

## Student Code of Academic Integrity

Policy No.:	5104
Category:	Education
Approving Body:	Board of Governors
Executive Sponsor:	Vice President Academic
Department Responsible:	Education
Current Approved Date:	2019 May 28

### 1. Policy Statement

BCIT is committed to supporting the overall academic, personal, and professional development of its Students. BCIT supports, encourages, and requires integrity and ethical conduct from Students, in all areas of their academic work, research, and scholarship at the Institute.

It is the responsibility of all Students to be familiar with this Student Code of Academic Integrity, and to adhere to the standards of conduct outlined in all policies and procedures of the Institute related to academic expectations. The Institute has the responsibility to evaluate, investigate, and adjudicate alleged violations of this Code in a manner that adheres to the principles of procedural fairness.

### 2. Purpose of Policy

This policy outlines or describes the following:

- Academic integrity standards expected of Students;
- The process which will be used in situations where an act of academic misconduct is suspected to have occurred.

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### 4. Who This Policy Applies To

This policy applies to all BCIT Students.

## 5. Related Documents and Legislation

Policy 5100 – Glossary of Educational Policy Terms

Policy 5102 – Student Code of Conduct (Non-Academic)

## 6. Definitions

**Administrative Resolution** – An administrative outcome that a decision maker applies when a Student is found to have violated the Student Code of Academic Integrity.

**Formal Investigator** – An independent person who conducts investigations of allegations of serious violations of this Student Code of Academic Integrity on behalf of the President. The Investigator establishes the findings of fact and submits the report to the appropriate decision maker to decide appropriate Resolutions.

**Respondent** – A Student alleged to have violated the Student Code of Academic Integrity.

**Student** – A person who is enrolled or who has been accepted for enrollment at the Institute in full-time or part-time courses.

**Student Conduct File** – a record of Student conduct and academic integrity violations maintained by the Office of Student Life. This is a confidential record that is included within the official Student record unless required as part of the Administrative Resolution.

**Support Person** – A person who may attend meetings with a Student who is the subject of an academic integrity process, in order to provide personal support to the Student. The Support Person may not speak on behalf of the Student, but may offer support and/or guidance to them throughout the process.

**Suspension** – an outcome that deregisters a Student and prevents enrolment for a specified amount of time, after which they may be eligible to apply for enrollment, and that will be noted on the Student's transcript. Conditions for readmission may be imposed as part of the Suspension terms.

## 7. Scope

This policy applies to all academic endeavours of Students in connection with their studies at the Institute.

When a Student's actions may violate more than one policy, the Institute will determine which policy or policies apply. When a Student's actions involve both academic and non-academic violations, the Student may be subject to disciplinary procedures of both the Code of Academic Integrity and the Student Code of Conduct (Non-Academic).

## 8. Academic Integrity

Integrity in academic work is a central element of learning, and forms the basis of intellectual pursuits in all institutes of higher learning. Integrity in academic work is required of all Students. Students must ensure that all academic work they produce is their own. Non-academic misconduct is any actual or attempted actions by a Student, or any assistance given by a Student to others to engage in such in a manner that does not maintain the integrity of all academic work.

The following is a non-exhaustive list of prohibited behaviours related to academic integrity:

**8.1 Plagiarism**

The act of:

1. Submitting or presenting the work of another person as that of the Student;
2. Failing to acknowledge the phrases, sentences, ideas or work of another person through an approved method of citation in a Student's academic work;
3. Submitting assignments, projects or papers which are the same or similar to work the Student has previously submitted for evaluation in the same or a different course, unless permitted by the faculty member teaching the course in which the same or similar assignment is being submitted; or
4. Submitting work that was purchased or otherwise acquired from another source unless the work is commercially available, appropriately cited and approved by the faculty member. This includes attempts to purchase or facilitate the purchase of work from another source.

**8.2 Cheating in an examination, assignment, project, or other forms of evaluation**

Participating in or encouraging others to participate in actions that include:

1. Using or concealing unauthorized notes or aids;
2. Unauthorized possession or use of an examination questions sheet, answer book, or completed exam;
3. Unauthorized use of electronic devices during an examination;
4. Using or attempting to view or use another Student's answers;
5. Unauthorized communicating or attempting to communicate with others during an examination; or
6. Failing to take reasonable measures to protect answers from other Students.

**8.3 Falsifying or Misrepresenting**

The act of:

1. Impersonating or knowingly being impersonated in an examination or other academic evaluation;
2. Falsifying material that is subject to academic evaluation;
3. Submitting false records or information related to any academic endeavour at the Institute including falsification of laboratory records, attendance documents, workplace placements, or research findings; or
4. Engaging in any action intended to gain academic advantage, including through the withdrawal process or through obtaining academic accommodation (e.g., exam deferrals or extensions), by submitting false records or information.

**8.4 Academic Advantage**

Engaging in activities that provide an individual with an academic advantage over other Students by negatively impacting the ability of another Student or Students to pursue their own academic work including, but not limited to, destroying materials, removing library books, preventing Students from enrolling in classes, or altering another Student's work.

**9. Reporting Violations of Academic Integrity**

If a member of the BCIT community becomes aware of a suspected violation of this Student Code of Academic Integrity they should report the matter to the faculty member for the course in which the academic misconduct occurred, or the Associate Dean for the program. Any member

of the BCIT community may report a Student for suspected violation of academic integrity. See Procedure 5104-PR1, Procedure for Violations of Code of Academic Integrity.

