Integrity is expected of all students in their academic work—class participation, examinations, assignments, research, practicums—and in their non-academic interactions and activities as well.

What academic integrity means for students

- Perform your own work unless specifically instructed otherwise. Check with your instructor about whether collaboration or assistance from others is permitted.
- Use your own work to complete assignments and exams. If you are including work you have done previously, be sure to identify that work so it is clear what new work you are presenting.
- Follow examination rules.
- Cite the source when quoting or paraphrasing someone else's work. Discuss with your professor if you have any questions about whether sources require citation.
- Discuss with your professor if you are using the same material for assignments in two different courses.
- Be truthful on all university forms.
- Use the same standard of honesty with fellow students, lab instructors, teaching assistants, sessional instructors and administrative staff as you do with faculty.

Integrity in non-academic activities

Misconduct that disrupts the activities of the university or harms the legitimate interests of the university community could be the cause for non-academic disciplinary action.

Guiding principles

The university documents that lay out our rules and procedures are the Student Academic Misconduct Regulations (University Council) and the Standard of Student Conduct in Non-Academic Matters (University Senate). Both documents are based on the same Guiding Principles from the Policy on Student Discipline.

- Freedom of Expression
- Mutual Respect and Diversity
- Commitment to Non-violence
- Commitment to Justice and Fairness
- Security and Safety
- Integrity

ACADEMIC MISCONDUCT PROCESSES

Academic Misconduct is the term the university uses to describe cheating. Types of cheating are listed in the Student Academic Misconduct Regulations of University Council. There is an onus on every student to become informed about academic misconduct.

When an instructor believes a student is guilty of academic misconduct, the following procedures are used:

Informal procedure:

Sometimes misconduct is the result of carelessness, misunderstanding of the rules, or miscommunication. The instructor should discuss the matter with the student informally, where possible.

The instructor is to consult with the college's academic administrator to determine whether an informal resolution would be appropriate in the circumstances. If it is determined to be appropriate and the student concedes the misconduct, the instructor has the authority to impose one or both of the following penalties:

- Reduce the grade on the assignment or exam by a percentage appropriate to the degree of the academic misconduct, to as low as zero.
- Require the student to rewrite the assignment or exam.

A student who disagrees with the allegation of cheating or with the suggested penalty may request a formal hearing.

An informal resolution of academic misconduct is recorded on a form signed by the student and the instructor that is then kept by the student's college for at least five years or until the student completes their degree program. Prior informal resolutions are used to determine if a subsequent offense should go to a formal hearing.

Formal procedure:

For more serious misconduct, or in cases where the student disputes the allegation or the penalty, a college hearing board will hear the matter. Procedures for hearings are described in the Regulations.

The hearing board has the authority to impose sanctions if the student is found to have committed academic misconduct, such as:

- reprimand or censure the student,
- reduce the grade on the assignment, exam, or entire course, to as low as zero,
- require the student to rewrite the assignment or exam,
- require the student to submit an essay or a presentation on academic misconduct,
- suspend or expel the student, and
- postpone, deny or revoke the student degree, diploma or certificate

A penalty imposed by a hearing board is reported to the student's college and to the university, and becomes part of the student's record. A finding of misconduct in research funded by an external agency is reported to that agency.

Further appeal of a hearing board decision or penalty is permitted only on grounds of lack of jurisdiction, bias, substantial procedural error or new evidence.
ACADEMIC MISCONDUCT DEFINED

The following constitute academic misconduct that may be the subject-matter of an allegation under the Student Academic Misconduct Regulations:

a) Providing false or misleading information or documentation to gain admission to the university or any university program;

b) Theft of lecture notes, research work, computer files, or other academic or research materials (including data) prepared by another student or an instructor or staff member;

c) Using work done in one course in fulfillment of any requirement of another course unless approval is obtained from the instructor by whom the material is being evaluated;

d) Alteration or falsification of records, computer files, or any document relating to a student's academic performance;

e) Violation of the university's Responsible Conduct of Research Policy (see http://policies.usask.ca/policies/research-and-scholarly-activities/responsible-conduct-of-research-policy.php);

f) Fabrication or invention of sources;

g) Examinations: The following are examples of academic misconduct involving examinations:

(i) Failure to observe any stated rule with regard to the procedure used in an examination (or an activity undertaken for academic credit) where such a failure could result in the student gaining relatively greater credit;

(ii) Altering answers on a returned examination;

(iii) When prohibited, removing an examination (including creating a digital copy) from the examination room;

(iv) Seeking to acquire or acquiring prior knowledge of the contents of any examination question or paper with the intention of gaining an unfair advantage;

(v) Attempting to use, possessing or using notes or other sources of information or devices not permitted by the course instructor in an examination;

(vi) Consulting or seeking the assistance of others when writing a "take home" examination unless permitted by the course instructor;

(vii) Providing false or misleading information with the intent to avoid or delay writing an examination or fulfilling any other academic requirement;

(viii) Failing to observe the terms of any agreement not to disclose the contents of an examination;

(ix) Misrepresenting or conspiring with another person to misrepresent the identity of a student writing an examination or engaging in any other form of assessment;

h) Knowingly doing anything designed to interfere with the opportunities of another person to have his or her contribution fully recognized or to participate in the academic program;

i) Preventing others from fair and equal access to University facilities or resources, including library resources;

j) Using or attempting to use personal relationships, bribes, threats or other illegal conduct to gain unearned grades or academic advantages;

k) Knowingly assisting another person engaged in actions that amount to academic misconduct, including the supply of materials prepared by the student to another student for use by that student as the work or materials of that student;

l) Plagiarism: the presentation of the work or idea of another in such a way as to give others the impression that it is the work or idea of the presenter. Adequate attribution is required. What is essential is that another person have no doubt which words or research results are the student's and which are drawn from other sources. Full explicit acknowledgement of the source of the material is required.

(m) Unprofessional conduct that occurs in academic or clinical settings or other work placements, or that is related to the student’s area of professional practice.

FOR MORE INFORMATION
Student Conduct and Appeals website: usask.ca/secretariat/student-conduct-appeals
Effective date of the Regulations January 1, 2017