



Academic Integrity

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Executive Sponsor:	Vice President, Academic
Approval Authority:	University Senate
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PURPOSE

This Academic Integrity Policy and Procedures document is concerned with the responsibilities of all individuals who are involved with the integrity of the teaching and learning relationship. Therefore, honesty and fairness must inform this relationship whose basis remains one of mutual respect.

As a higher educational institution, and in consideration of the ethical principles which characterize the development, analysis, synthesis, evaluation, and dissemination of knowledge within the University and beyond, our motto is most fitting: *Quaecumque Sunt Vera* "Whatsoever things are true", letter of Paul to the Philippians (chapter 4 verses 4-9). Let us, as an institution, move within our day and forward with this in mind.

The Fundamental Values of Academic Integrity (2021), produced by the International Centre for Academic Integrity, articulate fundamental values of academic integrity in ways that are both positive and pragmatic; these include honesty, trust, fairness, respect, responsibility, and courage (ICAI, 2021). Using a Two-eyed approach (Bartlett, Marshall, & Marshall, 2012) the Seven Grandfather Teachings shared by the Mi'kmaw include love, courage, respect, honesty, humility, truth, and wisdom (Bouchard, 2016; Seven Grandfathers in Academic Integrity, 2020). Both philosophical views and values are included within this policy and procedures document as they align with the community culture and values of St. Francis Xavier University.

SCOPE

This policy applies to all members of the St. Francis Xavier academic staff, and students.

Academic Integrity Policies and Procedures

POLICY

All St. Francis Xavier University members are expected to be familiar with, and to conduct themselves in accordance with, the **Code of Academic Conduct** as noted in Appendix 1 and uphold academic integrity through the reporting mechanism and address incidents of academic integrity misconduct as appropriate and as noted in Appendix 2 (Offences against Academic Integrity).

All students enrolled in a St Francis Xavier University course or program of study must uphold academic integrity in all academic activities and are subject to consequences noted herein should they commit an offence of academic integrity, whether intentional or unintentional.

A graduate of the University may be charged with any of the offences herein if committed while they were a student, when, in the opinion of the Academic Vice President and Provost, the offence, if detected, would have resulted in a sanction that would have impacted granting the graduate's degree.

PROCEDURE

St. Francis Xavier University is committed to the following procedures when an offense or offenses against academic integrity have been identified.

Upon discovering a possible infraction of academic integrity:

	Action	Responsibility
1.1	Initiating a concern of Academic Integrity	
1.1.1	Review Appendix 2 to identify which offence may have been committed (Plagiarism, Cheating, Fabrication, or Tampering and which sections of the definitions are relevant).	Complainant: who may be a Professor/Instructor
1.1.2	Invite a colleague, preferably the department chair, program coordinator, or director to review the evidence with you to confirm the suspected academic integrity issue. If consensus has been met, advance the process as per Appendix 6.	Complainant
1.1.3	Consult the Office of Registrar by contacting registr@stfx.ca to determine if the student is already on the academic integrity registry. If the offence is a suspected case of Plagiarism, First Instance, see 1.2. All other cases, see 2.1.	Complainant
1.2	Plagiarism, First Instance	
1.2.1	The complainant addresses a first offence for plagiarism and <u>does not send</u> this to an Academic Integrity Officer (AIO).	Complainant

Academic Integrity Policies and Procedures

to the student so that the Coordinator of the Student Success Centre can follow-up with the student for Academic Integrity training. Should the student not complete Academic Integrity training as requested, the Chair of Senate Committee on Academic Integrity will move the matter to the appropriate Dean's office with associated documentation. Note: the complainant and student should both have copies of the Academic Integrity Report of Plagiarism 1st offence as it deals with their case, this document is to be retained for one year.

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| 1.2.8 | The Registrar shall add the student's name to the Academic Integrity Registry. A copy of the Academic Integrity Report of Plagiarism 1st Offence will be placed in the students' file and the offence will be recorded in the Academic Integrity Registry until the student graduates or 5 years of post last recorded attendance, at which time the report shall be destroyed, and the student's name removed from the Registry. | Registrar |
| 1.2.9 | The Complainant shall retain, for a minimum of one year the supporting documentation which was attached to Appendix 4 that illustrates the plagiarism:
(a) the original title page of the submitted work, at a minimum the original page or pages on which plagiarism occurred,
(b) a copy of the material from which the work was plagiarized,
(c) the Academic Integrity Report of Plagiarism 1st Offence completed form, Appendix 4, and
(d) the Student Success Centre report indicating that the student has completed the required training. This will be provided once the student has completed the training. | Complainant |
| 1.2.10 | Should a student disagree with the charge of plagiarism first offence, they may appeal this to the Chair of Senate Committee on Academic Integrity as per instructions in 1.3. | Student |
| 1.3 | Appeal to the Senate Committee on Academic Integrity for Plagiarism, 1st Offence | |
| 1.3.1 | If needed, the student can contact an Academic Integrity Advisor at the Student Success Centre to help understand the appeal process and in the editing of an appeal letter. | Student |
| 1.3.2 | The student will write a formal letter (email) to the Chair of the Senate Committee on Academic Integrity within 10 business days of the date of the decision, stating the reason(s) for an appeal with a copy sent to the complainant. | Student |

