1.0 POLICY

Academic Integrity is essential to the mission and vision of Grant MacEwan University. The University is committed to fostering an environment of Academic Integrity through education about Academic Integrity and compliance with Academic Integrity regulations. Suspected cases of Academic Dishonesty shall be investigated and adjudicated fairly.

2.0 RATIONALE AND PRINCIPLES

2.1 Society benefits when universities have standards of integrity that provide the foundation for a vibrant academic life and prepare students for responsible citizenship.

2.2 The University believes that Academic Integrity is best fostered through prevention and education.

2.3 All members of the University community have the right to work and study in an environment of Academic Integrity and a responsibility to protect Academic Integrity by being aware of this policy.

2.4 Academic Dishonesty undermines the efforts and achievements of other students, detracts from the University’s reputation, and threatens the integrity of the broader scholarly community.

2.5 Academic Integrity Hearings are based on the two fundamental principles of procedural fairness: the right to be heard and the right to an unbiased decision.

2.6 Students suspected of Academic Dishonesty have the right to be heard and the right to unbiased decisions.

2.7 The University, its faculty, staff, and students have the information access, privacy protection and information correction rights and responsibilities set out in the Alberta Freedom of Information and Protection of Privacy (FOIP) Act.

3.0 SCOPE AND DEFINITIONS

3.1 Although Academic Integrity has many facets, the focus of this policy is on academic integrity in the teaching and learning enterprise. Academic Integrity related to research and scholarly activity is addressed in policies C5050 (Research, Scholarship and Creative Activity), C5051 (Responsible
Conduct of Research and Scholarly Activity), C5052 (Ethical Review of Research with Human Participants) and C5053 (Animal Research Ethics).

3.2 Following a Hearing to make a determination on an alleged act of Academic Dishonesty, students may appeal to Step 4 of policy E3103 (Student Appeals).

For purposes of this policy, the following definitions apply.

3.4 Academic Integrity

Academic Integrity involves “a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility. From these values flow principles of behaviour that enable academic communities to translate ideals to action.”

3.5 Academic Dishonesty

Academic Dishonesty involves participating in acts by which a person fraudulently gains or attempts to gain an unfair academic advantage thereby compromising the integrity of the academic process. It includes the commission of the following:

3.5.1 Cheating

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

3.5.2 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.

3.5.3 Improper Collaboration

Inappropriate sharing of work on an assignment that was intended as an individual assignment. Or when students work together in groups beyond the degree of permissible collaboration set out by the instructor.

3.5.4 Fabrication and Falsification

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

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1 Academic Integrity as defined by the Centre for Academic Integrity

http://www.academicintegrity.org/icai/resources-2.php
3.5.5 Assisting Others in Dishonest Behaviour
Helping or attempting to help another person commit an act of
Academic Dishonesty by providing material, information or other
assistance.

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

3.5.7 Multiple Submission
Submitting the same academic work in multiple courses without
permission of the instructors.

3.6 Hearing
A Hearing is an adjudication event overseen by a trained Faculty
Adjudicator.

3.7 Faculty Adjudicator
Faculty Adjudicators are University faculty members, appointed by Deans,
in consultation with the Academic Integrity Coordinator, for a two or three
year term, with the possibility of one additional renewal term.

3.8 Academic Work
Academic work includes any assessment event (paper, essay, test, exam,
report, project, evaluation, whether oral, in writing, or in other media) in
any course offered by the University.

4.0 REGULATIONS

Roles and Responsibilities

4.1 The Provost and Vice President Academic is responsible for overall
administration of this policy and shall appoint an Academic Integrity
Coordinator. The Office of the Provost and Vice President Academic is
responsible for holding official Academic Integrity records.

4.2 The Vice President Student Services is responsible for the administration
of related policies including E3101 (Student Rights and Responsibilities),
E3102 (Student Discipline), and E3103 (Student Appeals).

4.3 The Office of the University Registrar is responsible for student records,
the issuing of transcripts and preparation of parchments.
4.4 Deans are responsible for:
- Making all reasonable efforts to ensure all members of their Faculties/Schools are familiar with this policy and the procedures therein.
- Appointing Faculty Adjudicators, in consultation with the Academic Integrity Coordinator.

