

UNDERGRADUATE ACADEMIC INTEGRITY POLICY



*Approved by Senate December 2, 2008
Effective May 1, 2009*

Part I: Applications and Definitions

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PART I: APPLICATION AND DEFINITIONS

1.1 Application

This policy applies to students registered in undergraduate courses in the Faculty of Arts and Science at Trent University as well as to applicants to undergraduate programs at the University.

1.2 Terminology

In this policy, "department" means undergraduate departments, programs, and schools. "Chair" means chairs and directors of undergraduate departments, programs, and schools. "Associate Dean" means the Associate Dean of Arts and Science (Undergraduate Studies) and "Registrar" means University Registrar.

1.3 Academic Integrity

All members of the University community share the responsibility for the academic standards and reputation of the University. When students submit work for academic evaluation and credit, they imply that they are the sole authors of the work. Clear and careful attribution of the words and ideas of others is an essential part of academic scholarship. Academic honesty is a cornerstone of the development and acquisition of knowledge and is a condition of continued membership in the University community.

1.4 Academic Dishonesty

Academic dishonesty, including plagiarism and cheating, is ultimately destructive of the values of the University. Scholarly integrity is required of all members of the University. Engaging in any form of academic dishonesty or misconduct in order to obtain academic credit or advantage of any kind is an offence under this policy.

1.5 Plagiarism

Plagiarism is knowingly presenting words, ideas, images, data, or any other form of work of another person (including essays, theses, lab reports, projects, assignments, presentations and posters) in a way that represents or could be reasonably seen to represent the work as one's own. "Knowingly" includes ought reasonably to have known. Plagiarism includes failure to acknowledge sources correctly and submitting materials copied from the internet without proper acknowledgement of the source. Draft work submitted for evaluation is subject to the same standard as final work.

1.6 Cheating

Cheating is dishonest academic conduct or attempted dishonest academic conduct during tests or examinations or in the preparation of any other course work or in the presentation of credentials for admission to the University or one of its programs. Some common examples are:

- submitting one's own original student work for credit in two or more different courses without the prior agreement of the instructors involved
- bringing aids, including electronic aids, that have not been authorized by the instructor into an examination or test
- impersonating another individual or colluding in an impersonation for an examination or test

- copying from one or more other individuals or knowingly permitting one or more other individuals to copy from one's test, examination paper, lab report, or assignment
- collaborating with one or more other individuals when collaborative work has not been expressly authorized by the instructor
- communicating with one or more other students during a test or examination
- purchasing or selling any piece of work for submission, or facilitating the selling and purchasing of such material
- submitting purchased material as one's own work
- falsifying or tampering with results in laboratory experiments or research assignments
- falsifying transcripts or tampering with documents used to make decisions about admissions to the University or one of its programs
- withholding transcripts or other required documents at the time of application to the University
- submitting false or misrepresentative medical certificates or other documentation in support of requests for concessions on academic work or deadlines

1.7 Student to consult if in doubt

Students who have any doubt as to what might be considered academic dishonesty in a particular course should consult the instructor of the course to obtain appropriate guidelines.

PART II: PENALTIES FOR ACADEMIC OFFENCES ON COURSE WORK, TESTS OR EXAMS

2.1 Minor or major offence

The penalty for a student who has been found to have committed an academic offence will be based on whether the offence is minor or major.

2.2 Penalties

First minor offence: The penalty for a first offence that is a minor offence will be a grade of 0 on the piece of work with no opportunity to re-write.

Second minor or first major offence: The penalty for a second minor offence (i.e. two minors) or a first offence that is a major offence will be a grade of 0 on the piece of work with no opportunity to re-write, plus the deduction of marks in the course potentially down to a course grade of 0, plus a transcript notation (e.g. 62-Academic Dishonesty; 0-Academic Dishonesty).

Subsequent offence, Suspension: The penalty for any offence i) after two minor offences; or ii) after a first offence that is a major offence; or iii) that is a major offence where a minor offence is already on record will be a period of suspension from the University (academic status "Suspension – Academic Dishonesty") ranging from one term to two years in addition to a 0-Academic Dishonesty in the course.

Subsequent offence, Expulsion: The penalty for any subsequent offence will be expulsion from the University.

2.3 Extraordinary circumstances

The penalties above will be levied unless there are extraordinary circumstances which justify a different penalty.

2.4 Factors to determine whether offence minor or major

In deciding whether an offence is minor or major, consideration will be given to the following factors:

- the extent of the dishonesty
- whether the act in question was deliberate or whether the student ought reasonably to have known
- the importance of the work in question as a component of the course or program
- the academic experience of the student
- any other relevant circumstances

These factors shall also be taken into consideration in determining penalty where the usual penalty provides for a range.

2.5 Ineligibility for Honour Rolls

A student who has committed a major offence or multiple offences is ineligible for the Dean's Honour Roll that academic year and the President's Honour Roll at graduation.

PART III: PROCEDURES FOR EVALUATION OF COURSE WORK AND CONDUCT DURING TESTS AND EXAMS

3.1 Instructor investigates

If an instructor has reason to believe that a student has committed an academic offence, the instructor will so inform the student within a reasonable time and invite the student to meet to discuss the matter. The instructor will make reasonable inquiries to investigate the circumstances of the matter.

3.2 Instructor finds no academic dishonesty

If after meeting with the student and reviewing the evidence the instructor is satisfied that no academic dishonesty occurred, no further action will be taken by the instructor unless new evidence comes to his/her attention.

