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<b>Type:</b>	B - Educational ( Senate)	<b>Last Approved:</b>	Nov 6, 2008
<b>Executive Responsibility:</b>	President and Vice-Chancellor	<b>Next Review:</b>	Nov., 2013
<b>Administrative Responsibility:</b>	Executive Director Student Services/ Vice-President Academic & Provost	<b>Procedure:</b>	96.01.001

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#### STATEMENT:

Integrity in academic work is a central element of learning and is the basis of intellectual pursuits in an academic community. The purpose of this policy is to outline:

- standards of academic integrity,
- responsibilities of students, and
- violations of academic integrity.

#### STANDARDS OF ACADEMIC INTEGRITY

Students are expected to meet the standards of academic integrity as indicated in this policy. Standards of academic integrity include, but are not limited to:

- independently producing work submitted under one's own name;
- properly and appropriately referencing all work;
- identifying all collaborators in work;
- completing examinations without giving or receiving assistance, excepting those students requiring assistance due to a documented disability;
- respecting the integrity of examination materials and/or the examination process; and
- respecting the integrity of computer security systems, software copyrights and file privacy of others.

#### ACADEMIC MISCONDUCT

Violations of academic integrity, including dishonesty in assignments, examinations, or other academic performances, are prohibited and will be handled in accordance with the Student Academic Code of Conduct Procedures.

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

##### 1. Cheating

Cheating is an act of deception by which students misrepresent that they or others have mastered information for an academic exercise.

2. Fabrication

Fabrication is the intentional use of false information or the falsification of research or other findings with the intent to deceive.

3. Plagiarism

Plagiarism is the intentional unacknowledged use of someone else's words, ideas, or data. When a student submits work for credit that includes the words, ideas or data of others, the source of that information must be acknowledged through complete, accurate, and specific references, in a style appropriate to the area of study, and, if verbatim statements are included, through quotation marks or block format as well. By placing their names on work submitted for credit, students certify the originality of all work not otherwise identified by appropriate acknowledgments.

4. Facilitation of Academic Misconduct

Facilitation of Academic Misconduct is helping or attempting to help another to commit act(s) of academic misconduct as outlined above.

4.1 In such cases where a student is suspended, the notation "Required to Withdraw due to Academic Misconduct" will be added to the student's official transcript.

4.1.1 After five years, students may request the removal of this notation from their transcript if no further instances of academic misconduct have been documented.

5. Non-attendance

Non-attendance, where attendance is deemed to be mandatory, is not acceptable. Absences due to personal illness, family illness, death of an immediate family member, religious ceremonies, or sports events in which the student represents Vancouver Island University are allowed and must be approved by the appropriate instructor or coordinator. Non-attendance must be for valid reasons and not falsified. Some departments have specific attendance requirements, and details may be obtained from the instructor, department chair, or program coordinator.

DISCIPLINARY ACTION

Every reasonable effort should be made to deal with student conduct concerns at the instructional and departmental level. Formal discipline is designed for serious intentional academic misconduct.

Acts of academic misconduct may make a student subject to a range of disciplinary action – including failure for a course assignment or a course, or possible suspension by the President.

No student shall be allowed to withdraw from a course, or the University, to avoid receiving a failing grade based upon academic misconduct. A withdrawal under such circumstances shall result in an 'F' grade being recorded on the student's transcript for the course(s) in question.

Please refer to the [Student Academic Code of Conduct Procedures](#) for handling breaches of this policy.

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