Academic Integrity Policies and Procedures

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| 1.3.4 | <p>The complainant shall prepare a statement of response to the appeal within 5 business days of the date of the appeal letter and send to the Chair of Senate Committee on Academic Integrity. The Chair of Senate Committee on Academic Integrity will advance the appeal <u>if there is new evidence which may change the original decision</u> or if there is <u>evidence of procedural errors</u>. This decision will be made within three business days of the receipt of the complainant's statement.</p> | Complainant |
| 1.3.5 | <p>If the appeal is to move forward, the Senate Committee on Academic Integrity shall normally meet within seven business days of receipt of both the student's letter and the complainant's statement and the Academic Integrity Report of Plagiarism 1st Offence Form.</p> | SCAI |
| 1.3.6 | <p>The Committee will interview the individual (student, complainant). The student or complainant has the right to be accompanied by another person as a support person.</p> <ul style="list-style-type: none">i) The Chair or delegate will arrange a meeting between the individual and a minimum of 2 SCAI Committee members.ii) The invitation will be via email and will be scheduled during regular business hours.iii) The meeting may be face-to-face or virtual depending on logistics and circumstances.iv) The individual has the right, when appearing before the Committee to be accompanied by another person.v) The individual has the right, when appearing before the Committee to call witnesses who may provide information that is directly relevant to the alleged offense and must notify the Committee of this prior to the interview (Name and overview of information to be presented).vi) Only members of the Committee may question the individual and any witnesses called by the student or complainant.vii) The meeting will not be audio or video recorded, however notes by the committee may be taken.viii) Time will be allocated at the end of the interview for the individual to ask questions concerning the process and next steps. | SCAI
Complainant
Student |

Academic Integrity Policies and Procedures

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| 1.3.7 | The Senate Committee on Academic Integrity shall use the principle of majority vote in arriving at decisions, and meetings are held in camera. | SCAI, Complainant, Student, Registrar |
| 1.3.8 | If the Senate Committee on Academic Integrity upholds the complainant’s consequences already imposed, the student, the complainant, and the Registrar will be informed of the decision via formal letter. | SCAI, Student, Complainant, Registrar |
| 1.3.9 | If the Senate Committee on Academic Integrity rescinds the decision, the case will be dismissed, and the allegation will be removed. All will be informed via formal letter of this decision. The complainant and the Registrar will destroy all materials related to the case and the Registrar will remove the student from the Academic Integrity Registry. Student Success Centre will retain any record of the student completing AI training and the Chair of Senate Committee on Academic Integrity will retain statical data for annual reporting purposes. | SCAI
Professor/Instructor
Registrar Student |
| 1.3.10 | Decisions of the Senate Committee on Academic Integrity cannot be appealed. | SCAI |

2.1 Cheating, Fabrication/Falsification, Tampering, and Plagiarism: Second and Subsequent Instances

See Appendix 2 for a description of these offences.

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| 2.1.1 | Any member of the university community that is aware of offences against academic integrity will bring their concerns to the course professor/instructor’s attention. | University community |
| 2.1.2 | A proctor/invigilator who witnesses an offence against academic integrity during an examination or test informs the course professor/instructor who will take over as the complainant. | Proctor/Invigilator
Professor/Instructor
Complainant |
| 2.1.3 | The Complainant will prepare an Academic Integrity Misconduct Report (Appendix 5) that includes a detailed statement of the allegation and include available supporting documentation, including the names of possible witnesses. All sections of the report need to be completed. If more than one student is involved, then a separate report for each student is required. | Complainant |
| 2.1.4 | Send the Academic Integrity Misconduct Report (Appendix 5) to the Academic Integrity Officer (AIO) email. AIO@STFX.ca Once the file has been sent forward to the Academic Integrity Officer, the complainant cannot withdraw the allegation. | Complainant |

Academic Integrity Policies and Procedures

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| 2.1.5 | The Academic Integrity Officer shall, normally, within seven business days, review the information provided by the complainant and decide whether there appears to be sufficient evidence to proceed to the next stage of the investigation. | AIO |
| 2.1.6 | <p>If the Academic Integrity Officer determines there is insufficient evidence supporting the allegation to warrant a formal hearing, they shall inform the complainant of that decision and the procedure will be as follows:</p> <ul style="list-style-type: none">i) The complainant may resubmit with a clearly marked amended file indicating the changes that have been made to the file and the added evidence to the file to support the claims made by the complainant. The complainant has five business days to resubmit these documents.ii) Any resubmitted files by the complainant will be reviewed by the same AIO from the original submission, the AIO Lead, and one other AIO. The review will follow the same procedure as 2.1.14 and 2.1.15 and be completed within seven business days of being received. Their decision on the allegation is final.iii) If it is found that the case is not to proceed to a formal hearing, then file shall be destroyed by all parties, and no consequences are to be imposed on the student. | AIO, AIO Lead |
| 2.1.7 | If the Academic Integrity Officer determines there is sufficient evidence supporting the allegation to warrant a formal hearing, the investigation will proceed. The Academic Integrity Officer 's decision cannot be appealed. | AIO |
| 2.1.8 | The case Academic Integrity Officer will prepare an incident letter as an overview of the case along with the Academic Misconduct Offence Report (Appendix 5) and any evidence (e.g., exam or assignment in question) to the Senate Committee on Academic Integrity case repository. | AIO |
| 2.1.9 | The Academic Integrity Officer will provide a copy of the incident overview letter, a copy of the Academic Misconduct Offence Report, and a copy of the Academic Integrity Policy and Procedures or student friendly version to the student against whom the allegation has been made. Evidence will be provided to the student by the Academic Integrity Officer in redacted format where necessary. | AIO, student |

