



Student Academic Integrity Procedure

SIMON FRASER UNIVERSITY

Date

Number

Policy and Procedures

November 22, 2018

S 10.01 (Procedure)

S 10.01 Student Academic Integrity Policy

OBJECTIVE

The purpose of these procedures is to describe the process that will be followed to resolve allegations of student academic dishonesty and academic misconduct.

DEFINITIONS

Academic Integrity Advisor

The individual(s) in the academic unit who is responsible for providing assistance to Deans, Professors and Chairs in handling academic dishonesty cases.

Academic Integrity Coordinator

The staff member in the Registrar's Office who is a central resource for all members of the University Community and coordinates the implementation of the policy and associated procedures.

Student Conduct Office

The University administrative office assigned the mandate to carry out the operational procedures under the Student Conduct Policy.

PROCEDURES – GENERAL

Procedures for resolving allegations of Academic Dishonesty, prohibited behaviours listed in Schedule A (S10.01), are contained in Section 4.0 below.

Procedures for resolving allegations of Academic Misconduct, prohibited behaviours listed in Schedule A (S10.01), are contained in Section 5.0 below.

Disciplinary procedures for cases of alleged falsification, misrepresentation, fraud, or misuse of University resources are contained in Section 6.0 below.

academic dishonesty, the instructor may, after consulting with the departmental Academic Advisor or Chair, impose one or more of the following penalties:

- a. give the student a warning;
- b. require the student to redo the work, or to do supplementary work, which may be related to academic integrity;
- c. assign a low grade for the work;
- d. assign a grade of "F" for the work.

4.1.5 The instructor must submit an academic incident report regarding the nature of the dishonesty or misconduct and the decision in a timely manner. The instructor must advise the student that the University will retain the report and that, in the event of any further reports of academic dishonesty, the report may be used to determine a penalty for the subsequent academic dishonesty. Submitting a report using the online system will automatically notify the student, the Chair of the Department, and the Registrar. Paper copies of the report form are available through the Office of the Registrar.

4.2 Responsibilities of the Chair

4.2.1 If the Chair of the Department receives information that a student has been involved in more than one case of academic dishonesty or believes that the academic dishonesty deserves a penalty more severe than that imposed by the instructor, or the instructor believes that a penalty is warranted beyond that provided for in section 4.1.4 above, the Chair may impose a different penalty. Chairs should consult with the Academic Integrity Coordinator in the Office of the Registrar for advice on individual cases and implementation of these procedures.

4.2.2.1

- h. impose a penalty and refer the case to the UBSD in accordance with sections 4.2.5 and 4.2.6.
- 4.3.5 If the Registrar imposes a penalty under section 4.3.3, the Registrar must notify the student in writing of his or her decision, with copies to the Chairs of the affected academic units. The Registrar must advise the student that the University will retain the report and that, in the event of any further reports of academic dishonesty, the report may be used to determine a penalty for the subsequent case of academic dishonesty.
- 4.3.6 If a student receives a grade of FD, the Registrar will automatically change the grade to F once two years have elapsed since the student's graduation if the student did not commit further acts of academic dishonesty following the imposition of the FD grade.

5.0 PROCEDURES FOR ACADEMIC MISCONDUCT

5.1 Responsibilities of the Register (or delegate)

5.1.1 If the Registrar has reasonable grounds to believe that a student has:

- a. engaged in falsification, misrepresentation, fraud, or misuse, that may create an incorrect perception of a student's academic position or credentials; or
- b. helped or attempted to help another student engage in academic misconduct

the Registrar must give the student an opportunity to meet and discuss the matter.

5.1.2 If the Registrar is concerned about the student i (g) Td ()Tj /TT0 12p1.185 122 (em)19.2s-2.6 9(m)19 misconduct

8.2 If the student wishes to dispute the severity of the penalty, the student may refer their case to the Senate Committee on Disciplinary Appeals (SCODA), in writing, stating reasons, within three (3) weeks of the date of notification of the penalty.

9.0 APPLICATION TO TRIBUNALS

9.1 Applications to UBSD will be addressed to the Secretary, University Board on Student Discipline, Registrar's Office.

9.2 Applications to SCODA will be addressed to the Secretary, Senate Committee on Disciplinary Appeals, Registrar's Office.