



Policy Title:	Student Academic Integrity and Honesty Policy
Policy Number:	1001

1. Policy Statement

St. Matthew's University (SMU) is committed to integrity and honesty in all academic pursuits. Academic integrity is integral to learning and the basis for academic inquiry and instructional excellence. The reputation of the University is based on admitting and graduating individuals who demonstrate academic, personal, and professional ethics and integrity.

The University requires students to maintain high standards of academic integrity. Students are responsible for conducting themselves honestly and ethically in all aspects of their academic career and for becoming familiar with this policy and abiding by all aspects of it. Students are also responsible for acknowledging the work and ideas of others.

Academic misconduct and engaging in behaviours that are in breach of, or otherwise seek to abuse, the University's academic integrity, are serious offences and are not tolerated. The University will investigate all allegations of academic misconduct.

Procedures to investigate allegations of academic misconduct are developed to protect the rights of all concerned.

Students discovered to have engaged in academic misconduct are subject to academic penalties.

This policy describes situations and behaviours that constitute academic misconduct as well as the principles and framework to receive, investigate, and respond to complaints of academic misconduct. The policy also establishes the framework for students to appeal decisions that impact their academic standing.

2. Scope

The policy applies to all members of the SMU community, in particular students who are currently enrolled or were enrolled in the term prior to the initiation of an academic misconduct complaint. It is the responsibility of students to take reasonable steps to prevent and to detect acts of academic dishonesty. It is a faculty's responsibility to confront a student when such an act is suspected and to notify the Student Services Department if academic dishonesty, in the opinion of the faculty, has occurred.

3. Academic Misconduct

Academic misconduct is any action that is not conducive to the principles of integrity, honesty, respect, fairness and responsibility, and that is engaged in to obtain any type of academic advantage or credit. The following examples outline common types of academic misconduct; however, engaging in any form of academic dishonesty, whether listed below or not, will not be tolerated by the University.

Types of Academic Misconduct

“Cheating” includes, but is not limited to:

- Copying from another student’s test paper, laboratory report, other report of computer files, data listing, and/or programs.
- Using, during a test, materials or information not authorized by the person giving the test.
- Using, during a test, any unauthorized electronic devices.
- Collaborating without authorization with another person during an examination or preparing academic work.
- Knowingly and without authorization, using, buying, selling, stealing, transporting, soliciting, copying, or processing, in whole or in part, the contents of an unadministered test.
- Substituting for another student, permitting any other person or otherwise assisting any other person to substitute for oneself or for another student in the taking of an examination or test or the preparation of academic work to be submitted for academic credit.
- Bribing another person to obtain an unadministered test.
- Purchasing or otherwise acquiring and submitting as one’s own work any research paper or other writing assignment prepared by an individual or firm.
- Signing in for another person on an attendance sheet or soliciting another to sign in for you.

Other Definitions and Requirements:

“Plagiarism” includes, but is not limited to:

- The appropriation of another individual’s work or ideas
- The unacknowledged incorporation of that work or idea into one’s own work offered for credit.

“Collusion” includes, but is not limited to:

- The unauthorized collaboration with another person in preparing work offered for credit. This does not preclude students working on group projects where the group is given a grade for the collective work.
- Students are encouraged to study together but if individual grades are to be given for written work, each student must prepare their own documents for submission to the instructor.

“Abuse of resource material” includes, but is not limited to:

- The mutilation, destruction, concealment, theft, or alteration of materials provided to assist students in the mastery of course material.

“Academic Work” includes, but is not limited to:

- The materials provided to students in the mastery of course material.
- Students taking examinations will not be permitted to go to the bathroom once an examination has begun.
- Students are not permitted to bring to an examination; room book bags, hats, or any written material.
- Students may enter an examination room with only pencils and erasers, or any other required material as determined by the instructor.

4. Penalties

Penalties for academic misconduct include, but are not limited to: At the course level:

- Written reprimand for retention in the student file (no transcript entry);
- Repetition of the assignment or completion of a different, but similar, assignment (no transcript entry);
- Failing grade for the assignment (no transcript entry).
- Failing grade for the course (recorded on transcript).

At the program level:

- Disciplinary probation for a defined period with written documentation retained in the student’s file (transcript notation for period of probation).

At the University level:

- Suspension (permanent transcript entry);
- Expulsion (permanent transcript entry);
- Rescission of degrees granted (permanent transcript entry).

Each academic incident at SMU will trigger the following:

- First Incident: Failure of the assignment or test;
- Second Incident: Failure of the course;
- Third Incident: Expulsion from the University. The student will be permitted to reapply to the university after one year;
- Fourth Incident: Permanent expulsion from SMU.

The Associate Dean, in consultation with the Executive Dean may choose to override or reduce the penalty for an academic incident if in their judgement there is sufficient reason to do so.

Appeal of Academic Penalty:

All decisions and impositions of penalties will adhere to the principles of procedural fairness and natural justice. A student who has had a sanction imposed as a result of alleged academic misconduct has the right to appeal the penalty imposed.

Findings of fact are not subject to appeal.

Appeals must follow the designated processes and a written basis for appeal must be provided.

5. Definitions

These definitions apply to terms as they are used in this policy.

Word/Term	Definition
Appeal	An official and written request by the appellant for a formal review of decisions and/or sanctions imposed by the University
Review	An informal yet studied and careful examination of the facts pertaining to the situation.
Sanction	A formal penalty or restriction imposed on the student as a result of inappropriate behaviours, the severity of which vary according to the specifics of the offence.
Work	Includes written material; laboratory, computer, or mathematical exercises; musical or art works; oral reports; group reports and presentations; audio-visual or taped presentations; material in any other medium submitted to an instructor for grading purposes.

6. Responsibilities

Students are responsible for:

- ensuring they understand what constitutes academic misconduct, and for consulting faculty or the University Librarian for advice and clarification.
- familiarizing themselves with SMU policies and expectations regarding academic conduct and integrity.

Faculty members are responsible for:

- identifying and reporting academic misconduct to the Associate Dean or Executive Dean;
- conducting reviews for all failing grades assigned.

The Associate Dean is responsible for:

- conducting investigations and providing written decisions to both the student and to the Registrar's Office for the record;

- providing complete and factual documentation on the investigation, including a considered decision with penalties specified (if any).

The Appeals Committee is responsible for:

- considering the cases of students who have filed a formal appeal of academic misconduct decisions;
- providing clearly articulated reasons for their decision to uphold, modify or rescind sanctions and advising the Registrar of the outcome;
- rendering objective decisions about the appeal, including specific sanctions, if any, and advising the appellant of the outcome via the Registrar.

The Registrar is responsible for:

- reviewing appeal submissions to ensure they are complete, not frivolous or vexatious;
- requesting the Chair of the Senate to constitute an Appeals Committee;
- communicating the Appeals Committee decision to the student;
- advising the Chair of the Senate of the appeal results;
- retaining all records related to appeals and destroying materials returned by the Committee;
- keeping any correspondence as part of the student's permanent record;
- providing Senate with an annual report on all Academic Appeals.