## 10. Investigations

The investigation of an alleged violation of this Code of Academic Integrity includes the gathering and reviewing of relevant documentation; if necessary, meeting with individuals who have relevant information to the incident; and meeting with the Respondent. The Respondent must be informed of the allegation(s) and be given a reasonable opportunity to respond. The Respondent may choose to have a Support Person attend any meetings held with the Respondent.

See Procedure 5102-PR1 for details on the investigation process.

The choice of person(s) who are to conduct the investigation and who make the resolution decision depends on the nature of the alleged violation of the Student Code of Academic Integrity and may involve one or more of the following:

- a. Faculty Member
- b. Associate Dean
- c. Registrar
- d. Formal Investigator

## 11. Resolution

If a Student is found to have violated the Code of Academic Integrity, one or more of the following academic Administrative Resolutions may be applied by a Faculty Member or their delegate:

1. Warning – notify the Student in writing that they have violated the Code of Academic Integrity;
2. Resubmission – require the Student to do the same or similar work again for equal or lower grade value of the original submission;
3. Lower Grade – assign a lower, but not failing, grade for the work;
4. Failing Grade on Work – assign a failing grade for the work, provided it is worth 25% or less of the final grade; or
5. Refer to Associate Dean – in the case of more serious, complicated, or multiple incidents the case is referred to an Associate Dean for review.

If a Student is found to have violated the Code of Academic Integrity, an associate dean or the Registrar may assign Administrative Resolutions available to a faculty member, and/or one or more of the following academic resolutions:

1. Failing Grade on Work – assign a failing grade for the work, where it is worth more than 25% of the final grade;
2. Educational Activity – require the Student to complete a project, with the intent of understanding and/or contributing to the reparation of harm caused and/or reparation of trust lost as a result of violating the Code of Academic Integrity;
3. Course Grade – assign a lower grade in the course, including a failing grade; or
4. Request a Formal Investigation – in situations that involve allegations of a serious violation of the Code of Academic Integrity, a Formal Investigator can be appointed by the Office of Student Life to conduct a full investigation.

When a Formal Investigation is requested, an independent investigator will be assigned to conduct an investigation of the alleged violation. The Formal Investigator will submit an Investigation Findings Report to the Associate Dean or Registrar for review. If the Student is

found to have committed a serious violation of the Code of Academic Integrity, the Associate Dean or Registrar may submit the investigation findings to the President. The President may assign any outcome, which may include but not be limited to:

- Close the matter;
- Refer the matter back to the decision maker, with or without recommendations, if the President determines that an Administrative Resolution is sufficient;
- Suspension – a temporary or permanent requirement for the Student to be prohibited from enrolling for a period of time. A Suspension will be noted on the Student’s transcript; or
- Rescind Credential – an order rescinding the Student’s Institute credential. The Student may be required to return transcripts or degree awarded and/or be denied admission to the Institute.

## 12. Appeal

A Student may appeal decisions by a Faculty Member, Associate Dean or Registrar to the Decision Review Board through the procedures in Procedure 5104-PR2.

A Student who has been Suspended or had their credential rescinded by the President for violating the Code of Academic Integrity may appeal the decision to the Board of Governors through the procedures in Procedure 5104-PR3.

## 13. Records and Reporting

All documents, created through processes under this Code of Academic Integrity will be maintained in the Office of Student Life as part of the Student Conduct File. All records will be handled in compliance with British Columbia’s Freedom of Information and Protection of Privacy Act. Any changes to academic notations such as changes to grades, Suspensions, and revocation of credentials will remain on the Student’s permanent academic record.

In the event that an individual is both a Student and employee, Human Resources may be notified of an investigation and the outcome in order to address to matter.

An annual statistical report of all Student Code of Academic Integrity violations and outcomes will be presented to Education Council. This report will not include identifying information about any of the individuals involved in the reported incidents.

## 14. Duties and Responsibilities

### Associate Dean

The Associate Dean investigates allegations of academic misconduct when referred by the faculty member or when more than one report has been received from the same programs of study.

### Board of Governors

The Board of Governors hears appeals from Students who have been suspended from the Institute.

### Office of Student Life

The Office of Student Life receives all completed Academic Integrity Report forms, and maintains the official record of academic dishonesty. The Office will also provide advice to faculty and staff in any case of academic misconduct.

### Decision Review Board

The Decision Review Board (DRB) conducts appeal hearings of academic misconduct decisions except decisions made by the President.

**BCIT Faculty**

BCIT Faculty will inform Students of the academic integrity requirements for the program or course. BCIT Faculty will conduct investigations according to the procedures and complete the Academic Integrity Report form.

**The President of BCIT**

The President of BCIT receives findings of serious academic misconduct and assigns discipline. The President is the only BCIT official who may choose to suspend a Student.

**Registrar**

The Registrar conducts investigations of Academic misconduct when more than one report has been received from different programs of study.

**Students**

Students are required to be aware of academic integrity standards and ensure they are in compliance with the policy.

**15. Procedures Associated With This Policy**

5104 PR1 – Procedure for Violations of Code of Academic Integrity  
5104-PR2 – Decision Review Board  
5104-PR3 – Institutional Appeal Tribunal

**16. Forms Associated With This Policy**

See Procedure 5104-PR1, Procedure for Violations of Code of Academic Integrity.

**17. Amendment History**

Policy 5002 was retired January 2009, and this policy 5104 is one of a series of policies and procedures created to replace it.

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| 1. Created    | 2009 Jan 27 |
| 2. Revision 1 | 2019 May 28 |

**18. Scheduled Review Date**

2024 MMM DD