

Academic Integrity

1. Preamble

- 1.1 Bishop's University is committed to excellence in scholarship. All members of the University community have a responsibility to ensure that the highest standards of integrity in scholarly research are understood and practiced.
- 1.2 The University takes a serious view of any form of academic dishonesty, such as plagiarism; submission of work for which credit has already been received; cheating; impersonating another student; falsification or fabrication of data; acquisition of confidential materials, e.g. examination papers; misrepresentation of facts; altering transcripts or other official documents.

2. Plagiarism

- 2.1 Plagiarism is a kind of academic dishonesty in which an individual uses the work of another without appropriate acknowledgement. Plagiarism includes but is not limited to the following practices:
 - Using another's work without acknowledgement
 - Copying material without quotation marks
 - Paraphrasing too closely the exact words of the originating author
 - Submitting work written in whole or in part as one's own by another individual.
- 2.2 The following practices related to plagiarism are also prohibited:
 - Helping another student plagiarize
 - Submitting in whole or in part work for which the student has received credit in another course, unless the permission of the instructor has been obtained
 - Submitting any statement of fact known to be false
 - or providing a fabricated reference to a source.

3. Procedure in Alleged Cases of Academic Misconduct:

- 3.1 The instructor will meet with the student and reach a decision concerning the matter. In the event that a sanction beyond a warning is required, the Dean will be informed.
- 3.2 In a repeated or particularly serious case, or if the student disputes the decision of the instructor, the Dean will be informed. If necessary, the Dean will meet with the student and the instructor. Another member of the University community may accompany the student. The Dean will make the final decision in the case, including the assignment of a penalty, if any. If the decision is that the student is guilty of academic misconduct, the Dean will inform the student in writing and send a copy of this letter to the instructor and to the Registrar. The student may appeal the decision to the Academic Review Committee. See Academic Reviews and Appeals, below.

4. Penalties

The normal penalty for a first offence is a zero grade in the component of the course in which the dishonesty occurred. However, in a case of particular seriousness, or in the case of a repeated offence, penalties may include a zero grade in the course, a notation placed on the student's academic transcript, suspension for one semester or longer, or expulsion from the University. A penalty of suspension or expulsion will automatically include a notation on the student's transcript to that effect.

5. Transcript Note

If a notation on the transcript is appropriate, the notation will say “Disciplined (or “suspended”, or “expelled”) for academic misconduct.”

A student who has been disciplined or suspended and received such a notation on their transcript may, in the last year before graduation petition the Academic Standing Committee in writing to have the notation removed from their transcript. The decision to remove would be based primarily on evidence of exemplary academic conduct by the student since the offense was committed, or since their return to the University; it would not be granted automatically.