

ACADEMIC INTEGRITY FOR STUDENTS AT LAURENTIAN UNIVERSITY

OVERVIEW

Laurentian University encourages the creation and pursuit of knowledge through a broad range of academic programs, scholarly activities, research, publications, and learning environment. Students, faculty, and staff are called to uphold the highest standards in all their scholarly work. As such, academic integrity is a fundamental principle of the University based on the following core values: honesty, trust, fairness, respect, accountability, transparency and responsibility.

This document outlines clear statements of appropriate academic conduct for students. It also provides examples of unaccepted/prohibited academic behaviors and the processes used by the university to ensure fair treatment and consistent application of the principles in this document.

Please note that the terms used in this document are defined for the reader in Appendix A.

SECTION 1: PRINCIPLES

A. WHAT IS ACADEMIC INTEGRITY? WHY IS IT IMPORTANT?

Academic integrity is fundamental to the mission of Laurentian University. It applies to teaching, learning, researching, report writing, and other forms of scholarship.

In simplest terms, for students, academic integrity refers to completing and presenting original work. A student with academic integrity earns a degree honestly through personal effort. His or her degree is a genuine accomplishment reflecting years of hard work and learning.

B. HOW DOES ACADEMIC INTEGRITY APPLY TO CURRENT AND FORMER LAURENTIAN UNIVERSITY STUDENTS?

Academic integrity is expected of all active undergraduate and graduate students, studying on and off campus, full time or part time in degree and non-degree programs. The requirement also applies to students who have withdrawn or graduated from the university if they have failed to uphold the standards of academic integrity during their studies or as a means of gaining admission to the university. Students who have graduated may be subject to review and possible academic penalty if their actions facilitated acts of academic misconduct among currently registered students.

C. WHAT DOES LAURENTIAN UNIVERSITY EXPECT OF STUDENTS IN TERMS OF ACADEMIC INTEGRITY?

Students are responsible for demonstrating behavior that is honest and ethical in their academic work. Such behavior includes:

- Respecting and following university academic regulations, policies, and provincial and federal legislation (copyright laws).
- Following expectations and course requirements outlined by professors for referencing sources of information as well as for group work and individual work
- Asking for clarification of expectations as necessary. Students who are in any doubt as to whether an action on their part may be viewed as an academic violation should speak with their instructors, teaching assistants, and/or advisors
- Completing and submitting personally original work for evaluation
- Collaborating appropriately and participating actively in group work situations
- Acknowledging the contributions of others
- Ensuring that one's academic work is not used inappropriately by others (e.g., not lending print documents or electronic files of academic work to others, including assignments and research data)
- Confidentiality of material and questions covered in course testing formats.
- Acting ethically and with integrity while conducting research and in the reporting of research results, as required by Laurentian University's Research Ethics Board
- Actively participating in the learning process.

Laurentian University students are responsible for familiarizing themselves with this document and all other resources pertaining to academic integrity. Students have the further responsibility to identify and report all incidents of behavior in violation of academic integrity, and to assist in investigations of alleged incidents of academic dishonesty.

SECTION 2: BREACHING ACADEMIC INTEGRITY

A. WHAT WOULD BE CONSIDERED A BREACH OF ACADEMIC INTEGRITY?

The following list of offences is not exhaustive, nor are the definitions provided for each offence confined to the examples cited.

1. **Plagiarism:** Presenting, *whether intentionally or not*, the ideas, expression of ideas, or work of others (whether attributed or anonymous) as one's own in any submitted work whether for grading and non-grading purposes. Plagiarism includes reproducing or paraphrasing portions of someone else's published or unpublished material, regardless of the source, and presenting this material as one's own without proper citation or reference to the original source. Examples of sources from which ideas, expressions of ideas, or the work of others may be drawn from include, but are not limited to the following: books, articles, papers, material on the internet, literary compositions and phrases, performance compositions, chemical compounds, artworks, laboratory reports, research results, calculations and the results of calculations, diagrams, constructions, computer reports, and computer code/software.

