

## **1.0 POLICY STATEMENT**

- 1.1 MacEwan University (the “University”) is a community of scholarship and service dedicated to the pursuit of truth and knowledge through teaching, research and study. Academic Integrity is at the core of this enterprise and aligns with the University’s commitment to academic excellence and quality education. The University is committed to promoting and upholding an environment of Academic Integrity through education, compliance with standards and prevention of violation of those standards.

## **2.0 PURPOSE**

- 2.1 Academic Integrity ensures that academic successes are gained fairly. This policy explains the University’s expectations of Students, Instructing Faculty, and the University concerning Academic Integrity, so Students can understand their rights and responsibilities, make informed decisions, and be accountable for those decisions in a fair manner and to a fair outcome.
- 2.2 Academic Misconduct undermines the efforts and achievements of other students, detracts from the University’s reputation and the integrity of its credentials, and threatens the integrity of the broader scholarly community. Suspected Academic Misconduct shall be investigated and resolved by the University, including disciplinary action in accordance with this policy.

## **3.0 APPLICABILITY**

- 3.1 This policy applies exclusively to Academic Integrity of Students in the teaching and learning enterprise.
- 3.2 This policy does not apply to Academic Integrity related to research and scholarly activity as addressed in the following policies:
- Research, Scholarship and Creative Activity;
  - Responsible Conduct of Research and Scholarly Activity;
  - Ethical Review of Research with Human Participants; and
  - Animal Research Ethics.
- 3.3 All members of the University community share responsibility for complying with and enforcing Academic Integrity standards.

## **4.0 DEFINITIONS**

### **Academic Integrity**

A “commitment, even in the face of adversity, to six fundamental values: honesty, trust, fairness, respect, responsibility, and courage. From these values flow principles of behaviour that enable academic communities to translate ideals to action.”<sup>1</sup>

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<sup>1</sup> International Center for Academic Integrity (2014). <http://www.academicintegrity.org/icai/resources-2.php>

**Academic Misconduct**

Participating in acts by which a person gains or attempts to gain an unfair academic advantage thereby compromising the integrity of the academic process, including, without limitation, Cheating, Fabrication and Falsification, Improper Collaboration, Multiple Submissions, Plagiarism, or helping or attempting to help another person commit an act of Academic Misconduct, and any other form of Obtaining an Unfair Advantage.

**Academic Work**

Any assessment event in any course offered by the University, whether a paper, essay, test, report, project, or other evaluation, whether oral, in writing or in other media.

**Cheating**

Copying the Academic Work of others; or the use, or attempted use, of unauthorized notes, information, materials, study aids, or devices in any academic exercise or activity.

**Fabrication and Falsification**

Falsifying, altering, inventing or counterfeiting information for use in an academic exercise, or to gain unfair academic advantage, except in creative writing type exercises.

**Improper Collaboration**

Inappropriate sharing of Academic Work on an assignment that was intended as an individual assignment, or Students working together in groups beyond the degree of permissible collaboration set out by the instructor.

**Instructing Faculty**

Individual acting as instructor in a course regardless of whether that person is a member of the Grant MacEwan University Faculty Association.

**Multiple Submissions**

Submitting the same Academic Work in multiple courses (or different sections of the same course) without permission of the instructors.

**Obtaining an Unfair Advantage**

Gaining, or attempting to gain, an unfair advantage not afforded to all students in an authorized fashion.

**Plagiarism**

The use and submission of another's words, ideas, results, work, or processes without providing appropriate credit to the individual(s) responsible for same.

**Student**

Any individual registered in any program, Ministry-approved or not, while on University premises, participating in a University activity, or representing the University, on or off campus.

**Student Conduct Officer**

An Officer whose role includes the investigation of non-academic and administration of academic disciplinary matters involving students.

**5.0 POLICY ELEMENTS**

**5.1 Student Responsibilities**

5.1.1 All Students are responsible for:

- 5.1.1.1 Gaining the skills and knowledge related to proper citation and for applying these skills to all borrowed information (words, ideas, work, etc.);
- 5.1.1.2 Doing their own Academic Work;
- 5.1.1.3 Refraining from attempts at Obtaining an Unfair Advantage;
- 5.1.1.4 Taking reasonable precautions to prevent their Academic Work from being used by others;
- 5.1.1.5 Refraining from helping or attempting to help another person commit an act of Academic Misconduct;
- 5.1.1.6 Respecting and following expectations regarding the accepted degree of collaboration and copy-editing assistance, as laid out in assignment and exam instructions; and
- 5.1.1.7 Clarifying with Instructing Faculty aspects of instructions that are unclear to the Student.

5.1.2 Students shall not engage in Academic Misconduct, whether intentional or unintentional.

5.1.3 Educational resources will be available to Students through the Office of the Associate Vice-President, Students and Teaching.