Academic Integrity Policies and Procedures

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| 2.1.10 | The Academic Integrity Officer will inform the student that they may submit a written response to the allegation via email to the Chair of the Senate Committee on Academic Integrity within five (5) business days of the date of the notification email. The Academic Integrity Officer will direct the student to seek assistance with this process from the Academic Integrity Advisor by providing them with the contact information. | AIO, Student, Academic Integrity Advisor |
| 2.1.11 | The Senate Committee on Academic Integrity will access, review, and decide within seven business of the case file being complete if interviews of the student and/or complainant are required. | SCAI Committee Members, Complainant |
| 2.1.12 | The Chair or delegate will request and arrange an individual interview of the complainant and/ or the student (with the option of a representative) if determined at the weekly SCAI meeting that:
<ul style="list-style-type: none">i) The evidence presented by one or each of the parties is inconclusive or ambiguous and warrants an interview to provide further clarification, orii) The student has disputed the allegation.iii) Information obtained from paragraph (i) and (ii) will to be added to the case file to add clarity moving forward on a decision. | SCAI Committee Members |
| 2.1.13 | The Chair or delegate will arrange an individual interview with the student and/ or the complainant and a minimum of 2 SCAI Committee members.
<ul style="list-style-type: none">i) The invitation will be via email and will be scheduled during regular business hours with the following parameters noted.ii) The meeting may be face-to-face or virtual depending on logistics and circumstances.iii) The individual has the right, when appearing before the Committee to<ul style="list-style-type: none">(a) be accompanied by another person who may not speak on their behalf,(b) to call witnesses who may provide information that is directly relevant to the alleged offense, however, must inform the Committee of these individual(s) prior to the interview and the contents that is to be presented.iv) Only members of the Committee may question the individual (student/complainant) and any witnesses called by the student or complainant. | SCAI Committee Members, Student or Complainant |

Academic Integrity Policies and Procedures

Any physical evidence with value belonging to the student will be returned to the student once the appeal period has expired or an appeal decision has been made.

- iv) In cases where the Senate Committee on Academic Integrity ruling results in a student no longer being eligible to be enrolled in their current active course(s), the student may remain in the course(s) until after the appeal period has expired and then must be removed. SCAI, Student, Registrar
- v) In the case of suspension or dismissal, and after any appeal process, all in-progress courses will be dropped by the Registrar as of the date of the original decision. Registrar

3.1 Appeals to the Joint Committee on Studies

- 3.1.1 A student may appeal the decision of the Senate Committee on Academic Integrity on the allegation of academic misconduct to the Joint Committee on Studies. Academic integrity appeals must be decided upon first, then grade appeals in the same course may be heard. Student
- 3.1.2 If needed, the student can contact the Academic Integrity Advisor to provide guidance in their help preparation of an appeal letter. Student
- 3.1.3 The student must send a formal appeal letter via (email) to the Chair of the Joint Committee on Studies, (Academic Vice President and Provost,) within 10 business days of the date of the decision, stating the reasons for the appeal with a copy sent to the Chair of the Senate Committee on Academic Integrity. Student, Chair of Joint Committee on Studies, Chair of SCAI
- 3.1.4 The Chair of the Joint Committee on Studies will decide to advance the appeal if, in their opinion, there is sufficiently new evidence which may change the original decision or there is evidence of procedural errors. The Chair of Senate Committee on Academic Integrity and the student will be notified of this decision by the Chair of the Joint Committee on Studies via email. This decision will be made within 5 business days of receiving the formal appeal letter from the student. Chair of the Joint Committee on Studies, Student, Chair of SCAI
- 3.1.5 Should the Chair of the Joint Committee on Studies decide to proceed with the appeal, the student's standing is obtained from the Registrar and the case file from the Chair of Senate Committee on Academic Integrity is forwarded to the Chair of the Joint Committee on Studies. This documentation will be forwarded to the Chair of the Joint Committee on Studies, Chair of Senate Committee on Academic Integrity

Academic Integrity Policies and Procedures

Committee on Studies within 10 business days of receiving the formal appeal letter from the student.

3.1.6	The Joint Committee on Studies shall review the file and within 15 business days of receiving the formal appeal letter from the student: i) Inform the Chair of Senate Committee on Academic Integrity, the complainant, and the student when they are to appear to answer questions concerning the case. ii) The meeting may be face-to-face or virtual depending on logistics and circumstances. iii) The individual (Chair of Senate Committee on Academic Integrity, the complainant, the student) has the right, when appearing before the Committee to be accompanied by another person who may not speak on their behalf. iv) To call witnesses who may provide information that is directly relevant to the alleged offense, however, must inform the Committee of these individual(s) prior to the interview and the contents that is to be presented. v) Only members of the Committee may question the individual (Chair of SCAI, the student, and complainant) and any witnesses called by any of these individuals. vi) The meeting will not be audio or video recorded, however notes by the committee members may be taken.	Joint Committee on Studies
3.1.7	The Joint Committee on Studies shall use the principle of a majority vote in arriving at decisions. This meeting will be held in camera.	Joint Committee on Studies
3.1.8	The decision will be to uphold the penalties or to rescind and dismiss the case. Notification will be done as a formal letter sent via email to all parties within 2 business days after formal meetings on the case have closed and a decision obtained.	Joint Committee on Studies
3.1.9	The Chair of Senate Committee on Academic Integrity and the Registrar will take the necessary actions to comply with the Joint Committee on Studies decision.	Chair of Senate Committee on Academic Integrity, Registrar
3.1.10	Decisions of the Joint Committee on Studies cannot be appealed and are final.	Chair of Joint Committee on Studies
4.1	Principles for applying consequences for Academic Integrity Policy Violations	

