

Academic integrity policy

Policy statement

Academic integrity is at the core of our learning and work at Bow Valley College. The College is committed to fostering an environment of academic integrity where ethical scholarly activity is expected of every person who is part of the College community, including both learners and employees. Offenses under the Academic Integrity Policy are serious and may result in a range of consequences. Suspected academic integrity offenses will be investigated and adjudicated fairly.

The College adopts the International Centre for Academic Integrity's definition of academic integrity as the commitment to six fundamental values: honesty, trust, fairness, respect, and responsibility, with the courage to act in the face of adversity ("[The Fundamental Values of Academic Integrity](#)", 2014).

Purpose

This policy provides a framework to establish principles, practices and procedures to ensure that members of the College community conduct academic activities with integrity, accountability and responsibility. The policy also conveys that Bow Valley College maintains high expectations for standards of appropriate behavior in relation to academic integrity, while being read and applied with sensitivity to each learner's unique personal experience including, and where appropriate, experience related to a learner's culture and history, including Indigenous history and culture.

Scope

This policy applies to Bow Valley College learners regardless of location or learning modality, including College-sanctioned events at any location. College employees are expected to understand, abide by, uphold, and endorse the policy.

Principal objectives

1. Members of the College community will work proactively to engage and educate learners on the six fundamental values of academic integrity (honesty, trust, fairness, respect, responsibility, and the courage to act in the face of adversity) and actions that constitute academic misconduct. Additionally, they will promote the positive attitudes and behaviours that contribute to an environment marked by academic integrity and reflective of the values stated above. These attitudes and behaviours may include:
 - 1.1. Taking responsibility for one's individual academic performance.
 - 1.2. Complying with the spirit and intent of assessment activities.
 - 1.3. Having the courage to put forward one's original ideas and work.
 - 1.4. Being an active participant in learning through both successes and failures.
2. Members of the College community will contribute to a campus atmosphere where this policy is approached with a holistic lens that examines unique personal experiences for the purpose of understanding the reasons for academic misconduct, understanding the impact of academic misconduct, and determining appropriate College responses and actions.
3. This policy and procedure provide clarity on the types of academic integrity offenses, what constitutes a breach, and possible sanctions. They also establish and maintain appropriate and consistent processes for investigation and adjudication that ensure reasonable fairness and due process, based on a balance of probabilities.

4. This policy and procedure will be made available and accessible to the College community through relevant communication methods. In addition, as circumstances surrounding cases of academic misconduct may be distressing, appropriate mental health supports will be readily available and accessible for all parties.
5. Those involved in handling cases of academic integrity offenses will protect the confidentiality of learner conduct records in accordance with College policy and procedure.
6. Allegations of offenses that are made without reasonable justification or that are vexatious or malicious are prohibited and will be addressed according to College policy and procedure.

Compliance

Employees, contractors, and learners are responsible for knowing, understanding, and complying with Bow Valley College policies, procedures, and any other attached documentation that relate to their position, employment, or enrolment at the College.

Definitions (optional)

Academic Integrity:

The fundamental ethics of scholarship and knowledge creation and transmission, including the principles of honesty, respect for truth and knowledge, fairness and responsibility. These fundamental values plus the courage to act on them is foundational to fostering an academic community of integrity.

- **Honesty:** advance the quest for truth and knowledge through intellectual and personal honesty in learning, teaching, research and service.
- **Trust:** foster and rely upon climates of mutual trust. Climates of trust encourage and support the free exchange of ideas which in turn allows scholarly inquiry to reach its fullest potential.
- **Fairness:** establish clear and transparent expectations, standards, and practices to support fairness in the interactions of learners, faculty and administrators.
- **Respect:** value the interactive, cooperative, participatory nature of learning.
- **Responsibility:** rest upon foundations of personal accountability coupled with the willingness of individuals and groups to lead by example, uphold mutually agreed-upon standards, and take-action when they encounter wrongdoing.
- **Courage:** the mental or moral strength to venture, persevere, and withstand danger, fear, or difficulty

Academic Misconduct:

Any action or attempted action that may result in creating an unfair academic advantage for oneself or an unfair academic advantage or disadvantage for any other member or members of the academic community. Academic misconduct involves a conscious attempt to misrepresent oneself or mislead another. The examples below show how academic misconduct commonly occurs, but this list is not exhaustive.