Examples of plagiarism include, but are not limited to:

- a. Using ideas, verbatim quotations, paraphrased material, algorithms, formulae, scientific or mathematical concepts without appropriate acknowledgment in an academic assignment
 - b. Using another's data or research findings without appropriate acknowledgement
 - c. Submitting a computer program developed in whole or in part by someone else, with or without modifications, as one's own
 - d. Failing to acknowledge sources through the use of proper citations when using another's work and/or failing to use quotation marks and/or other citation conventions
 - e. Submitting a take-home examination, essay, laboratory report, or other assignment written or created through the use of multimedia, in whole or in part, by someone else.
2. **Cheating:** The attempt to gain an improper advantage in an academic evaluation. Forms of cheating include, but are not limited to:
- a. Obtaining a copy of an examination/test before it is officially available
 - b. Sharing questions on an examination/test with a fellow student who may be taking the same test on a later occasion
 - c. Copying another person's answer to an examination/test question
 - d. Consulting an unauthorized source during an examination/test
 - e. Obtaining assistance by means of written, electronic, or other aids not approved by the instructor
 - f. Changing a score or a record of an examination/test result
 - g. Submitting the work one has done for one class or project to a second class, or as a second project, without the prior informed consent of the relevant instructors
 - h. Submitting work prepared in collaboration with another or other member(s) of a class, when collaborative work on a project has not been authorized by the instructor
 - i. Submitting work prepared in whole or in part by another person and representing that work as one's own
 - j. Selling or giving away essays or other assignments, in whole or in part, with the expectation that these works will be submitted by a student(s) for grading

- k. Buying/purchasing essays or other assignments, in whole or in part, with the expectation that these works will be submitted by a student for grading
 - l. Preparing work in whole or in part, with the expectation that this work will be submitted by another student for grading.
 - m. Disruption of class(es) or examinations by any means.
3. **Impersonation:** To have someone impersonate oneself in class, in a test, in an examination or interview, or in connection with any other type of assignment or placement associated with a course or academic program. Both the impersonator and the individual impersonated may be charged.
4. **Improper research practices:** Academic research includes the collection, analysis, interpretation, and publication of information or data obtained in the scientific laboratory, the field, and various other settings. Forms of improper research practices include:
- a. Dishonest reporting of investigative results, either through fabrication or falsification
 - b. Taking or using the research results of others without permission or due acknowledgement
 - c. Misrepresentation or selective reporting of research results or methods used
5. **Dishonesty in written work:** To knowingly write and submit information that will mislead or deceive readers. This includes falsification or fabrication of data or information, as well as failure to give credit to collaborators as joint authors and the listing as authors of others who have not contributed to the work. Plagiarism is also considered a form of dishonesty in **written work**.
6. **Dissemination of information without permission:** Information or data collected with a member of faculty or another student and other works that involved the participation of a faculty member or another student should not be submitted for publication or otherwise disseminated without their permission.
7. **Abuse of confidentiality:** Taking or releasing the ideas or data of others that were given with the expectation of confidentiality is inappropriate. This includes ideas or data obtained via the evaluation of confidential grant proposals, award applications, or manuscripts that will be or may have been submitted for possible funding or publication. Unless one is authorized to do so, it is improper to obtain a password assigned to another or to copy or modify a data file or program belonging to someone else. Proper authorization means being granted permission either by the owner or originator of the material, or by an appropriate faculty member or administrator.
8. **Falsification or unauthorized modification of an academic document/record:** To falsify, fabricate, or in any way modify, either through omission or commission, an application to the university or a program, course, examination or test, transcript, grade, letter of recommendation or related document, a degree, a physician's note/form, or any other document used in support of an academic application, record, petition/appeal, or endeavor.

9. **Obstruction of the academic activities of another:** To interfere with the scholarly activities of another in order to harass or gain unfair academic advantage. This includes interference or tampering with data, a human or animal subject, a written document or other creation (e.g., a painting, sculpture or film), a chemical used for scientific study, or any other object of study.
10. **Aiding and abetting:** Encouraging, enabling, or causing others to do or attempt any of the above.

SECTION 3: CONSEQUENCES AND PROCEDURES

A. WHAT ARE THE CONSEQUENCES OF BREACHING ACADEMIC INTEGRITY?

The following penalties, in order of severity from least to greatest, will be applied in a situation of a breach of academic integrity:

1. A grade of “0” for the work in question
2. A grade of “0” for the course
3. Failing grade of X
4. Probation
5. Suspension
6. Expulsion
7. Repeal of a degree or degrees

Procedural and other information related to the above penalties is described below:

- The Department or School’s Appeals Committee or the Senate Committee on Student Appeals may impose a combination of penalties for any single determination of academic dishonesty.
- Suspension may be retroactive to the date of the infraction, may be immediate from the date of the decision, or may take effect at the end of the session during which the final decision is made.
- Repeal of the degree will only occur when the act of academic dishonesty permitted the student to obtain the degree.
- Readmission after suspension will follow normal procedures to complete studies or to obtain the degree that may have been withheld.
- Readmission after expulsion will be subject to the discretion of the Senate Committee on Academic Regulations and Awards and, if granted, will be subject to a period of probation as the Senate Committee on Academic Regulations and Awards determines based on its discretion.
- The mention of academic dishonesty will be removed from the student’s file when the first of either of the following occurs:
 - the student successfully completes all the requirements for graduation; or
 - a period of five years has elapsed since the determination of academic dishonesty.