Academic Integrity Policies and Procedures

- 4.1.1 As the number of academic integrity infractions increase for a student, the consequence of each of the subsequent infractions of academic integrity offence(s) shall be more severe than the previous. SCAI Committee Members

- 4.1.2 Offences and the consequences shall be recorded by the Registrar in the Academic Integrity Registry until the student graduates or at 5 years post last recorded attendance, at which time they will be removed. Registrar

- 4.1.3 A consequence of probation, suspension, or dismissal shall be recorded as a transcript note on the student’s electronic copy, student’s paper copy, and official academic transcript if specifically directed by the Senate Committee on Academic Integrity as per the directions issued in the student’s decision letter whereby the dates of the penalty are issued. Registrar

- 4.1.4 If a transcript note is required (4.1.3) then a policy statement will be pre-printed on the reverse side of the official transcript. The statement reads “ACADEMIC INTEGRITY: Offences pursuant to the StFX Academic Integrity Policy may result in reduced grades or, in some instances, suspension or dismissal. Notations will appear in the applicable academic session and may be permanent or removed on a specific date or upon graduation.” Registrar

- 4.1.5 The Senate Committee on Academic Integrity shall, in its ruling on probation, suspension, or dismissal, determine whether the transcript shall record the consequence permanently or for a shorter term (e.g., lifted upon graduation or removed two years after graduation) and will report this in the decision letter to all parties. However, the notation shall not, other than in exceptional circumstances, be lifted before graduation or if the student leaves the University before graduating and before five years has elapsed since the student last attended the University. SCAI Chair
Registrar

- 4.1.6 For the consequence of suspension or dismissal, from the time of decision to the conclusion of the appeal, there will be a hold placed on the student’s transcript. This hold can be lifted by the student writing to the Chair of SCAI and the Chair of Joint Committee on Studies (Academic Vice President and Provost) of their intent to not appeal the decision of SCAI. The transcript can then be released with the appropriate transcript note without hesitation. Registrar
SCAI Chair
Chair of Joint Committee on Studies

5.1 Senate Committee on Academic Integrity and Academic Integrity Officer Administration and Procedures

Academic Integrity Policies and Procedures

5.1.1	<p>At the beginning of each new calendar year, in preparation of the annual report to Senate, the Chair of Senate Committee on Academic Integrity will:</p> <ul style="list-style-type: none">i) Contact the Registrar to obtain the number of students who were placed on the Academic Integrity Registry for Plagiarism 1st offense so that this statistic can be included in the reporting to Senate.ii) Prepare an overview of the remaining case files SCAI has reviewed.iii) Prepare an overview of all professional development and other activities SCAI has been involved in to advance the work of academic integrity on and off campus.iv) Submit this report two weeks in advance of the February Senate meeting.	Chair of SCAI, Registrar
5.1.2	<p>The Chair of Senate Committee on Academic Integrity checks the case repository weekly for new cases and will liaise with the AIO Lead. The Chair will schedule weekly Senate Committee on Academic Integrity meetings to address cases and other issues.</p>	SCAI Chair
5.1.3	<p>At the weekly in camera meeting, have reviewed to be able to discuss the information contained in the case file(s) found on the Senate Committee on Academic Integrity case repository. The Chair or delegate takes minutes. Post meeting, the Chair writes decision letters based on the findings of the discussion and issues the letters to the appropriate individuals. These letter(s) will be sent within 3 business days of the decision meeting.</p>	SCAI Committee Members
5.1.4	<p>The Chair or delegate will organize interviews as required for various case files if the student pleads innocent or the case data is ambiguous, see previous sections for details.</p>	Chair SCAI, delegate
5.1.5	<p>The Chair or delegate will prepare all documentation necessary for appeal when a case moves forward to Joint Committee on Studies including statements in the event of being interviewed by the Committee and follow through on any change of decision made by this body.</p>	Chair SCAI, delegate
5.1.6	<p>The Chair or delegate will present Academic Integrity initiatives to new and returning faculty at the annual professional development seminar.</p>	Chair SCAI, delegate

Academic Integrity Policies and Procedures

5.1.7	The Chair or delegate will liaise with the AIO Lead to ensure that open communication is present between these two groups.	Chair SCAI, AIO Lead
5.1.8	The Academic Integrity Officer Lead will monitor the Academic Integrity Officer email for cases and distribute equitably among the Academic Integrity Officer group members including the Lead.	AIO Lead
5.1.9	The Academic Integrity Officer Lead will meet regularly with the Academic Integrity Officers to discuss cases and concerns following the same procedures of meeting as SCAI, bringing concerns forward to the Chair of SCAI.	AIO Lead, AIOs
5.1.10	The Academic Integrity Officer will prepare an incident letter as an overview of the case as submit, this with the Academic Misconduct Offence Report (Appendix 5), and any evidence (e.g., exam or assignment in question) to the Senate Committee on Academic Integrity case repository.	AIO
5.1.11	The Academic Integrity Officer Lead along with the Chair of Senate Committee on Academic Integrity will assist with any training required of new Academic Integrity Officers or members of Senate Committee on Academic Integrity.	Chair of SCAI, AIO Lead
5.1.12	The Chair of Senate Committee on Academic Integrity will keep a running record of the required edits needed for the policy and procedures document for the next review process.	Chair of SCAI

SUPPORTING DOCUMENTATION

Appendix 1	Academic Code of Conduct
Appendix 2	Offences against Academic Integrity (Academic Misconduct)
Appendix 3	Consequences of Academic Integrity Policy Violations
Appendix 4	Academic Integrity Report of Plagiarism 1 st Offence Form
Appendix 5	Academic Integrity Misconduct Report Form
Appendix 6	Schematic of Senate Committee on Academic Integrity Case Process
Appendix 7	Definitions

