



# ACADEMIC INTEGRITY REPORT

3700 Willingdon Avenue, Burnaby, BC, Canada V5G 3H2

## INFORMATION

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

Academic Integrity Investigations must follow the following steps:

### STEP 1 – INVESTIGATION

Once a Faculty Member becomes aware of an alleged violation of academic integrity they, or their designate, will gather and review all relevant documentation, and if necessary meet individuals with relevant information regarding the alleged violation. The faculty member, or designate, will provide the student notice of a date where the student is provided opportunity to provide their account of the situation. The notice should occur as soon as possible after the faculty member has become aware of the alleged violation.

Students are encouraged to seek guidance and support from the BCIT Student Association Advocacy department. A student may also bring a support person to any meeting regarding academic integrity.

### STEP 2 – FINDINGS

Using all relevant information, the faculty member, or designate will decide whether the alleged academic integrity violation occurred or not. If the faculty member, or designate finds that no academic misconduct violation occurred, the matter is closed and no record will be created. If the faculty member, or designate finds that a violation of academic integrity has occurred they will complete the attached Academic Integrity Report form where they will outline the rationale for their decision.

### STEP 3 – RESOLUTION

When a faculty member, or designate finds that a student violated the academic integrity requirements they will decide an appropriate resolution based by considering:

- The extent of the violation;
- The impact of the violation;
- The importance of the work in question;
- Whether or not the violation was deliberate or inadvertent;
- Whether the violation was an isolated incident or part of repeated violations; and
- Any other mitigating or aggravating circumstances.

Considering these factors, the faculty member, or designate may impose one or more of the following outcomes:

1. Warning – a notice in writing to the student 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 grade for the work;
4. Failing grade on work (25% or less of the final grade) – assign a failing grade for the work;
5. Refer to Associate Dean – in the case of complicated, egregious or multiple incidents the case is referred to an Associate Dean for further review.

## **STEP 4 – DOCUMENTATION**

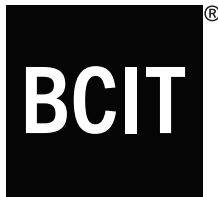
The faculty member, or designate will complete the attached Academic Integrity Report Form and submit it to the Associate Dean, the student and the Office of Student Life for retention within the student conduct file. The decision maker is responsible for the storage and retention of all documentation and evidence consistent with the BCIT Records Management policy.

### **MULTIPLE REPORTS**

When multiple reports are noticed, the Associate Dean or Registrar will review all submitted reports. The student will be provided notice of an opportunity to meet to respond to the findings of multiple findings of academic integrity violations. To address the repeated nature of the violations the Associate Dean or Registrar may impose one or more of the outcomes available to a faculty member or one or more of the following:

1. 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 the dishonesty;
2. Failing grade on work (more than 25% of the final grade) – assign a failing grade for the work;
3. Course grade – assign a lower grade in the course include a failing grade;
4. Request a formal investigation – in situations that involve evidence of significant violations of the code of Academic Integrity an Investigator can be appointed by the Office of Student Life to conduct a full investigation on behalf of the President.

When complete the Associate Dean or Registrar are to complete an Academic Integrity Report form and send a copy to the student and the Office of Student Life.



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**Instructions:** 1) Save this PDF to your desktop, 2) Open with Adobe Reader or Adobe Acrobat, 3) Complete all required fields, 4) Save, 5) Close PDF then re-open to ensure the content you filled in has saved, 6) Submit to Student Life Office.

Student Name	Student Number <b>A</b>
Student Email	
Reporter's Name	Reporter's Phone Number
Reporter's Email	
Course Name	CRN
Term	Faculty Member (if different than reporter)
Date of Incident	Location of Incident
Description of information that demonstrates academic integrity concerns	

Indicate which section of the Student Code of Academic Integrity this suspected incident violates:

<input type="checkbox"/> <b>8.1 Plagiarism</b> <input type="checkbox"/> Presenting work of another with citing <input type="checkbox"/> Failing to acknowledge ideas of others <input type="checkbox"/> Copying others work <input type="checkbox"/> Purchasing work from other source	<input type="checkbox"/> <b>8.3 Falsifying or Misrepresenting</b> <input type="checkbox"/> Impersonating <input type="checkbox"/> Falsifying material <input type="checkbox"/> Submitting false records <input type="checkbox"/> Misrepresentation to gain academic advantage
<input type="checkbox"/> <b>8.2 Cheating</b> <input type="checkbox"/> Using unauthorized notes or aids <input type="checkbox"/> Unauthorized possession of material <input type="checkbox"/> Unauthorized use of electronic device <input type="checkbox"/> Using or attempting to copy another student <input type="checkbox"/> Unauthorized communication during exam <input type="checkbox"/> Failing to protect ones work	<input type="checkbox"/> <b>8.4 Academic Advantage</b> <input type="checkbox"/> Engaging in activities that negatively impact another student

**STEP 1 – INVESTIGATION**

The meeting between the student and the instructor to discuss the incident of academic dishonesty was held:

Date	Time	Location
Provide a summary of the information discussed at this meeting (include what evidence was presented to the student, the student's response, and any other relevant information discussed).		

**STEP 2 – DECISION**

If you concluded that the student committed an act of academic misconduct please set out your reasons for making that conclusion:

Date

**STEP 3 – OUTCOME**

What, if any, academic sanction did you impose?

☐ Warning    ☐ Resubmission    ☐ Lower Grade    ☐ Failing Grade (25% or less of the final grade)    ☐ Refer to Associate Dean

Comments

Signature of Instructor	Date