- **Cheating:** on tests or examinations includes, but is not limited to:
 - dishonest or attempted dishonest conduct such as speaking to other learners or communicating with them under any circumstances whatsoever
 - using in the examination setting any textbook, notebook, memorandum, other written material, mechanical or electronic device (including wearables such as smartwatches) or any other information resource not authorized by the examiner
 - writing an examination or part of it, or consulting any person or materials, outside the confines of the examination setting without permission to do so

- leaving answer papers exposed to view by other learners or attempting to view other learners' examination papers.
- **Collusion:**
When collaboration between multiple learners occurs to complete an assessment that is designed to be done individually.
- **Contract Cheating:**
When the work submitted or presented was done, in whole or in part, by a third party; a fee may or may not have been paid to the third party. The third party may include professional web-based services or people known to the learner.
- **Copyright Infringement:**
It is an infringement of copyright law for any person to make copies of or reproduce a work (including Bow Valley College created works) in any format, or to perform or display a work in public, without the permission of the copyright owner.
- **Failure to follow instructions:**
When learners intentionally ignore or disregard the specific and explicit instructions given for completing an assessment for the purposes of dishonest or attempted dishonest conduct (for example: turning webcam/mic off, not showing ID).
- **Fraud:**
Impersonating or allowing the impersonation of an individual for the purposes of completing an in-person examination or interview; submission of falsified records or documents, such as academic transcripts, credentials, letters of reference or medical certificates.
- **Misuse or misrepresentation of sources:**
Presenting source material in such a way as to distort its original purpose or implication(s); misattributing words, ideas, etc. to someone other than the original source; massaging or manipulating research findings or data; suppressing aspects of findings or data in order to present conclusions in a light other than the research, taken as a whole, would support.
- **Plagiarism:**
Involves the representation, intentionally or unwittingly, of the ideas, words or work of another person or artificial intelligence (AI) entity without proper, clear and explicit acknowledgment. Most commonly, plagiarism includes, but is not limited to:
 - Work submitted or presented was done, in whole or in part, by an individual other than the one submitting or presenting the work (this includes having someone impersonate the learner or otherwise substituting the work of another for one's own)
 - Parts of the work are taken from another source, including a book, an article, content from the internet or other agencies or individuals, without reference to the original author
 - When the whole work (For example, an essay) is copied from another source
 - Use of paraphrasing tools or software applications to auto-generate content (for example: Spinbot, Quillbot)
- **Self-plagiarism:**
Submitting one's own work for credit in more than one course without the permission of the instructors, or re-submitting work, in whole or in part, for which credit has already been granted.

Policy data

This information is to be included at the end of every policy on the following Data Sheet.

Data sheet

Accountable officer

Vice-President responsible for academic affairs

Responsible officer

Manager responsible for academic operations

Questions regarding this policy should be addressed to the Responsible Officer.

Approval

Board of Governors

Contact area

Manager, Academic Operations

Relevant dates

Approved	Board of Governors: BOG100127-01
Effective	January 2010
Next review	January 2015
Modification history	<ul style="list-style-type: none"> August 2021 - Complete revamp of former Academic Honesty Policy Rebranded 2021
Verified by	Office of the President, April 2022

Associated policy(ies)

Academic Continuance and Graduation Policy (#500-1-5)

Grading Policy (#500-1-6)

Learner Appeals Policy (#500-1-12)

Learner Code of Conduct Policy (#500-1-1)

Learner Credit Registration Policy (#500-1-17)

Learner Records and Information – Collection Access Waivers (#500-1-16)

Directly related guideline(s) (if any)

[Academic Honesty: Supplemental Procedure for Progressive Discipline and Official Notation on Learner Record](#)

Related legislation

Attachments (optional)

Sanction Guidelines

Academic Integrity Offense Report Template