RELATED POLICIES

References

<https://apastyle.apa.org/style-grammar-guidelines/citations/plagiarism>

<https://www.unb.ca/academics/calendar/undergraduate/current/index.html>

https://uwaterloo.ca/human-rights-equity-inclusion/sites/ca.human-rights-equity-inclusion/files/uploads/files/slc8581_7-grandfathers-in-academic-integrity-aoda.pdf

https://www.academicintegrity.org/wp-content/uploads/2021/02/20019_ICAI-Fundamental-Values_R11.pdf

Bartlett, C., Marshall, M., & Marshall, A. (2012). Two-eyed seeing and other lessons learned within a co-learning journey of bringing together Indigenous and mainstream knowledges and ways of knowing. *Journal of Environmental Studies and Sciences*, 2(4), 331-340.

Bouchard, D. (2016). *Seven Sacred Teachings*. Crow Cottage Publishing.

APPENDIX 1

THE ACADEMIC CODE OF CONDUCT

The Academic Code of Conduct sets out for the university community the expectations for an academic community of integrity. The code is the measure for addressing a charge of academic misconduct against a student within an academic community that seeks to support student learning at St. Francis Xavier University. The premise of this code is set in the various laws and codes that regulate the university's day-to-day activities. These include but are not limited to the Canadian Copyright Act, Canadian Privacy Act, and the Canadian Intellectual Property Rights.

An academic community flourishes when its members are committed to six fundamental values and ideals: honesty, trust, fairness, respect, responsibility, and courage (ICAI, 2021). Specifically, the following have been adopted from the International Centre for Academic Integrity Fundamental Values document (2021). The Academic Code of Conduct espouses the following values:

1. Advances the quest for truth and knowledge by acknowledging intellectual and personal **honesty** in learning, teaching, research, and service.
2. Fosters a climate of mutual **trust**, encourages the free exchange of ideas, and enables all to reach their highest potential.
3. Establishes clear academic standards, practices, and procedures and expects **fairness** in interactions amongst students, faculty, staff, and administrators.
4. Recognizes the participatory nature of the learning process and honours and **respects** a wide range of opinions and ideas.
5. Upholds personal **responsibility** and accountability and depends upon action in the face of wrongdoing; and,
6. Stands up for these fundamental values in the face of pressure and adversity with determination, commitment, and **courage**.

In the spirit of Reconciliation, using the concept of Two-eyed seeing (Bartlett, Marshall, & Marshall, 2012), we can connect the above, allowing us to see with an Indigenous perspective via the Seven Grandfather teachings given to us by the Anishinaabe and Mi'kmaq people (Bouchard, 2016; Seven Grandfathers in Academic Integrity, 2020), these are as follows:

1. Love with love in our hearts. We love to have the ability to soar to great heights,
2. Courage, always seek the courage to make changes within, do what is right,
3. Respect, all of creation is to be treated with respect. This includes respect for yourself and others.
4. Honesty in facing a situation is to be brave. Always be honest in your word and action.
5. Humility brings inner power and strength. You are equal to others, but you are not better.
6. Truth, slow down the pace of your life; faster is not always the best way to reach your goals. Speak the truth. Do not deceive yourself.
7. Wisdom reminds us to act on our dreams and make them a reality. Wisdom is given by the creator to be used for the good of the people.

OFFENCES AGAINST ACADEMIC INTEGRITY (ACADEMIC MISCONDUCT)

Offences against academic integrity include but are not limited to **plagiarism, cheating, fabrication** (includes falsification), and **tampering**. The following misconducts, intentional or otherwise, describes the above offence that constitute academic dishonesty and are therefore subject to consequences disciplinary action. The following descriptions/ examples is not an exhaustive list.

1. Plagiarism

Academic work often involves research on or reference to and critically examining and evaluating the ideas, data, and commentary of other scholars' work. Academic integrity requires that any use of another person's work or previous work by the student be properly acknowledged and cited using the reference system appropriate to that discipline (e.g., MLA, APA, Chicago).

Plagiarism is the misrepresentation of another's work—whether ideas or words, intellectual or creative works, images, or data— published or unpublished, as one's own.

The most common forms of plagiarism are usually associated with students' writings, such as papers and essays; however, plagiarism may occur in studio, seminar, laboratory, and classroom work and include audio and or video format. It is the course professor/instructor's duty to clarify plagiarism for students and provide students with acceptable format guidelines for references and citations within their course syllabus and make them available on their electronic course pages, e.g., Moodle.

Plagiarism includes but is not limited to when a student knowingly or unknowingly commits the following offences and therefore will be held to:

- 1.1 Represents as one's own idea or expression of an idea or work of another in connection with any source regardless of format by quoting verbatim, paraphrasing, re-arranging the text or summarizing text, even small portions of text, without proper acknowledgement. Proper acknowledgement is through using the citation style (e.g., APA, MLA) as per the academic discipline and or as described in the course syllabus.
- 1.2 Plagiarism also includes copying from the Internet, from materials obtained from a library, or any other database, including online applications, all, or part of a print resource (e.g., a paper, a journal article, a book or e-resource, an audio recording, a video, a studio work, a data set, a program/code, excluding bibliography makers), and presents it as one's own work.
- 1.3 Self-plagiarism is when work previously submitted by the student is used in another assignment. Self-plagiarism without proper acknowledgement of the previous submission and permission of the previous instructor is a violation of academic integrity.

