



# ACADEMIC INTEGRITY POLICY

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# **ACADEMIC INTEGRITY POLICY**

## **1.0 Statement of Principles**

- 1.1 Fraser International College is committed to creating a scholarly community characterized by honesty, civility, diversity, free inquiry, mutual respect, individual safety and freedom from harassment and discrimination.
- 1.2 Each student is responsible for his or her conduct as it affects the College community.
- 1.3 All members of the College community share the responsibility for the academic standards and reputation of the College. Academic integrity is a cornerstone of the development and acquisition of knowledge. It is founded on principles of respect for knowledge, truth, scholarship and acting with honesty. Upholding academic integrity is a condition of continued membership in the College community.
- 1.4 Academic dishonesty, in whatever form, is ultimately destructive of the values of the College. Furthermore, it is unfair and discouraging to the majority of students who pursue their studies honestly. Scholarly integrity is required of all members of the College.

## **2.0 Purpose:**

- 2.1 The purpose of this policy is to define students' basic responsibilities as members of the academic community

## **3.0 Definitions**

**“Academic Integrity”** refers to the values on which good academic work must be founded: honesty, trust, fairness, respect and responsibility. Academic integrity includes a commitment not to engage in or tolerate acts of falsification, misrepresentation or deception. Such acts of dishonesty violate the fundamental ethical principles of the College community and compromise the worth of work completed by others. The terms “academic integrity” and “academic honesty” are used interchangeably in this policy.

**“Member of the College community”** means any employee of, student at, or volunteer working for Fraser International College and includes temporary or sessional instructors.

**“Scholarly activities”** include any work done in credit and non-credit courses, such as projects (including group projects), essays, theses and research.

## **4.0 Policy**

### **4.1 Academic Integrity Requirements for Students**

#### **4.1.1 Notification of Standards of Academic Honesty**

Students have a responsibility to ensure they are familiar with the generally accepted standards and requirements of academic honesty. A summary of these standards and requirements are available on the student portal and in the Academic Policy Guidebook. Additionally, most instructors include information about academic dishonesty on their course outlines and in class lectures. Ignorance of these standards will not preclude the imposition of penalties for academic dishonesty.

Faculty members have a responsibility to inform their students at the beginning of each semester of the criteria for academic honesty that pertain to a class or course, including the format for acknowledging the thoughts and writings of authors that is acceptable to the underlying discipline. Faculty should also impart other relevant information, such as the acceptable level of group work in the class or course. It remains the students’ responsibility, however, to ensure the work they are presenting is their own, and is properly referenced according to the requirements of their individual instructors.

All work, including drafts, may be subject to a penalty for academic dishonesty.

#### **4.1.2 Forms of Academic Dishonesty**

The following acts or omissions constitute academic dishonesty and are prohibited. Please note this list is not meant to be exhaustive and is designed to provide guidelines.

- i. Plagiarism, including submitting or presenting the work of another person, including artistic imagery, as that of the student without full and appropriate accreditation;
- ii. copying all or part of an essay or other assignment from an author or other person, including a tutor or student mentor, and presenting the material as the student's original work;
  - a. Failing to acknowledge the phrases, sentences or ideas of the author of published and unpublished material that is incorporated into an essay or other assignment. Submitting the same, or substantially the same, essay, project, presentation or other assignment more than once, whether or not the earlier submission was at Fraser International College or another institution, unless prior approval has been obtained from the instructor to whom the work is being submitted.
  - b. Cheating in an examination, including the unauthorized sharing of material such as textbooks during an "open book" examination;
- iii. concealing information, including on electronic devices, pertaining to the examination in the examination room, or in washrooms or other places in the vicinity of the examination room;
- iv. using course notes or any other aids not approved by an Instructor during an examination; or,
- v. the unauthorized possession or use of an examination question sheet, an examination answer book, or a completed examination or assignment.
  - a. Submitting as one's original work an essay, project, thesis, presentation or other assignment, or part thereof, that was purchased or otherwise acquired from another source, unless the work is commercially available data, images, or other intellectual property the source and acquisition of which is properly and fully described and cited by the student and approved by the course Instructor or supervisor.
  - b. Cheating in assignments, projects, examinations or other forms of evaluation by:
    - using, or attempting to use, another student's answers;

- vi. providing answers to other students;
- vii. failing to take reasonable measures to protect answers from use by other students; or
- viii. in the case of students who study together, submitting identical or virtually identical assignments for evaluation unless permitted by the course Instructor or supervisor.
  - a. Impersonating a candidate or being impersonated in an examination.
  - b. Falsifying material that is subject to academic evaluation.
  - c. Submitting false records or information, in writing or orally, including the falsification of laboratory results or research findings.
  - d. Engaging in misrepresentation, including falsifying documents, to gain a benefit or advantage in a course including the submission of a forged or altered medical certificate or death certificate.
  - e. Engaging in any action intended to disadvantage students in a course including destroying, stealing, or concealing library resources.  
Stealing, destroying or altering the work of another student.
  - f. Unauthorized or inappropriate use of computers, calculators and other forms of technology in course work, assignments or examinations.

## **5.0 Scope:**

**5.1** This policy covers the conduct of FIC students involved in any kind scholarly activities.

**5.2** This policy covers matters of academic dishonesty in College-related scholarly activities involving FIC alumni when the matters occurred prior to graduation and were unknown at the time of graduation.

**5.3** The forms of academic dishonesty set out in this Code include attempts to engage in misconduct or dishonesty, as well as aiding and abetting misconduct or dishonesty.

## **6.0 Authority:**

**6.1** This policy is administered by the Principal or designate.

**When Academic Dishonesty is suspected:**

If an Instructor believes that a student in his or her course has engaged in academic dishonesty, the Instructor should first outline the nature of the concern to the student in a timely manner and the student will be given the opportunity to discuss the matter with the Instructor. The Instructor will then inform the Academic Advisors who will write up a Letter of Allegation and meet with the student to discuss the behaviour. The student will sign the Letter of Allegation and this letter will remain confidentially filed with the student's documents.

The following penalties are imposed at FIC for Academic Dishonesty:

- First Offence: Student will be awarded '0' marks for the assessment and given a permanent record on their file.
- Second Offence: Student will be awarded 'F' for the course, regardless of whether the second offence was committed in the same course or another course.
- Third Offence: Student risks expulsion from FIC and the cancellation of their studies with FIC.

The student must be informed by the Advisor that the incident of academic dishonesty will be recorded on the Student Information System by the College and that, in the event of any further reports of academic dishonesty, this record will be used to determine a penalty for the subsequent academic dishonesty.

If a student believes he or she has been unfairly accused of academic dishonesty, he or she may refer to the Academic Grievance Policy.