4.5 Chairs are responsible for:
- Encouraging and supporting faculty compliance with this policy
- Communicating openly about Academic Integrity concerns that arise in the program or department.
- Advising and supporting instructors who are investigating suspected cases of academic dishonesty.
- Acting as the University Representatives at Hearings when requested by faculty members or the Academic Integrity Coordinator.

4.6 Faculty members and instructors are responsible for:
- Making all reasonable efforts to prevent the occurrence of Academic Dishonesty through appropriate design and administration of assignments and exams.
- Responding to suspected cases of Academic Dishonesty in accordance with this policy.
- Making determinations and assigning penalties in accordance with this policy.
- Communicating with the Academic Integrity Coordinator, Chairs, and students in accordance with this policy.
- Modeling ethical behaviour in upholding academic integrity principles as described in this policy.

4.7 Students are responsible for:
- Adhering to the principles of Academic Integrity in all work as outlined in this policy.
- Refraining from assisting other students in any attempts to violate this policy.
- Familiarizing themselves with the policy to understand rights and protections.

4.8 The Academic Integrity Coordinator and the Academic Integrity Office is responsible for:
- providing leadership for prevention and education activities to raise awareness of, and commitment to, Academic Integrity.
- providing advice and assistance on Academic Integrity-related matters to all members of the University community.
- ensuring the assembly, creation and disposal of all Transitory Records necessary for the Hearing process.
- training and supporting Faculty Adjudicators.
- arranging Hearings as required.
- Informing Chairs of hearings involving members of their departments/programs, and initiating communications as necessary.
- Requesting that Chairs serve at Hearings as University Representatives for their faculty members when appropriate.
- Advising Deans of Hearing outcomes.

4.9 Faculty Adjudicators are responsible for:
- Conducting Hearings.
- Making determinations and imposing penalties based on findings.
- Participating in training sessions as provided by the Academic Integrity Office.

5.0 PREVENTION AND EDUCATION

5.1 Members of the University community share responsibility for maintaining an environment of Academic Integrity.

5.2 The University shall be pro-active about Academic Integrity. Education and prevention initiatives will be implemented and sustained to raise awareness about Academic Integrity throughout the University community.

5.3 In order to promote Academic Integrity at the University:

5.3.1 The Academic Integrity Coordinator shall co-ordinate the development and distribution of information and educational resources for students and faculty members. This Coordinator will also initiate University-wide activities intended to prevent or reduce instances of Academic Dishonesty at the University.

5.3.2 Instructors will make expectations to students clear and explicit, and reduce opportunities for dishonesty.

5.3.3 Students will familiarize themselves with this policy, do their own work, utilize appropriate methods for documenting references and the contributions of others and take reasonable precautions to prevent their work from being used by others.

5.3.4 An Academic Integrity advisory committee may be established with membership constituted from key constituent groups including students, faculty, administrators and staff. This committee’s purpose is to:
- foster University-wide collaboration on academic-integrity related matters.
- provide leadership to the University community about promoting and preserving Academic Integrity.
- support and advise the Academic Integrity Coordinator and provide feedback about this policy and its implementation.

6.0 PENALTIES AND SANCTIONS FOR ACADEMIC DISHONESTY

6.1 The following penalties may be imposed by an instructor upon a student found to have committed Academic Dishonesty:

a) a requirement for a student to re-submit a piece of academic work
b) mark reduction on a piece of academic work
c) a mark of zero on a piece of academic work

6.2 The following penalties may be imposed by the Faculty Adjudicator upon a student found to have committed Academic Dishonesty. Faculty Adjudicators are provided guidelines and criteria to promote fairness and consistency when imposing one or more penalties. Repeated and/or multiple violations may increase the severity of the penalty. Some of the more severe penalties align with policy E3102 (Student Discipline).

6.3 The list of permissible penalties follows and is primarily ordered in a progression from least to most severe. Multiple sanctions may be imposed depending on the nature of offense.

a) a mark reduction on a piece of academic work
b) a mark of zero on a piece of academic work
c) a grade reduction in a course
d) requirement to take a remedial course in Academic Integrity Ethics
e) a grade of F in a course
f) a grade of F in a course with a transcript notation
g) disciplinary probation
h) requirement to withdraw from a program for a specified period of time with transcript notation
i) rescission of the credential with transcript notation
j) requirement to withdraw from the University for a specified period of time with transcript notation
k) Expulsion with transcript notation.