Further detailed descriptions on plagiarism and self-plagiarism can be found at:

<https://apastyle.apa.org/style-grammar-guidelines/citations/plagiarism>

<https://www.mystfx.ca/library/campus-copyright>

2. Cheating

Cheating is when a student or students seek credit or other advantages for themselves or disadvantage others through fraud, misrepresentation of work, dishonest or disruptive behaviour.

Students are required to follow the expectations and acceptable use guidelines set by the professor(s)/instructor(s) in the course syllabus and/or separate instructions communicated to students before the completion of graded assessment, such as course assignments, midterms, and/or examinations.

Cheating includes, but is not limited to when a student:

- 2.1 Submits, in any part, another's work as one's own.
- 2.2 Shares graded and/or ungraded work (e.g., assignments, essays, tests), when not permitted to do so, or when not explicitly told that collaboration is allowed.
- 2.3 Buys, borrows, or leases any graded assignments, including laboratory work, codes, and data, to submit the work as their own.
- 2.4 Submits, without the professor(s)/instructor(s) prior expressed written consent, any work for which credit has been, or is being sought in another course, including any work that has been submitted at another educational institution. Depending on the case this may also be self-plagiarism.
- 2.5 Collaborates (i.e., works together) on graded work (e.g., an assignment, test, midterm, online assessment) for which the professor(s)/instructor(s) did not explicitly indicate that students could collaborate.
- 2.6 Possesses and/or uses unauthorized aids or obtains unauthorized assistance, including but not limited to copying, using a translation service, online aids, bot, any unauthorized computer hardware, software, including computer programs, Apps, widgets, or other electronic retrieval systems or face-to-face assistance for any graded assessments (e.g., quizzes, assignments, tests, and examinations).
- 2.7 Helps another student engage in academic dishonesty including but not limited to providing answers to graded or ungraded assessment, a test or examination; providing an essay, laboratory report, or assignment that is copied and submitted by another student as their work.
- 2.8 Obtains or views a copy of the graded or ungraded assessment (e.g., the midterm, test, or final examination) before it is administered and uses this knowledge to yield an unfair advantage.

3. Fabrication and Falsification

Fabrication involves the act of creating a falsehood to obtain credit or advanced standing or seek to disadvantage others through dishonest or disruptive behaviour.

Falsification includes but is not limited to the untruthful representation, reporting, and submission of any personal, academic, or other graded assessment and evaluation to obtain credit or advanced standing or seek to disadvantage others through dishonest or disruptive behaviour.

The following are infractions of fabrication and/or falsification and will be treated as academic misconduct violations:

Academic Integrity Policies and Procedures

In writing/assignments/examinations when the student:

- 3.1 Fabricates the connection between the sources cited and the content within the student's work.
- 3.2 Fabricates references or sources.
- 3.3 Falsifies any research results, whether in laboratory experiments, field trip exercises, or other assignments whereby the data has been fabricated and/or falsified.

In an online/in person class when the student:

- 3.4 Impersonates another student in a test, examination, assignment, attendance record, or in connection with any other academic work.
- 3.5 Knowingly permits another to impersonate oneself.
- 3.6 Forges, alters, or falsifies transcripts or other academic records in print or electronic form for any purpose.
- 3.7 Submits false credentials to the University or any other institution.
- 3.8 Makes false representation on an application for admission.
- 3.9 Makes false representation on an application for ethical approval for a research project involving human or animal subjects; or,
- 3.10 Requests the extension of a deadline citing reasons known to be false, including submitting false documentation supporting that request.

4. Tampering

Tampering: When a student knowingly makes or creates unauthorized alterations to obtain credit or advanced standing or seek to disadvantage others through dishonest or disruptive behaviour.

Tampering includes but is not limited to, when a student knowingly:

- 4.1 Gains unauthorized access to, use of, or alteration of computer data sets, including course, student, faculty, alumni, public, and/or corporate records.
- 4.2 Gains unfair advantage by using software and/or computer tools.
- 4.3 Damages or destroys course materials, library materials, or laboratory resources.
- 4.4 Willfully or negligently damages the academic work of another member of the University.
- 4.5 Alters a graded assessment (e.g., assignment, midterm, test, or examination) after it has been graded and returned by the professor/instructor with the intent to improve a grade or grade appeal.

Tampering may be reported under the process for Student Code of Conduct violations where applicable.

Note:

Any other form of misrepresentation or fraudulent academic behaviour, or other improper academic conduct comparable to what is above but has not been mentioned herein could be deemed by an Academic Integrity Officer or Senate Committee on Academic Integrity to be an act of academic misconduct and an offence against academic integrity and is subject to discipline under this policy.

CONSEQUENCES OF ACADEMIC INTEGRITY POLICY VIOLATIONS

The consequences for academic dishonesty shall be determined in each case by Senate Committee on Academic Integrity. For cases of plagiarism, 1st offence, the course professor/instructor is responsible for administering the consequence and the educational component as per the guidelines of this policy. Consequences may include, but are not limited to one or more of the following:

1. Written reprimand by the course professor/instructor or chair of department and retained on file.
2. Name placed on the Academic Integrity Registry with a description of the offence.
3. Required to attend Student Success Centre's Academic Integrity Moodle workshop and obtain assistance for offence(s).
4. Re-submission of the academic work in question for evaluation or evaluation at a reduced grade (such a consequence shall be imposed only for minor offences and where the student has committed no previous offence).
5. Assignment of a grade of zero for the graded work in question.
6. Reduction of the final grade in the course for which the offence was committed.
7. A monetary fine to cover expenses to replace damaged property or misused supplies in respect of the academic integrity misconduct committed.
8. Assignment or Examination grade of zero or INC for the course in question until outstanding work is completed (in exceptional circumstances).
9. Assignment or Examination grade of zero for the course in question.
10. Academic probation for a specified period.
11. Suspension from attendance in a course, program, or the University for a stated period and this is to be recorded on the student's transcript; or,
12. Permanent dismissal from the University with a specified start date for the dismissal and this is to be recorded on the student's transcript.