3.3 Instructor finds academic dishonesty, reports to Chair

If, after meeting with the student (or if the student fails to respond to the request for a meeting or does not attend a prearranged meeting) the instructor decides that academic dishonesty has occurred, the instructor will prepare a report to the Chair. The report will summarize the relevant facts and evidence, including the student's version of events if given. The report will additionally state whether the instructor considers the offence to be minor or major and the reasons therefore, as well as any extraordinary circumstances that are evident in the case. Copies of all supporting documentation will be attached to the report. The instructor will inform the student in writing that a report to the Chair has been prepared and that a copy has been made available for the student to pick up from the department office.

3.4 Opportunity for comment by student

Should the student wish to add to or clarify the information in the report, the student may send written comments to the Chair within seven days of the date of the report.

3.5 Chair finds no academic dishonesty

The Chair will carefully review the report and comments, if any. If the Chair is not satisfied that academic dishonesty occurred, the Chair will inform the student in writing of his/her decision and no further action will be taken unless new evidence is brought to the Chair's attention.

3.6 Chair finds academic dishonesty, consults Office of the Associate Dean

If the Chair is satisfied that academic dishonesty occurred, the Chair will inquire of the Office of the Associate Dean whether there is a record of any previous academic offence by the student.

3.7 First offence, Chair decides

If there is no record on file of any previous academic offence by the student the Chair will decide the matter. The Chair will determine whether the offence is minor or major and levy a penalty accordingly. If, based on extraordinary circumstances, the Chair decides to levy a penalty other than the usual penalty, the Associate Dean will be notified of the reasons for the decision on penalty. The Chair will send to the student an Academic Dishonesty Form to inform the student in writing of the decision and confirm that a record of the offence will be filed in the department office and the Office of the Associate Dean.

3.8 Limits of Chair's authority

The Chair does not have authority to levy a penalty exceeding a grade in the course of 0 with the transcript notation "0 – Academic Dishonesty."

3.9 Appeal of Chair's decision to the Associate Dean

The student may appeal a decision by the Chair by writing to the Associate Dean setting out the grounds for appeal within two weeks of receiving the Academic Dishonesty Form. The Associate Dean will normally respond to the appeal within two weeks of receiving the appeal.

3.10 Prior record or stronger penalty deemed appropriate by Chair, Associate Dean decides

If there is already a record of an academic offence(s) on file for a student the Chair will forward the material to the Associate Dean who will decide the matter. The Chair may also forward a case to the Associate Dean for decision on an alleged first major offence where the Chair deems that a penalty stronger than he/she can render is appropriate. In the latter case the Chair will set out the reasons for his/her conclusion that a stronger penalty is appropriate.

3.11 Note on Tests and Exams

Where an allegation of academic dishonesty arises during a test or examination, the responsible invigilator will collect the available evidence and, if he/she is not the course instructor, will notify the course instructor who will proceed as detailed above.

PART IV: PROCEDURES FOR APPLICATIONS TO THE UNIVERSITY OR ONE OF ITS PROGRAMS

4.1 Notice to Registrar

Where the alleged academic dishonesty involves falsifying, misrepresenting, or withholding records for entry into the University or one of its programs, the Registrar will be informed.

4.2 Student notified

The Registrar will notify the student in writing of the allegation and will invite the student to meet within a reasonable time. If the student does not respond to the request for a meeting or does not attend a prearranged meeting, the Registrar will proceed to make a decision on the basis of the evidence before him/her.

4.3 Registrar decides

If, after reviewing the evidence, the Registrar is satisfied that no academic dishonesty occurred, the Registrar will inform the student in writing of his/her decision and no further action will be taken by the Registrar unless new evidence is brought to the Registrar's attention.

If the Registrar is satisfied that academic dishonesty has occurred, the Registrar will decide the appropriate penalty and inform the student in writing of his/her decision. A written record of the incident, along with the documented evidence, will be kept on file at the Office of the Registrar and the Office of the Associate Dean if appropriate.

4.4 Appeal of Registrar's decision to Associate Dean

The student may appeal the decision of the Registrar by writing to the Associate Dean setting out the grounds for appeal within two weeks of notification of the Registrar's decision. The Associate Dean will normally respond to the appeal within two weeks of receiving the appeal.

PART V: OTHER

5.1 Final Appeal

The student may appeal a decision of the Associate Dean to the Special Appeals Committee of the University within four weeks of notification of the decision. The decision of the Special Appeals Committee is final within the University.

5.2 Assistance with appeals procedure

Students seeking support for an appeal may consult with their Senior Tutor. For guidance on the appeals procedures at the University see the "Petitions and Appeals" section of the calendar and the Special Appeals website.

5.3 Privacy protection

In accordance with privacy legislation, personal information gathered under this policy will only be shared among university personnel on a need to know basis.

5.4 Other allegations of academic dishonesty

Any other allegations of academic dishonesty may be made in writing to the Associate Dean. The Associate Dean will determine the appropriate procedure to be followed.

5.5 No permanent record of dropped allegations

If it is determined that allegations are not supported by sufficient evidence, no permanent record of the incident will be kept on file at the offices of the department, Registrar, or Associate Dean.

5.6 Withdrawal is not a stay of proceedings

A student's withdrawal from a course, program, or the University does not stay or prevent proceedings for academic dishonesty under this policy. Further, penalties for academic dishonesty determined under this policy will appear as appropriate on the student's record, including the student's transcript, despite any such withdrawal.

5.7 Removal of transcript notations

If a student has a notation of academic dishonesty on his or her transcript, an application can be made in writing to the Vice President (Academic) to have the notation removed from the transcript. Such applications may not be initiated before two years have passed. "0" grades and notations of suspension cannot be removed.

5.8 Report on Academic Offences

A summary of academic offences (setting out the nature of each offence and the penalty) will be prepared by the Associate Dean annually, published on an Academic Integrity website, and circulated to Senate each year for information.