B. IF A BREACH OF ACADEMIC INTEGRITY IS SUSPECTED, WHAT ARE THE STEPS THAT FOLLOW?

1. Upon determining that a student has committed a breach of academic integrity, the professor:
 - a) will assign a grade of “0” for the work in question;
 - b) may assign a grade of “0” for the course;
 - c) will inform the Department Chair or the School Director.
2. If, in addition to the penalties noted above, the professor wishes stronger penalties, he or she will make a recommendation for the application of a sanction of academic dishonesty to the Department Chair or the School Director.
3. The Chair or Director will forward the request to the Secretary of the Senate Committee on Student Appeals (Registrar) and will send a copy to the Dean of the Faculty. The Secretary of the Senate Committee on Student Appeals will send a copy to the student.
4. When a hearing is held, the Department or School’s Committee or the Senate Committee on Student Appeals will not impose a penalty which is more severe than the one recommended by the professor.
5. The Department or School’s Committee or the Senate Committee on Student Appeals may impose a combination of penalties for any single determination of academic dishonesty.
6. The Senate Committee on Student Appeals may substitute a lesser penalty or penalties than the one or ones determined by the Department or Schools’ Committee.
7. Where it is alleged that a student has committed one of the following offences—falsification or fabrication of information, threats, or production of a document that would lead someone to think he or she was a faculty member—the Dean or the Registrar will make a recommendation for application of a sanction of academic dishonesty to the Chair of the Senate Committee on Student Appeals. The Chair will send a copy to the student. The Senate Committee on Student Appeals will not impose a penalty which is more severe than the one recommended by the Dean or the Registrar.
8. On determining that a student has committed a second breach of academic integrity or two breaches of academic integrity, the Department or Schools’ Committee or the Senate Committee on Student Appeals may impose a penalty which is more severe than the one recommended by the professor. A student who is found to have committed a second breach of academic integrity or two breaches of academic integrity will be subject to further penalties which may include a failing grade of X for the course in which the offence was committed, suspension, expulsion, and/or repeal of his or her degree. When the Registrar receives a notification of academic dishonesty and is already in possession of a previous notification for the same student, the Registrar may recommend further and more severe penalties.

C. HOW CAN A PENALTY FOR A BREACH OF ACADEMIC INTEGRITY OR THE ASSOCIATED SANCTION BE APPEALED?

The student may appeal the determination of a breach of academic integrity by submitting a request to the Department Chair who will then submit the request to the Secretary of the Senate Appeals Committee (Registrar). Provided that grounds for an appeal can be established, the procedure set out in Laurentian’s Appeals Committee, Departments/Schools Policy will be followed.

SECTION 4: RESOURCES

A. WHAT RESOURCES ARE AVAILABLE TO HELP STUDENTS PRACTICE ACADEMIC INTEGRITY?

The university provides various supports to assist students in their pursuit of academic integrity. The Library has several librarians to assist students in a host of services, including: doing research, finding materials, citing work of others properly, preparing a bibliography, etc. As noted below, the Student Success Centre, located on the second floor of the J.N. Desmarais Library, provides several resources, including:

- Writing Assistance Program
- Peer Tutoring
- Essay Writing Workshops
- Citation Style/Documentation Workshops

Information regarding the above resources can be found at www.success.laurentian.ca

B. WHAT OTHER DOCUMENTS PERTAIN TO ACADEMIC INTEGRITY?

Laurentian University has several documents that support and relate to academic integrity. These include:

- Appeals Committee, Departments/Schools Policy (http://laurentian.ca/NR/rdonlyres/77A2CB20-4B12-44D0-8241-A16805983A5F/0/APPEAL_STUDENT.pdf)
- Code of Student Conduct, Non-academic (http://laurentian.ca/NR/rdonlyres/536124E7-48E3-44B6-A24A-84B2C6DAC279/0/Code_Companion_05.pdf)
- Policy on a Respectful Workplace and Learning Environment (<http://laurentian.ca/NR/rdonlyres/1B75CB50-B7CB-4CA3-AD64-13D70AD6BC5C/0/PolicyonARespectfulWorkplaceandLearningEnvironment.pdf>)
- Statement of Student Rights and Responsibilities (http://laurentian.ca/NR/rdonlyres/3553F8BD-12A9-4D08-BB3C-F601F924BEA8/0/StudentRightsResponsibilites_April16_98.pdf)

HISTORY OF REVISIONS:

This document has not been revised since it was prepared in 2010.

