UNIVERSITY OF THE FRASER VALLEY

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STUDENT ACADEMIC MISCONDUCT

Approval Authority	Senate
Responsible Executive	Provost and Vice President, Academic
Related Policies / Legislation	Appropriate Use of Computing and Network Resources (14) Copyright Compliance (7) Responsible Conduct of Research and Scholarship (53) Intellectual Property (55) Human Research Ethics (54) Student Non-Academic Conduct (204) UFV Statement on Institutional Ethics (22) *University Act,* s. 35.2 (5)(j) & s. 35.2 (6)(j)

PURPOSE

The University of the Fraser Valley (the University) is committed to maintaining and promoting instructional excellence and learning. Among the cornerstones of this commitment are academic honesty, and a mutual respect for all members of the university community.

The policy describes behaviours that constitute student academic misconduct and the actions that may ensue as a result of such behaviour.

DEFINITIONS

In this policy, the following definitions apply:

Employee: A person who is employed by or contracted with the university or an agent of the university including but not limited to faculty, staff, sessional instructors, and security personnel.

University: University of the Fraser Valley

Student: A person who has been enrolled, is currently enrolled in, or is accepted for enrollment in at least one University course within one year of the date of the conduct at issue.

ACADEMIC MISCONDUCT

Academic misconduct includes, but is not limited to the following:

1. Plagiarism

1.1. Plagiarism occurs when a student presents as his or her own the work or data of someone else.

1.2. Plagiarism occurs when paragraphs, phrases, sentences or ideas are taken from another source without referring to or citing the author. It can include the presentation of all or part of another person's work as something one has written, paraphrasing another's writing without proper acknowledgement, or representing another's artistic or technical work or creation as one's own.

1.3. Any use of the work of others, whether published, unpublished, or posted electronically,

attributed or anonymous, must include proper acknowledgement.

2. Cheating

2.1. Cheating includes, but is not limited to the following:

2.1.1. Communicating or attempting to communicate with another individual or other individuals during an exam without the permission of the instructor or invigilator.

2.1.2. Using or attempting to use answers of another student or students, providing answers to other students, or failing to take measures deemed reasonable to the instructor or invigilator to prevent the use of one's answers by other students in assignments or examinations.

2.1.3. Using text books, materials, or technologies not sanctioned by the instructor during an examination.

2.1.4. Consulting other students, materials, or technologies during an exam outside the confines of an examination room.

2.1.5. Submitting work prepared in collaboration with another individual or individuals, when collaborative work on a project has not been authorized by the instructor; this includes unauthorized collaboration in an online or electronic format.

2.1.6. Misrepresenting one's contributions to group projects.

2.1.7. Submitting work prepared in whole or in part by another person, including work purchased, and representing that work as one's own.

2.1.8. Offering for sale essays or other assignments, in whole or in part, with the expectation that these works will be submitted by the purchaser to meet course requirements.

2.1.9. Preparing work in whole or in part, with the expectation that this work will be submitted by another student to meet course requirements.

2.1.10. Submitting any academic work containing a purported statement of fact or reference to a source that has been fabricated.

2.2. In the absence of specific approval from the instructor, students should assume that all assignments, exams, presentations, etc., are to be completed independently, without any form of collaboration.

3. Impersonation

3.1. Impersonation occurs when one individual claims to be another in class; in an online class or environment; in a test, examination, or interview; or in connection with any other type of assignment or placement associated with a course or academic program.

3.2. Both the impersonator and the individual impersonated may be subject to discipline.

4. Improper Access to Examination Materials

4.1. Improper access to examination materials occurs when a student acquires, possesses, and/or distributes examinations, examinations materials, or information from an examination without the instructor's authorization.

4.2. Both the distributor and recipient of such materials may be subject to discipline.

5. Falsification or unauthorized modification of an academic document/record

5.1. Falsifying, fabricating, or in any way modifying an academic document or record used in support of an application, record, petition/appeal, or endeavor constitutes academic misconduct.