6.4 In cases where the student withdraws from the learning activity, course or University during the investigation, the Faculty Adjudicator has the right
to subsequently overturn the voluntary withdrawal and apply a disciplinary sanction following a determination of guilt.

### 7.0 PROCEDURES IN CASES OF ACADEMIC DISHONESTY

#### 1. University Representatives Responsible for Investigation

7.1 Cases of suspected Academic Dishonesty shall be investigated by the appropriate University Representative(s) in accordance with this policy in a fair and timely manner.

7.2 The primary responsibility for investigating a case of Academic Dishonesty involving academic work submitted for credit in a course rests with the instructor of the course.

7.3 In a test or exam situation involving invigilators, the invigilator must report suspicions of Academic Dishonesty to the instructor of the course or the Academic Integrity Coordinator.

7.4 Any person who has knowledge that a student may have committed Academic Dishonesty may notify the instructor of the relevant course or the Academic Integrity Coordinator.

#### 2. Procedures upon Investigation

##### A. Instructor Investigation

7.5 An instructor who suspects that a student has engaged in conduct amounting to Academic Dishonesty shall:

- investigate the matter and compile available evidence related to the suspected case.
- consult with the relevant Chair and/or Academic Integrity Coordinator for assistance as required.
- inform the student of the investigation and provide the student a fair opportunity (but no longer than ten working days after the date on which the instructor informs the student of the investigation) to respond.
- review any information or materials the student presents.
- make a determination if Academic Dishonesty occurred.

7.6 The standard by which the instructor shall make a determination is on the preponderance of evidence.
7.7 In cases where the instructor determines that Academic Dishonesty did not occur or is unable to make a determination due to insufficient evidence, the instructor shall notify the student in writing that there are no grounds for a charge.

7.8 In cases where the instructor determines that Academic Dishonesty did occur, he or she may impose a penalty and shall inform the student in writing of that penalty, and of the student’s right to request a Hearing.

7.9 For every case in which an instructor determines that Academic Dishonesty occurred, he or she shall inform his or her Chair and submit an Academic Integrity Incident Report and copies of relevant documents to the Office of Academic Integrity within ten working days. The instructor may also request in this report that the Academic Integrity Coordinator consider holding a Hearing because of the serious nature of the offence.

B. Hearings

7.10 The purpose of a Hearing is for a Faculty Adjudicator to hear evidence, make determinations in a case of suspected Academic Dishonesty, and impose sanctions when appropriate. Hearings may be requested by instructors and by students. Hearings shall normally be held within one month of the date that the Academic Integrity Coordinator receives the case. In cases where students study by distance, Hearings may be conducted via teleconference or other distance technology modes.

7.11 At the Hearing, it shall be the responsibility of the University representative (usually an instructor) to provide evidence to the Faculty Adjudicator that the student committed Academic Dishonesty. The student shall be given an opportunity to answer any charges and present evidence. Decisions of the Faculty Adjudicator with respect to the student’s guilt or innocence shall be based on a preponderance of evidence.

7.12 In cases where the student or the University representative fails to attend the Hearing (notwithstanding legitimate absences due to illness or emergency situations), the Faculty Adjudicator may proceed with the Hearing in his or her absence, if sufficient evidence is available to proceed.
7.13 If the Faculty Adjudicator determines that Academic Dishonesty has not occurred, he or she shall dismiss the case and remove the instructor’s penalty.

7.14 If the Faculty Adjudicator determines that Academic Dishonesty has occurred, then the adjudicator will determine a penalty in consultation with the Academic Integrity Coordinator.

1) Hearing Requested by the Student

7.15 After the instructor has made a determination and imposed a penalty, the student may request to have the case heard by a Faculty Adjudicator. The student may do so in cases where he or she is disputing the determination and/or the penalty. The student who wishes to do so must make that request in writing to the Academic Integrity Coordinator within ten working days of being notified of the instructor’s determination and penalty. The written student appeal should state the reason for the appeal. The Academic Integrity Coordinator has the authority to reject appeals which do not meet the requirements as outlined in policy E3103 (Student Appeals).

7.16 Guidance for students wishing to request a Hearing shall be made available by the Academic Integrity Office and/or the Student Life office. When appropriate assistance may be provided by MacEwan International and/or Services to Students with Disabilities Office.

7.17 Upon receipt of a student request for a Hearing, the Academic Integrity Coordinator will arrange for one, normally within one month of the date that the Academic Integrity Coordinator receives the request.