REVIEW INTERVALS:

This document will be reviewed on an annual basis by the Senate Committee on Teaching and Learning.

NOTICE OF COLLECTION OF PERSONAL INFORMATION:

Any personal information about an individual collected in respect of this document is pursuant to *The Laurentian University of Sudbury Act, 1960* and a by-law passed by the Board of Governors. Such information will only be used for the purposes and functions outlined in this document. If you have any questions about the collection, use, and disclosure of this information, please contact the senior administrator responsible for this document.

ACKNOWLEDGEMENTS:

In 2010, Laurentian University's Policy on Academic Dishonesty underwent substantial revisions. A sub-group of the Teaching and Learning Committee undertook this task and consulted the policies and regulations of other Universities in this process. Laurentian wishes to express its gratitude to the following Ontario Universities who generously agreed to share their material and have granted Laurentian permission for its use: Brock University, York University, the University of Waterloo, and the University of Guelph.

APPENDIX A

GLOSSARY

1. **Academic dishonesty** refers to a student's participation (knowingly or otherwise) in behaviors that serve to deceive members of the university community in an effort to achieve academic benefit.
2. **Academic misconduct** refers to any act or practice of behaviors by a student or group of students, deliberate or otherwise, that has the potential to damage the learning environment and undermine the university's mission (See Student Code of Conduct, Non-Academic).
3. **Academic work** is any activity, assignment, dissertation, document, essay, performance, presentation, project, rendition, thesis, or other work accomplished, performed, prepared, or submitted by a student for evaluation.
4. **Administration** refers to individuals or academic bodies responsible for the academic programs of the university and management of policy and procedures. They include: Department Chairs, School Directors; Vice-President, Research and Graduate Studies; Assistant Deans, Deans, Registrar, Associate Vice-President, Student Affairs; Vice-President, Academic and Provost; Vice-President, Francophone Affairs, Student Affairs and Recruitment; and the University Senate and its Committees.
5. **Dean** refers to all Assistant Deans, Deans, and all other persons designated to act in the administrative capacity as head of an academic faculty.
6. **Degree** refers to a certificate, diploma, degree, or other attestation of academic accomplishment.
7. **Department Chair** identifies all Department Chairs, School Directors, or other persons designated to act in the administrative capacity as head of an academic department.
8. **Department or School's Appeals Committee** refers to the persons called upon to consider appeals from students with respect to grades within the context of a course.
9. **Expulsion** refers to the following:
 - a. denial of the right to enroll at the university for a minimum of three semesters and a maximum of three years with no right to request readmission during the minimum period of expulsion;
 - b. cancellation of all registrations and activities from the date set by the Senate Committee on Student Appeals;
 - c. denial of any type of academic assessment leading to a diploma or degree including confirmation of previous studies or the completion of course equivalencies for the student's record;
 - d. cancellation of academic assessments previously completed for courses which have not yet been completed;
 - e. cancellation of enrollment in courses and activities which have not yet been completed;

- f. denial of any degree; and
 - g. denial of all student rights and privileges.
10. **Failing grade of X** refers to a grade of academic dishonesty for the course.
11. **Probation** involves a period that is a minimum of three semesters and a maximum of three years. If a student is found to have committed another act of academic dishonesty while on probation, he or she will be subject to a further and greater penalty.
12. **Professor** refers to the person or persons given responsibility by a Dean for the conduct of a course.
13. **Repeal of a degree or degrees** refers to the revocation of a degree(s) by Senate upon recommendation by the Senate Committee on Student Appeals.
14. **Secretary of the Senate Committee on Student Appeals** or **Registrar** refers to the person or persons called to hear appeals by students.
15. **Semester** is the period of an academic session from September to December, January to April, or May to August.
16. **Senate Committee on Student Appeals** refers to the persons called upon to review procedures for student appeals and to deal with substantive errors in procedures or fairness during the conduct of an appeal.
17. **Student** refers to any person to whom this document applies (see Section 1B).
18. **Suspension** refers to the following:
- a. interruption of the enrolment or the right to enroll for a minimum of one semester and a maximum of three semesters;
 - b. cancellation of all registrations and activities from the date set by the Senate Committee on Student Appeals;
 - c. denial of any type of academic assessment leading to a diploma or degree including any confirmation of previous studies or the completion of course equivalencies for the student's record;
 - d. cancellation of academic assessments previously completed for courses which have not yet been completed;
 - e. cancellation of enrollment in courses and activities which have not yet been completed;
 - f. denial of any degree; and
 - g. denial of all student rights and privileges.
19. **Transcript notation** is a note on the student's transcript that indicates a violation of university policies or regulations.

Approved by Senate on December 14, 2010