



Student Academic Integrity Policy

SIMON FRASER UNIVERSITY
POLICIES AND PROCEDURES

4.7 **Chair of a Department**

means the head of the academic unit or a person authorized by the head of an academic unit, and includes the Chair of an academic department, the Director of a School, or the Director of a Program.

4.8 **Instructor**

means the course supervisor and includes faculty members, sessional instructors, and course supervisors for distance education courses.

4.9 **Scholarly Activities**

include work or material, in any media and format that is submitted as part of credit and non-credit courses, projects, essays, theses, research, practicums, internships, and co-op work placements.

4.10 **Student**

includes any of the following: a person who is applying for admission to the University; an undergraduate who has been enrolled for one or more of the last three (3) terms, including the current term, and is eligible to continue; a graduate student who is enrolled at the University in the current term and is eligible to continue; a graduate student who is not enrolled in the current term but is eligible to enroll at the University when the approved leave ends; a visiting, exchange, or special audit student who has been admitted to the University for the purposes of taking courses, or to take part in an approved research term; or a person enrolled at the University in a non-credit program or course.

4.11 **University Community**

means all students and employees of the University, and all people who have a status at the University mandated by legislation or other University policies, including: research assistants, post-doctoral fellows, members of Senate and the Board of Governors, volunteers, visiting and emeritus faculty, and visiting researchers.

5.0 POLICY

5.1 Notification of Standards of Academic Honesty

5.1.1 Students are responsible for ensuring they are familiar with the generally accepted standards and requirements of academic honesty (e.g. as published in the University Calendar). Ignorance of these standards will not excuse a student from consequences, including penalties, for academic dishonesty.

5.1.2 Instructors are responsible to inform their students at the beginning of each term if there are additional specific criteria for academic honesty that pertain to a class or course (e.g. the format for acknowledging the thoughts and writings of authors acceptable to the underlying discipline, and the acceptable level of group work, use of an editor or tutoring service, and/or online resources).

5.1.3 A draft paper, proposal, thesis, or other assignment may be subject to a penalty for academic dishonesty, providing the instructor or supervisor informed the student(s) before the work was submitted that drafts are subject to academic honesty requirements.

- 6.7.4 whether the act in question is an isolated incident or part of repeated acts of academic dishonesty, academic misconduct, and/or non-academic misconduct; and
- 6.7.5 any other mitigating or aggravating circumstances.

7.0 ROLES AND RESPONSIBILITIES

- 7.1 The Vice-President, Academic and Provost has oversight of this policy.
- 7.2 The Registrar is responsible for implementing and monitoring the operational aspects and procedures for this policy.
- 7.3 The Registrar, Academic Integrity Co-ordinator, Academic Integrity Advisors, Chairs, and Instructors are jointly responsible for administering the procedures under this policy.
- 7.4 The University's Academic Integrity Advisory Committee provides advice to the Registrar on matters related to the policy and associated procedures.

10.0 ACCESS TO INFORMATION AND PROTECTION OF PRIVACY

10.1