5.2. An academic document or record includes but is not limited to a course student examination or test, transcript, grade, letter of recommendation or related document, note of instructor's permission for any activity, a degree, or a physician's letter/form.

6. Resubmission of Work

6.1. Submitting, in whole or part, an essay, presentation, or assignment more than once, whether the earlier submission was at this or another institution, unless prior approval has been obtained from the instructor(s), constitutes academic misconduct.

7. Improper Research Practices

7.1. Academic research includes the collection, analysis, interpretation, and publication of information or data.

7.2. Improper research practice includes but is not limited to the following: dishonest reporting of investigative results, either through fabrication or falsification; taking or using the research results of others without permission or due acknowledgement; misrepresentation or selective reporting of research results or methodologies.

7.3. Violation of UFV's policies regarding research ethics will be regarded as improper research practice.

8. Obstruction of the academic activities of another

8.1. Obstruction of an academic activity occurs when a student interferes with the scholarly activities of another in order to harass or gain or attempt to gain unfair academic advantage.

8.2. Obstruction includes but is not limited to the interference or tampering with experimental data, with a human or animal subject, with a written or other creation (e.g., a painting, sculpture or film), with a chemical used for scientific study, or with any other object of study.

9. Aiding and abetting.

9.1. Aiding and abetting occurs when a student encourages, enables, conspires with, or causes others to do or attempt any of the above.

POLICY

Members of the University community are expected to carry out their scholarly work with honesty, to meet the highest ethical standards, to respect the facts and appropriate standards of evidence, and to acknowledge the contributions and scholarship of others. As members of the University community, students are expected to demonstrate appropriate academic conduct. They are responsible for their actions, whether acting alone or in a group.

The University will vigorously investigate allegations of academic misconduct, while taking all reasonable steps to protect the rights and interests of individuals whose work or performance is questioned.

REGULATIONS

1. Initiation of Proceedings

1.1. Any member of the UFV community who observes academic misconduct (Complainant) may make a complaint of misconduct (Complaint) to the relevant head of the school, department, or program (Head).

1.2. In the event that the Complainant is not the instructor, the instructor concerned will be advised of the Complaint by the Head.

1.3. The Head or designate shall be responsible for the pursuance of these procedures. The Head or designate shall have the right not to disclose the identity of the Complainant.

2. Procedures for investigating academic misconduct

2.1. The Student must be notified, either orally or in writing, early in the investigative process that he or she is suspected of academic misconduct.

2.2. In investigating suspected academic misconduct, instructors, department or program heads, and UFV administrators may use any reasonable legal methods, including but not limited to discussion of the case details with the Office of the Registrar, electronic services, online searches, circulation to other instructors in related courses, interviews with the Student, and asking the Student to submit rough notes or other proof of composition.

2.3. If, as a result of the investigative process, the Complaint is deemed to be without merit, or is frivolous, trivial or vexatious, it will be dismissed summarily by the Head and the Complainant will be notified, in writing, of the reason(s) for the dismissal. The Student will also be notified of the dismissal.

2.4. In the event that the Complaint is not summarily dismissed, the Head or designate will contact the Office of the Registrar to check for previous incidents.

2.5. In the event that the Complaint is not summarily dismissed, the Student shall meet with the Head or designate to discuss the Complaint. This Resolution Meeting should take place within two (2) weeks of the notification of the Student.

3. Resolution Meeting

3.1. During the Resolution Meeting, the nature of the evidence supporting the Complaint will be disclosed to the Student, and the Student shall have the opportunity to respond to the Complaint at that time.

3.2. The matter may be resolved with or without penalty by agreement at the Resolution Meeting.

3.3. Any penalty agreed upon during the Resolution Meeting will be documented with a letter to the Student and a letter to the Office of the Registrar.

3.4. In the event that a resolution is not agreed upon at the Resolution Meeting, the Complaint shall proceed to a Hearing conducted by the Dean responsible for the subject area or designate. The Hearing shall take place within two weeks of the Resolution Meeting, and the Student shall be given seven (7) days' notice of the Hearing. In no event shall the hearing be conducted by the Complainant or the Head or designate.