APPENDIX 4

ACADEMIC INTEGRITY REPORT OF PLAGIARISM 1ST OFFENCE FORM

Name of complainant submitting this report _____

Name of the student _____ Student ID: _____

Student email: _____

Date _____

Department of complainant _____

Course _____

Faculty and Dean _____

Name of Chair or colleague confirming the occurrence of Plagiarism: _____

Is the student's name on the Academic Integrity Registry? **Yes** **No**

If yes, do not use this form. **The student has already committed an academic integrity infraction, proceed to section 2.1** in the Academic Integrity policy and record the infraction on the *Academic Integrity Offence Report*. **You require the other form.**

If no, continue using this form.

Description of the event (use another page if more space is needed) or attach a file describing the event:

Consequence imposed (check all that apply):

- The student is required to rewrite and re-submit the assignment.
 - Date for resubmission _____
- The grade assigned for the original submitted work is reduced by _____.
- A grade of zero is assigned for the original submitted work.
- Get assistance from the Student Success Centre instructor for the completion of a revised assignment.
- The student is required to seek assistance from an instructor with the Student Success Centre (SSC), to ensure an understanding of the rules of academic integrity and complete the Academic Integrity Moodle course.

Academic Integrity Policies and Procedures

- Date to complete Student Success Centre module by _____
- A meeting was held with the student to discuss the findings of this report.
- The student was directed to make an appointment with the Academic Integrity Advisor at the Student Success Centre if they the student had further questions about next steps.
- Other (please specify and attach file(s))

To conclude this form, distribute to the following individuals and departments:

- Copy of this report sent to the registrar. _____ (date)
- Copy of this report sent to the student. _____ (date)
- Copy of this report saved to complainant's files.
- Copy of this report sent to Student Success Centre
- Copy of this report sent to Chair of Senate Committee on Academic Integrity
- Attached a copy of the plagiarism issue within the student's work and identified the original source material(s).

If you have questions, please contact the Academic Integrity Officer at AIO@stfx.ca

APPENDIX 5

ACADEMIC INTEGRITY MISCONDUCT REPORT FORM

This form is used to record an incident of academic dishonesty involving **cheating, fabrication/falsification, tampering, or a repeat instance of plagiarism.**

Note: If other students are involved, a separate complaint and report must be filed for each student.

Name of complainant submitting this report _____

Name of student: _____ Student ID: _____

Student email: _____

Date _____

Department of complainant _____

Course _____

Faculty/Dean _____

Name of Chair/colleague confirming the occurrence if applicable _____

Is the student's name on the Academic Integrity Registry? **Yes** **No**

If yes, what is the offence noted on the registry? _____

Have you contacted the Academic Integrity Officer for a preliminary review and who has been assigned to you? (note this is optional) _____

Given the event, it should be categorized as (one or more of):

- Cheating
- Fabrication/Falsification
- Tampering
- Plagiarism

Description of the event (attach another page if more space is needed) or attach a file(s) describing the event: _____

Initiatives or consequences recommended (in my professional opinion as the student's professor

Academic Integrity Policies and Procedures

and in reviewing the Academic Integrity policy).

- Copy of this report sent to the Academic Integrity Officer. _____ (date)
- **All evidence** supporting this complaint must be attached to this form and sent to the Academic Integrity Officer.
- Once this has been submitted for the Academic Integrity Officer to review, the case cannot be withdrawn.
- You will be notified within **7 business days** of the status of this case.
- If necessary, you should enter the “**grade to date**” until this case is resolved with the understanding that depending on the outcome, you may need to submit a **grade change form** and revise this student’s grade based on the outcome of the findings.
- If you have questions, you can ask the Academic Integrity Officer about the case.
- If the student has questions, you can direct them to the Academic Integrity Advisor.

SCHEMATIC OF SENATE COMMITTEE ON ACADEMIC INTEGRITY CASE PROCESS

Explanation:

Step 1: The case begins at the yellow dot and proceeds through the series of boxes. Black dots indicate the case has completed the process or been dismissed (perhaps due to lack of evidence, etc.).

Step 2: The tan boxes are those which the professor/instructor are responsible for, and supports are provided in this document to assist in each of these tasks.

Step 3: The case may proceed to the green boxes. This is where the Academic Integrity Officers (AIO) assess the case. Please note, the diamonds are points of questions or choices that are possible.

Step 4: The Academic Integrity Officer then moves the case to Senate Committee on Academic Integrity and the committee reviews the file, the student response letter, the committee may communicate with the various parties and comes to a decision, communicating that decision to all parties including the Registrar.

Step 5: The student and/or the complainant may appeal Senate Committee on Academic Integrity 's decision to the Joint Committee on Studies. Their decision is final.

