

# STUDENT ACADEMIC INTEGRITY



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| <b>POLICY NUMBER</b>          | ED 05-0                   |
| <b>APPROVAL DATE</b>          | November 24, 2014         |
| <b>AUTHORITY</b>              | Senate                    |
| <b>CATEGORY</b>               | Educational               |
| <b>PRIMARY CONTACT</b>        | Office Of Student Affairs |
| <b>ADMINISTRATIVE CONTACT</b> | (TBD)                     |

## POLICY

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Thompson Rivers University (TRU) students are required to comply with the standards of academic integrity set out in this policy.

It is the responsibility of TRU employees to take reasonable steps to prevent and to detect acts of academic dishonesty. It is an instructor's responsibility to confront a student when such an act is suspected and to take appropriate action if academic dishonesty, in the opinion of the instructor, has occurred.

Members of the TRU community, including students, engaged in research or scholarship, are also required to comply with the University's policy on Integrity in Research and Scholarship ED 15-2.

## REGULATIONS

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### 1. RESPONSIBILITIES OF THE OFFICE OF STUDENT AFFAIRS

- 1.1. **Case Management:** The Office of Student Affairs shall undertake all aspects of academic integrity case management following initiation of a case report, including but not limited to:
  - a. Ensuring completeness and accuracy of case files;
  - b. Correspondence with the student and the initiator of the Case Report Form as required;
  - c. Preparation of case files for consideration by the Academic Integrity Committee; and
  - d. Administration of resolutions and sanctions;
- 1.2. **Maintenance of Records and Reporting:**

- a. The Office of Student Affairs shall maintain the official and confidential institutional records of academic integrity cases for 10 years. Other members of the university community shall keep only those records relating to academic integrity cases which they may need in the future; such records will be kept in a secure location and are subject to the University's Records Retention/Destruction Policy.
  - b. The Office of Student Affairs shall produce and present to Senate a report of academic integrity cases on an annual basis which report will not include references to students' names.
- 1.3. **Education:** The Academic Integrity Committee has a role to educate faculty and students on issues and standards relative to academic integrity.

## 2. COMPOSITION OF ACADEMIC INTEGRITY COMMITTEE

- 2.1. The Academic Integrity Committee shall be comprised of the following members appointed by Senate:
- a. At least six Faculty Members, with no more than one from each School or Faculty, nominated by the respective Faculty Councils;
  - b. One Dean;
  - c. Three Undergraduate students nominated by the TRU Students' Union;
  - d. One Graduate student;
  - e. One TRU World International Education representative –nominated by the Associate Vice President, International and CEO Global Operations;
  - f. One Open Learning representative –nominated by the Vice Provost Open Learning;
  - g. One Library representative – nominated by the Library Director;
  - h. Director of Student Affairs or designate (ex-officio, non-voting)
- 2.2. The Chair of the committee shall be a voting member of the committee nominated and elected by the committee.
- 2.3. The committee will have the support of one secretary provided by the Office of Student Affairs (to maintain records, minutes, database and other such files). The secretary will set up all meetings and related duties.
- 2.4. Committee members will serve a term of up to three (3) years and may be reappointed, with the exception of student members who shall serve a term of up to one (1) year and may be reappointed.
- 2.5. A quorum will consist of fifty percent (50%) of voting members, and must include at least two (2) students and two (2) faculty members. Vacancies on the committee will not invalidate any of its decisions provided a quorum was present in person or by teleconference when the decision was made.

### 3. DUE PROCESS

In the administration and adjudication of cases of alleged academic dishonesty, the Office of Student Affairs and the Academic Integrity Committee shall be guided by the following principles:

- 3.1. The right to a fair process, including for the participants to be initially informed of that process and their rights in the process, and to be informed of substantive decisions at each stage.
- 3.2. The right of participants to the support of an advisor or peer of their choosing at all stages of the process, provided that there is no right to counsel at hearings of the Academic Integrity Committee.
- 3.3. The right to know the details of the case including the right to view all written evidence.
- 3.4. The right to make submission and to provide responses to the submissions of others with the student being allowed the final submission.
- 3.5. The right to an impartial adjudicator.
- 3.6. The right to an expedient adjudication to normally take place within sixty (60) days of the commencement of the case.
- 3.7. The right of a student to be presumed innocent until a finding is made.
- 3.8. The right to reasonable confidentiality.

### 4. DECISIONS

Notwithstanding policy ED 4-0, Student Academic Appeals, all decisions of the Academic Integrity Committee are final and binding and may be appealed to the Appeals Committee only on the grounds that the Academic Integrity Committee failed to follow the process set out in this policy and regulations.

