Creative Activity (1995)

Policy repealed upon adoption of this Academic Integrity Policy:

- Policy on Academic Dishonesty & Misconduct (2007)

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