Appendix 7: DEFINITIONS

Academic integrity: A commitment to the values and ideals of honesty, trust, fairness, respect, responsibility, and courage that give rise to accepted principles of behaviour within an academic community. (The International Centre for Academic Integrity, 2021; Bouchard, 2016)

Academic Integrity Advisor (AIA): The manager of the Student Success Centre will act in this role and assist students with their understanding of the process. When necessary, they will direct the student to obtain other supports in the preparation of the required documentation concerning academic integrity issues. The AIA should liaise between Senate Committee on Academic Integrity (SCAI), Academic Integrity Officer (AIO), and Student Success Centre (SSC) team members namely the Learning Centre Instructors.

Academic Integrity Officer (AIO): is a member of the University Faculty, appointed by the Academic Vice President and Provost to serve a three-year, renewable term.

Academic Integrity Registry: (Formerly known as the Registry of Academic Discipline, 2015) This is an up-to-date listing of all students who are in violation of the academic integrity policy and who are currently enrolled at St. Francis Xavier University as a student. It consists of the student's name, student number, the offence(s) and date of the offence(s). It is managed by the Office of the Registrar.

AIO Lead: is responsible to monitor the Academic Integrity Officer email where complaints are submitted and distribute the cases fairly among the Academic Integrity Officers. The Academic Integrity Officer lead is chosen by the group of Academic Integrity Officers.

Academic misconduct or Offence against Academic Integrity: Any act, practice, or behaviour that gives a student an unearned academic advantage over another or that counteracts or undermines the integrity of academic or scholarly endeavour at St. Francis Xavier University.

Academic penalties: These include Academic dismissal, suspension, and probation. These penalties are outlined in the academic calendar and may be imposed by the Senate Committee on Academic Integrity depending on the severity of the offence and if it is a repeated offence.

Cheating is when a student or students seek credit or other advantages for themselves or disadvantage others through fraud, misrepresentation of work, or dishonest or disruptive behaviour. See appendix 2 for further details.

Complainant: The course professor(s)/instructor(s) who is/are responsible for the overall management of a course/instructional time.

Dismissal for academic integrity infraction: Denial of any further registration at the University in any program and this sanction is permanently recorded on the academic record and transcript.

Fabrication: The act of deceitful intention of the creation of a falsehood to obtain credit or advanced standing or seek to disadvantage others through dishonest or disruptive behaviour.

Falsification: Includes but is not limited to the untruthful representation, reporting, and submission of any personal, academic, or other graded assignments and evaluations and or other academic documents

Academic Integrity Policies and Procedures

to obtain credit or advanced standing or seek to disadvantage others through dishonest or disruptive behaviour.

Offences against Academic Integrity (Academic Misconduct): Include but are not limited to **plagiarism, cheating, fabrication** (includes falsification), and **tampering**. These offences constitute academic dishonesty and are therefore subject to consequences of both disciplinary and educational action.

Plagiarism: The intentional or unintentional misrepresentation of another's work—whether ideas or words, intellectual or creative works, images, or data— published or unpublished, as one's own. For example, quoting verbatim, paraphrasing, re-arranging the text or summarizing text, even small portions of text, without proper acknowledgement the most common forms of plagiarism are usually associated with students' writings, such as papers and essays; however, plagiarism may occur in studio, seminar, laboratory, and classroom work and include audio and or video format.

Probation for academic integrity infraction: A specified period of one year (12 months) or until graduation where the Registrar retains a record of first and subsequent offences in the Academic Integrity Registry.

Self-plagiarism: When work previously submitted by the student is used in another assignment. Self-plagiarism without proper acknowledgement of the previous submission and permission of the previous instructor is a violation of academic integrity.

Senate Committee Academic Integrity (SCAI): Members of the University Faculty, elected by the University Senate, serving rotating and possibly renewable three-year terms. This committee is charged to review all cases of questionable and alleged violations of academic integrity behaviour as per the policy, to issue appropriate penalties when offences against integrity have been found, to make an annual report to Senate, to provide faculty/instructors Professional Development on the Senate Committee on Academic Integrity's role at the university, and to revise policy and procedures as discussed within this document. Further, SCAI will collaborate with other universities on behalf of StFX on matters of AI to further our own standing of AI policy and procedures and update accordingly.

SCAI Case Repository: All case files are held in a secured repository whereby only committee members can access and review the data. Academic Integrity Officers would have access to upload data.

Suspension for academic dishonesty: Denial of attendance in a course, program, or the University for a specified period, not to exceed five years, and this sanction is permanently recorded on the academic record.

Tampering: Includes but is not limited to when a student knowingly makes or creates unauthorized alterations to obtain credit or advanced standing or seeks to disadvantage others through dishonest or disruptive behaviour.

Unauthorized aid: Any materials or electronic devices that are not permitted to have on their person or be connected to for use by the instructor for graded/evaluative work (e.g., during an assignment, a midterm, or examination). Unauthorized materials or electronic devices may include but are not limited to paper or electronic textbooks, class notes, and other notes of any kind or format including electronic notes, PowerPoints, audio files from lecture/laboratory, video from lecture/laboratory, or online applications and tools which have not been specified as "approved" by the professor/instructor. Unauthorized electronic devices may include, but are not limited to cellular phones, laptop computers,

Academic Integrity Policies and Procedures

tablets, smart devices (e.g., Apple watch, Fitbit, or any other digital device which is worn in a “traditional watch” style), data storage devices (e.g., USB keys), programmable calculators, electronic dictionaries, and new and emerging technologies that may not yet be available in 2021.

Unauthorized assistance: Obtaining assistance, helping, or collaborating on work with another person, or the use of a bot in circumstances such that the student is not permitted and/or expressly forbidden by the professor/instructor during a graded/evaluative work.

University Community: Comprised of administrative members, full and part-time faculty, educators, instructors, staff, and full and part-time students.