**5.2 Instructing Faculty Responsibilities**

5.2.1 Instructing Faculty members are responsible for:

- 5.2.1.1 Making expectations under this policy clear and explicit to Students in assignment and exam instructions;
- 5.2.1.2 Reducing the occurrence of Academic Misconduct through appropriate design and administration of assignments and exams; and
- 5.2.1.3 Responding to suspected Academic Misconduct in accordance with this Policy and related procedures, which includes reporting all suspected violations to the Student Conduct Officer.

**5.3 Education and Training**

5.3.1 The University will be proactive and take reasonable action to prevent Student Academic Misconduct through educational strategies and opportunities specifically designed for Students and faculty, including:

- 5.3.1.1 Conducting presentations and classroom visits;
- 5.3.1.2 Providing information contained on course outlines distributed to Students;

5.3.1.3 Maintaining an online Academic Integrity student resource page; and

5.3.1.4 Providing in person Academic Integrity consultations.

5.3.2 The Provost and Vice-President Academic shall appoint an Academic Integrity Coordinator.

5.3.3 The Academic Integrity Coordinator is responsible for coordination of education within this policy.

#### **5.4 Response to Alleged Misconduct**

5.4.1 The University will establish procedures to respond to incidents of Student Academic Misconduct, including investigations and resolution, which may include disciplinary sanctions if appropriate.

#### **5.5 Information Tracking and Records Management**

5.5.1 The Office of the Provost and Vice-President Academic is responsible for holding official Academic Integrity records.

5.5.2 The Office of the University Registrar is responsible for student records, the issuing of transcripts and preparation of parchments.

5.5.3 The Office of the Associate-Vice President, Students and Teaching is responsible for tracking incidents of Academic Misconduct and shall prepare an annual report for the Provost and Vice-President, Academic by September 30th.

### **6.0 ASSOCIATED PROCEDURES**

- Student Academic Misconduct Procedure

### **7.0 RELATED POLICIES, FORMS, AND OTHER DOCUMENTS**

- Privacy Policy
- Records Management Policy
- Student Non-Academic Misconduct Policy and Procedure
- Student Rights and Responsibilities

### **8.0 ACCOUNTABILITY**

#### **Policy Sponsor**

Provost and Vice-President, Academic

#### **Responsible Office**

Office of the Associate Vice-President, Students and Teaching

## 9.0 HISTORY

### Relevant Dates

Approved:	<b>19.12.19</b>
Effective:	<b>19.12.19</b>
Next Review:	<b>24.12</b>

### Modification History

<b>06.06.08:</b>	Recommended by Academic Council 06/05/16, and approved 06/06/08 by Board motion 01-6-8-2005/06.
<b>06.10.26:</b>	Change of implementation date to 07/09/01 recommended by Academic Council 06/10/10, approved 06/10/26 by Board motion 01-10-26-2006/07.
<b>07.06.14:</b>	The addition of Hearing procedures and alignment with Student Services Policies were recommended by Academic Council 07/04/18, and approved 07/06/14 by Board motion 01-06-14-2006/07.
<b>09.10.08:</b>	Terminology updated to reflect name change to Grant MacEwan University. Approved by Board motion 01-10-8-2009/10.
<b>12.03.13:</b>	Revisions approved as recommended by Academic Policies Committee, and approved by Academic Governance Council motion AGC-06-03-13- 2012 (for amendments), AGC-07-03-13-2012 (to change section 8.1), AGC-08-03-13-2012 (approval of the policy upon revision of 8.1).
<b>12.04.24:</b>	Revisions to section 8.1 approved by Academic Governance Council motion AGC-01-04-24-2012.
<b>12.10.23:</b>	Revisions to section 6.3 approved by Academic Governance Council motion AGC-01-10-23-2012.
<b>14.10.28:</b>	Terminology updated to reflect housekeeping and textual changes, and approved by Academic Governance Council motion AGC-04-10-28-2014
<b>14.12.22:</b>	Updated to reflect current policy names and numbers, references to retired policies, and Related Policy listings.
<b>15.03.17:</b>	Terminology updated to reflect housekeeping and textual changes, and approved by Academic Governance Council motion AGC-02-03-17-2015.
<b>18.01.02:</b>	The new Academic Misconduct Procedure (AMP) is approved by Academic Governance Council Executive Committee AGC EC-01-01-02-2018.
<b>18.01.23:</b>	The revised Academic Integrity Policy (AIP) is approved by Academic Governance Council (AGC) and the new Academic Misconduct Procedure is reviewed by AGC (AGC-06-01-23-2018). The approved revised Academic Integrity Policy and new Academic Misconduct Procedure (AMP) are to replace the current Academic Integrity Policy C1000.

- 19.10.28** The revised Student Academic Integrity Policy is approved by General Faculties Council and the revised Academic Misconduct Procedure is reviewed (GFC-06-10-28-2019). The policy document was comprehensively reviewed, including revisions to definitions and position titles.
- 19.12.19** The revised Student Academic Integrity Policy and revised Academic Misconduct Procedure is approved by Board motion 04-12-19-2019/20. The policy document was comprehensively reviewed, including revisions to definitions and position titles.
- 20.11.10** Minor revision to remove redundant punctuation. Approved by Policy Sponsor.