4. Hearing

4.1. The Hearing will be conducted in accordance with the principles of natural justice.

4.2. The Complainant and the Head shall each have the opportunity to present any evidence or submissions he or she deems appropriate.

4.3. The Student shall have the opportunity to present any evidence or submissions he or she deems appropriate.

4.4. The Dean or designate will review the evidence submitted in support of the Complaint and the response to the Complaint submitted by the Student.

4.5. Based on evidence submitted at the hearing, the Dean or designate shall make a determination of the validity of the Complaint of academic misconduct and shall, where applicable, determine the penalty to be imposed.

4.6. In the event that there is a determination of academic misconduct, then a copy of the penalty will be sent to the Office of the Registrar.

4.7. Allegations of academic misconduct can be investigated after the Student has completed the course, program, or degree if information becomes available, and penalties can be applied retroactively should the allegations be proved.

4.8. Previous instances of academic misconduct or non-academic conduct are not to be taken into account in determination of the subject Complaint.

5. Penalties for Academic Misconduct

5.1. Penalties for academic misconduct may include but are not limited to the following:

5.1.1. A written reprimand.

5.1.2. A requirement to complete the Academic Integrity Workshop offered by the Academic Success Centre.

5.1.3. Score of zero for the applicable assignment, exam, online posting, artwork, presentation, paper, project, or submission.

5.1.4. A grade reduction or no credit for the applicable course.

5.1.5. A recommendation to the President to expel the Student from the University

5.1.6. Revocation of an award.

5.1.7. Revocation of a degree, diploma, certificate, or other academic credential.

5.1.8. Denial of admission or readmission to the University, and forfeiture of University awards or financial assistance.

5.2. All penalties for academic misconduct will be recorded with the Office of the Registrar.

5.3. No fees will be refunded to a student who is required to withdraw or lose credit for any class taken, or who is suspended or dismissed from any class or program as a result of a penalty for academic misconduct.

5.4. No student will be permitted to withdraw from a course to avoid incurring the penalty for academic misconduct.

5.5. A student under suspension from the University cannot receive transfer credit for courses taken in that time period at other institutions.

5.6. In determining the severity of the penalty for academic misconduct, the Dean or designate shall take into consideration any other instances of academic or non-academic misconduct.

6. Notice of Decision

6.1. The determination of the Complaint and the penalty should be communicated to the Student in writing within seven (7) days of the Hearing.

6.2. A copy of the decision shall also be filed with Office of the Registrar.

7. Appeals

7.1. Students may appeal determinations as to the validity of a complaint and/or the

determination of penalty.

7.2. A student has the right to request an appeal of the validity of the Complaint and/or the penalty within 14 UFV working days of receiving the decision of the Dean or designate.

7.3. The Appeal Hearing and decision shall take place within sixty (60) days of the filing of the Request for the Appeal. The Appeal Hearing will be conducted in accordance with the principles of natural justice.

7.4. The Appeal Hearing shall be conducted by an appeal tribunal (Tribunal) designated by the Senate Standing Committee for Student Appeals (Committee) and shall be conducted under those procedures as shall be set from time to time by the Committee.

7.5. Where reasonable grounds for appeal are not evident, the Tribunal may refuse to hear the appeal.

8. Student Conduct Registry

8.1. The Student Conduct Registry will be held in the Office of the Registrar.

8.2. Information and records relating to an action under the Student Academic Misconduct policy will be handled by UFV in compliance with British Columbia's Freedom of Information and Protection of Privacy Act. The names of registrants will not be released generally, but any instructor or department or program head who is handling a case of academic misconduct can check to see if a previous entry exists for a student.

9. Reporting Academic Misconduct

9.1. At the end of each term, the Office of the Registrar will summarize the Academic Misconduct offences and resulting penalties reported to the Registry. The summary will be provided to Senate, and once accepted, will be published on the Office of the Registrar website. No identifying personal details will be included.

10. General

10.1. All timelines are guidelines only. Parties should attempt to comply with such time frames. Failure do so shall in no way nullify the process unless the delay is unreasonable and prejudicial.