7.18 If the Hearing is requested by the student, it shall be the responsibility of the instructor or a designated university representative to attend the Hearing and provide evidence of the student’s offence and of the appropriateness of the penalty.

7.19 The student may have a support person present at the hearing. The support person may consult with but will not normally speak on behalf of the student. It is the responsibility of the student to arrange a support person.

2) Hearing for a Repeat Offence or Serious First Offence
7.20 Upon receipt of the Academic Integrity Incident Report, the Academic Integrity Coordinator will arrange a Hearing, normally within one month, if this is the student’s second or subsequent offence or if the Academic Integrity Coordinator determines, in consultation with the instructor, that it is a serious first offence.

7.21 A serious first offence includes but is not limited to, one that is criminal, or that directly harms or puts at risk another student.

C. Faculty Adjudication without a Hearing

7.22 If the student suspected of Academic Dishonesty admits guilt and the University representative, the student, and the Faculty Adjudicator are all in agreement that a Hearing is not required to determine the sanction, the Faculty Adjudicator may make a decision regarding the penalty based on the written submissions of the University representative and the student.

Notification of Decision

7.23 The Faculty Adjudicator shall, within ten working days of the Hearing, inform the Academic Integrity Coordinator, in writing, of the decision.

7.24 In cases where the Faculty Adjudicator determines that academic dishonesty occurred, a recommendation about the penalty to be imposed will be included.

7.25 The Faculty adjudicator shall advise the relevant stakeholders of the decision.

7.26 When the Faculty Adjudicator recommends that a student is to be expelled or that a credential should be rescinded, the Academic Integrity Coordinator shall forward the recommendation to the Vice President Student Services, for approval.

7.27 In such cases the Vice President Student Services, shall notify the student, the instructor, the University Registrar, and the Academic Integrity Office of the decision and any sanctions. The Vice President Student Services, shall also notify the student of the appeal process available to the student, under Step IV of policy E3103 (Student Appeals).
7.28 In the event that a student appeals the Faculty Adjudicator’s decision, then the record keeping for the appeal is handled according to policy E3103 (Student Appeals).

8.0 TRANSCRIPTS AND RECORDS OF INCIDENTS OF ACADEMIC DISHONESTY

8.1 Transcript notations that are eligible for expungement shall be expunged upon student request by the University Registrar after a period of 24 months from the date the final decision was communicated by the Vice President Student Services. Penalties that will remain on transcripts include course grades of F, permanent withdrawals (expulsions) and rescissions of credentials.
FACT SHEET

DATES:
Approval 2012.10.23
Review 2017.04

SOURCE:
2006.06.08 Recommended by Academic Council 06/05/16, and approved 06/06/08 by Board motion 01-6-8-2005/06.

2006.10.26 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.

2007.06.14 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.

2009.10.08 Terminology updated to reflect name change to Grant MacEwan University. Approved by Board motion 01-10-8-2009/10.

2012.03.13 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).


2012.10.23 Revisions to section 6.3 approved by Academic Governance Council motion AGC-01-10-23-2012.

2014.10.28 Terminology updated to reflect housekeeping and textual changes, and approved by Academic Governance Council motion AGC-04-10-28-2014.

2014.12.22 Updated to reflect current policy names and numbers, references to retired policies, and Related Policy listings.

2015.03.17 Terminology updated to reflect housekeeping and textual changes, and approved by Academic Governance Council motion AGC-02-03-17-2015.

RELATED POLICIES AND DOCUMENTS:
C1025 Course Outlines
C2005 Final Assessment
C2060 Work Integrated Learning
C5050 Research, Scholarship and Creative Activity
Grant MacEwan University
Policy Manual

Academic Integrity

C5051 Responsible Conduct of Research and Scholarly Activity
C5052 Ethical Review and Research with Human Participants
C5053 Animal Research Ethics
C5054 Academic Freedom
C5055 Research Institutes and Research Centres
E1050 Student Records
E3101 Student Rights and Responsibilities
E3102 Student Discipline
E3103 Student Appeals

This policy conforms to Alberta’s Freedom of Information and Protection of Privacy (FOIP) Act.

This policy is in conformity with the Association of Registrars of the Universities and Colleges of Canada (ARUCC) National Transcript Guide.

IMPLEMENTATION DATE: July 1, 2013