### 5. SANCTIONS

The Committee shall determine a resolution or sanction from the list below:

- 5.1. **No Sanction:** In the event that the Academic Integrity Committee does not determine that dishonesty has occurred, no sanction will be administered and the student's file related to the allegation will be destroyed.
- 5.2. **Reprimand:** The Academic Integrity Committee forwards to the student a written warning, stating that the student's behaviour is unacceptable to TRU. A reprimand is recorded in the Academic Integrity Data Base as a first offence, and may be used only once in a student's academic career at TRU.
- 5.3. **Reduction of Grade:** The student's grade may be decreased on an assignment, test or project.
- 5.4. **Remedial Sanctions:** The Academic Integrity Committee may, in consultation with the relevant stakeholders, order other remedial sanctions as deemed appropriate

(e.g., essay related to topic, resubmission of assignment, etc.). If the student fails to comply with this order the committee may impose an alternative sanction.

- 5.5. **Failure of Course:** The student is assigned an "F". In the case of an "F", a student may not withdraw from the course nor receive a refund. An "F" will appear on the student's transcript.
- 5.6. **Suspension:** The Academic Integrity Committee may recommend to the President the suspension of the student from TRU.

## 6. FORMS OF ACADEMIC DISHONESTY

### 6.1. Cheating

Cheating is an act of deception by which a student misrepresents (or assists another student in misrepresenting) that he or she has mastered information on an assignment, test, project or other academic exercise that the student has not mastered. Examples:

- a. Copying from another student's test paper or assignment.
- b. Allowing another student to copy from a test paper or assignments.
- c. Using the course textbook, electronic devices, or other material such as a notebook not authorized for use during a test.
- d. Collaborating during a test with any other person by receiving information without authority.
- e. Using exam aids or other non-authorized materials during a test (e.g., notes, formula lists, crib sheets etc.).

### 6.2. Academic Misconduct

Academic misconduct is the intentional violation of TRU academic procedures by tampering with grades, taking part in obtaining or distributing any part of a test (un-administered or otherwise), or by other means of academic deception not explicitly identified in other sections of this policy. Examples include:

- a. Stealing, buying, or otherwise obtaining all or part of a test, answer key, grade or other document by any means.
- b. Selling or making available to another all or part of a test or assignment, including answers to a test.
- c. Obtaining an un-administered test or any information about the test from another person.
- d. Providing an un-administered test or any information about the test to another person.
- e. Entering a building or office for the purpose of changing a grade in a grade book, on a test, or on other work for which a grade is given.

- f. Changing, altering, or being an accessory to the changing and/or altering of a grade in a grade book, on a test, a "change of grade" form, or other official academic records of TRU which relate to grades.
- g. Entering a building or office for the purpose of obtaining or examining a potential test document or assignment that has not been made public.
- h. Impersonating another student, or permitting someone to impersonate you, in any assessment.

### 6.3. **Fabrication**

Fabrication is the intentional use of invented information or the falsification of research or other findings. Examples include

- a. Listing sources in a bibliography not used in the academic exercise.
- b. Inventing data or source of information for research or other academic exercise.
- c. Submitting as one's own, any academic exercise (e.g., written work, printing, sculpture, etc.) prepared totally or in part by another.
- d. Citing information not taken from the source indicated.

### 6.4. **Plagiarism**

Plagiarism is the inclusion of someone else's words, ideas, images, or data as one's own work. When a student submits work for credit that includes the words, ideas, images or data of others, the source of that information must be acknowledged through complete, accurate, and specific citations, and, if verbatim statements are included, through quotation marks or block format.

By placing his/her name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgements.

Self-plagiarism, which involves handing in all or part of an essay or assignment completed for another course without the consent of the instructor of the second course, is also a form of plagiarism, and an infraction of this Academic Integrity Policy.

A student will avoid plagiarism if there is an acknowledgement of indebtedness:

- a. Whenever the student quotes another person's actual words.
- b. Whenever the student uses another person's idea, opinion or theory, even if it is completely paraphrased in the student's own words.
- c. Whenever the student cites facts, statistics, or other illustrative materials from a published source or a lecture when that material is not considered common knowledge.
- d. Whenever the student uses images produced by another person.
- e. Citing facts or statistics or using illustrative materials considered to be common knowledge is not considered plagiarism.

Visit the Office of Student Affairs website to access more information on the academic integrity process, resources and forms.

<https://www.tru.ca/osa>

NO LONGER IN FORCE