

# ACADEMIC INTEGRITY AND HONESTY POLICY

This policy is the responsibility of the Registrar and was approved by Faculty Senate. The policy was revised on May 24, 2006 and again on February 22, 2019. This policy is reviewed annually.

## POLICY OVERVIEW

This policy outlines the process involved for academic integrity and honesty.

## PRINCIPLES

The principles of natural justice, clarity and transparency undergird this policy.

## SCOPE

This policy applies to all undergraduate students.

## POLICY STATEMENT

### *Purpose*

Briercrest College and Seminary is committed to high academic standards and desires to develop in students a commitment to achieve these standards in a manner marked by integrity and honesty. Academic honesty is the hallmark of true personal integrity. Students are accountable to perform each task according to principles of academic honesty.

### *Principles of Academic Honesty*

1. Work submitted by students must represent their own ideas, concepts, and current understanding.
2. Any ideas or concepts borrowed from other sources need to be documented appropriately, including research, papers or projects that the student has simultaneously or previously submitted as coursework for other classes.
3. Students are responsible for respecting and following expectations regarding the accepted degree of collaboration and copy-editing assistance, as laid out in assignment and exam instructions, or on the course syllabus.
4. Learning progress is measured by course assignments and examinations, and thus, standards of academic achievement cannot be recognized when cheating occurs.
5. Cheating, plagiarism or any form of dishonesty is unacceptable.

6. Cheating in any form devalues the credentials of the college and is detrimental to all students.
7. The reputation of the students' faculty, and the institution is damaged if appropriate discipline is not applied.

### *Examples of Academic Dishonesty*

1. Plagiarism: submission of the work of others, published or unpublished, in whole or in part without acknowledgment or proper documentation.
2. Cheating on examinations by the use of crib notes, unauthorized retrieval of information previously stored in a computer, copying from another paper either before or during the exam or by any other means.
3. Theft of examination papers.
4. Deliberately allowing another student to copy one's work.
5. Buying or using a term paper or project composed by another person and turning it in as one's own work.
6. Writing an exam for another student.
7. Unauthorized collaboration on the preparation of course work, including unauthorized editing.
8. Submission of identical or substantially similar papers and/or course projects in more than one class without the prior approval of faculty member(s) involved.

## PROCEDURES

### *Process of Academic Discipline*

At times, it may come to light that a student has violated one or more of the principles of academic integrity or honesty outlined above. In such cases, the student may be required to undergo a process of Academic Discipline. The following outlines the process used in such cases.

1. The instructor of the course will assess the severity of the alleged infraction and initiate the disciplinary process.
2. The instructor will meet with the student(s) to discuss the reason(s) for the allegation and to give opportunity to the student for explanation or confession. Confession of dishonesty upon confrontation may permit more grace to be factored into the disciplinary process. At this point, the instructor may choose to impose one of the penalties as outlined in the *Academic Discipline* chart below.

3. If the instructor is not satisfied with the outcome of the first stage of interaction with the student, or if he/she feels that further action is needed, he/she will write a brief report of the allegation and present it to the Academic Dean.
4. The Academic Dean will meet with the student(s) and render a decision on the case, including assessment of the level of Academic Discipline.
5. Any failure or expulsion resulting from academic dishonesty will be the action of a committee (such as the Academic Appeals Committee).
6. A student may appeal the decision rendered by following the *Academic Review and Appeals Process*.
7. All cases of Academic Discipline will be appropriately documented in the student's personal file.
8. Multiple cases of academic dishonesty by the student may result in the student being required to discontinue his or her studies at Briercrest College, and may result in a notation being made on the student's transcript.

### *Academic Discipline*

Academic Offense	Minimum Penalty	Maximum Penalty
Unauthorized Collaboration on Assignment	Verbal Reprimand	Failure on Assignment
Unauthorized Use of Previous Paper or Project	Verbal Reprimand	Failure on Assignment
Plagiarism on Assignment	Grade Penalty	Failure on Course
Cheating on Exam	Failure of Exam	Failure on Course
Writing Exam for Another	Failure on Course	Expulsion from College
Theft of Exam	Failure on Course	Expulsion from College

## APPENDIX A

Related Forms/Policies	Academic Review and Appeal Process Withdrawal and Discontinuation Policy
Where is this policy published	College Academic Calendar
Contact Information	Registrar