

Policy Title:	<b>Academic Integrity and Honesty Policy</b>
Policy Number:	<b>1100</b>

## 1. Policy Statement

University of Niagara Falls Canada (UNF) is committed to integrity and honesty in all academic pursuits. Academic integrity is integral to learning and the basis for academic inquiry and instructional excellence. The reputation of the University is based on admitting and graduating individuals who demonstrate academic, personal, and professional ethics and integrity.

The University requires students to maintain high standards of academic integrity. Students are responsible for conducting themselves honestly and ethically in all aspects of their academic career and for becoming familiar with this policy and abiding by all aspects of it. Students are also responsible for acknowledging the work and ideas of others.

Academic misconduct and engaging in behaviours that are in breach of, or otherwise seek to abuse the University's academic integrity, are serious offences and are not tolerated. The University will investigate all allegations of academic misconduct.

Procedures to investigate allegations of academic misconduct are developed to protect the rights of all concerned.

Students discovered to have engaged in academic misconduct are subject to academic penalties.

This policy describes situations and behaviours that constitute academic misconduct as well as the principles and framework to receive, investigate, and respond to complaints of academic misconduct. The policy also establishes the framework for students to appeal decisions that impact their academic standing.

## 2. Scope

The policy applies to all member of the UNF community, in particular students who are currently enrolled or were enrolled in the term prior to the initiation of an academic misconduct complaint. It is the responsibility of students to take reasonable steps to prevent and to detect acts of academic dishonesty. It is a faculty's responsibility to confront a student when such an act is suspected and to notify the Student Services Department if academic dishonesty, in the opinion of the faculty, has occurred.

## 3. Academic Misconduct

Academic misconduct is any action that is not conducive to the principles of integrity, honesty, respect, fairness and responsibility and that is engaged in to obtain any type of academic advantage or credit. The following examples outline common types of academic misconduct; however, engaging in any form of academic dishonesty, whether listed below or not, will not be tolerated by the University.

### 3.1. Types of Academic Misconduct

**Cheating** – Cheating is an act of deception by which a student misrepresents that he or she has mastered information on an assignment, test, project, or other academic exercise. This can also include assisting another student in misrepresenting their mastery of the course information. Examples include but are not limited to: copying from another student's test paper or assignment; allowing another student to copy from a test paper or assignments; and using the course textbook, electronic devices, or other material such as a formula sheets not authorized for use during a test.

**Academic dishonesty** – Academic Dishonesty includes tampering with grades, taking part in obtaining or distributing any part of a test; stealing, buying, selling or distributing all or part of a test, answer key, or other document; or impersonating another student, or permitting someone to impersonate you, in any assessment.

**Fabrication** – Fabrication is the intentional use of invented information or the falsification of research or other findings. Examples include inventing data or a source of information; listing sources not used in a bibliography; and submitting another's works as one's own.

**Plagiarism** – Plagiarism is the use of ideas, words, images, phrases, or digital content belonging to or produced by another and claiming it is one's own instead of using proper referencing procedures. When a student submits a work for credit and places his/her name on it, the student is certifying that the work is their own original submission unless otherwise acknowledged and attributed.

**Re-Use of Work** – Submitting one's own work for credit in more than one course without the permission of the faculty, or re-submitting work, in whole or in part for which credit has already been granted is not permitted under this policy.

## 4. Penalties

Penalties for academic misconduct include, but are not limited to:

At the course level:

- Written reprimand for retention in the student file (no transcript entry);
- Repetition of the assignment or completion of a different, but similar, assignment (no transcript entry);
- Failing grade for the assignment (no transcript entry);
- Failing grade for the course (recorded on transcript).

At the program level:

- Disciplinary probation for a defined period with written documentation retained in the student's file (transcript notation for period of probation).

At the University level:

- Suspension (permanent transcript entry);
- Expulsion (permanent transcript entry);
- Rescission of degrees granted (permanent transcript entry).

# POLICY

Each academic incident at UNF will trigger the following:

- First Incident: Failure of the assignment or test;
- Second Incident: Failure of the course;
- Third Incident: Expulsion from the University. The student will be permitted to reapply to the university after one year;
- Fourth Incident: Permanent expulsion from UNF.

The Program Chair, in consultation with the VP Academic may choose to override or reduce the penalty for an academic incident if in their judgement there is sufficient reason to do so.

Appeal of Academic Penalty:

All decisions and impositions of penalties will adhere to the principles of procedural fairness and natural justice. A student who has had a sanction imposed as a result of alleged academic misconduct has the right to appeal the penalty imposed.

Findings of fact are not subject to appeal.

Appeals must follow the designated processes and a written basis for appeal must be provided.

## 5. Definitions

These definitions apply to terms as they are used in this policy.

Word/Term	Definition
Appeal	An official and written request by the appellant for a formal review of decisions and/or sanctions imposed by the University.
Review	An informal yet studied and careful examination of the facts pertaining to the situation.
Sanction	A formal penalty or restriction imposed on the student as a result of inappropriate behaviours, the severity of which vary according to the specifics of the offence.
Work	Includes written material; laboratory, computer, or mathematical exercises; musical or art works; oral reports; group reports and presentations; audio-visual or taped presentations; material in any other medium submitted to an instructor for grading purposes.

## 6. Related policies

Turnitin.

## 7. Responsibility

Students are responsible for:

- ensuring they understand what constitutes academic misconduct, and for consulting faculty

## POLICY



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- or the University Librarian for advice and clarification.;
- familiarizing themselves with UNF policies and expectations regarding academic conduct and integrity.

Faculty members are responsible for:

- identifying and reporting academic misconduct to the Dean or Program Chair;
- conducting reviews for all failing grades assigned.

The Program Chair is responsible for:

- conducting investigations and providing written decisions to both the student and to the Registrar's Office for the record;
- providing complete and factual documentation on the investigation, including a considered decision with penalties specified (if any).

The Appeals Committee is responsible for:

- considering the cases of students who have filed a formal appeal of academic misconduct decisions;
- providing clearly articulated reasons for their decision to uphold, modify or rescind sanctions and advising the Registrar of the outcome;
- rendering objective decisions about the appeal, including specific sanctions, if any, and in advising the appellant of the outcome via the Registrar.

The Registrar is responsible for:

- reviewing appeal submissions to ensure they are complete, not frivolous or vexatious;
- requesting the Chair of Academic Council to constitute an Appeals Committee;
- communicating the Appeals Committee decision to the student;
- advising the Chair of Academic Council of the appeal results;
- retaining all records related to appeals and destroying materials returned by the Committee;
- keeping any correspondence as part of the student's permanent record;
- providing Academic Council with an annual report on all Academic Appeals.