

OPSU Academic Integrity Policy

An institution's reputation and intellectual freedom depend on its uncompromising commitment to the ideal of academic integrity. OPSU is committed to instilling and upholding integrity as a core value. OPSU is dedicated to maintaining and honest academic environment and ensuring fair resolution of alleged violations of academic integrity.

Academic integrity is required in every aspect of a student's association with OPSU. Students will respect OPSU's commitment to academic integrity and uphold the values of honesty and responsibility that preserve our academic community.

Students are expected to demonstrate academic integrity through the following actions:

- understand and uphold the academic integrity guidelines established by the university and instructors.
- present their own work for evaluation by their instructors.
- appropriately cite the words and ideas of others.
- protect their responsibility for their own actions.
- accept the responsibility for their own actions.
- treat instructors with respect when violations of academic integrity are examined.

Violations of Academic Integrity

Behaviors that violate the fundamental values of academic integrity may include, but are not limited to:

1. **Unauthorized Collaboration:** Completing an assignment or examination with other students, turning in work that is identical or similar to others' work, or receiving help on assignments without permission of the instructor. This may also include excessively relying upon and borrowing ideas and work of others in a group effort.

2. **Plagiarism:** Presenting the written, published, or creative work of another as the student's own work. Whenever the student uses wording, arguments, data, design, etc., belonging to someone else in a paper, report, oral presentation, or other assignment, the student must make this fact explicitly clear by correctly citing the appropriate references or sources by using a professional, accepted writing format style, such as Modern Language Association (MLA), Chicago Manual of Style, American Psychology Association (APA), etc. The student must fully indicate the extent to which any part or parts of the project are attributable to others. The student must also provide citations for paraphrased materials. The following are examples of plagiarism:

- copying another student's assignment, computer program or examination with or without permission from the author;
- copying another student's computer program and changing only minor items such as logic, variable names, or labels;
- copying or paraphrasing material from an Internet or written source without proper citation;
- copying words and then changing them a little, even if the student gives the source;
- verbatim copying without using quotation marks, even if the source is cited;
- and expressing in the student's own words someone else's ideas without giving proper credit.

OPSU decried plagiarism, the worst form of academic misconduct. OPSU recognizes that there are two forms of plagiarism: intentional and unintentional. Of course, instructors must determine in their own minds the form of plagiarism that they encounter and establish penalties for each form. However, one might make a case for a wide difference between instances of intentional and unintentional plagiarism, and perhaps penalties for each form might be different as well.

When an instructor spots an initial instance of unintentional plagiarism in a student's work--in an assignment or in a class--the instructor may opt to view this form of plagiarism as a result of a student's misunderstanding of the nature of research or student's poor proofreading skills and not penalize the assignment too stringently. Upon recognizing such unintentional plagiarism, the instructor should ensure that lapse of academic integrity may never occur again. If, however, an instructor encounters a second instance of unintentional plagiarism from a student -- in an assignment or in a class--the instructor may fail a student for the offensive assignment and/or the course.

When an instructor spots intentional plagiarism in a student's work, that instructor may opt to fail the assignment wherein the intentional plagiarism is found and/or fail the student in the course where the intentional plagiarism was committed and/or deal with the issue as the instructor sees fit.

- 3. Multiple Submissions:** Submitting substantial portions of the same academic work for credit to more than one class (or to the same class if the student repeats a course) without permission of the instructors.
- 4. Cheating on Examinations:** Gather unauthorized information before or during an examination from others, using notes or other unapproved aids during an examination, failing to observe the rules governing the conduct of examinations (for example, continuing to work on an examination after time is called at the end of an examination), or having another student take an examination for the student.
- 5. Fabricating Information:** Making up references for a bibliography, falsifying laboratory or research data (for example, tampering with experimental data to obtain "desired" results or creating results for experiments that were not done), or using a false excuse for an absence or an extension on a due date.
- 6. Helping Another Person Cheat:** Providing information about an examination to another student (for example, sending an electronic message with answers during an examination), giving unauthorized help on assignments, or failing to prevent misuse of work by others (for example, allowing another student to copy an examination, assignment, or computer program). A student must take reasonable care that examination answers are not seen by others or that term papers or projects are not plagiarized or otherwise misused by others. This category also includes taking an examination on behalf of another student.
- 7. Unauthorized Advance Access to Examinations:** Obtaining an advance copy of an examination without the instructor's permission or getting questions and answers from someone who took the examination earlier.
- 8. Altering or Destroying the Work of Others:** Changing or damaging computer files, papers, or other academic products that belong to others.
- 9. Fraudulently Altering Academic Records:** Altering graded papers, computer materials/records, course withdrawal slips, or academic documents. This includes forging an instructor or adviser signature and altering transcripts.

These behaviors may subject the student to disciplinary action if, in the judgement of the faculty member, a student fails to conform to the OPSU academic integrity policy.

Disciplinary Actions

Disciplinary action is at the discretion of the faculty member involved within the constraints of the course in which the alleged violations of academic integrity have occurred. Disciplinary actions determined by the faculty member for academic dishonesty may include, but are not limited to

- requiring a student to redo an assignment;
- recording an “F” (Failure) for a particular assignment such as a test, examination, or class/laboratory assignment;
- recording an “F” (Failure) for a final course grade;
- suspension from the university.

The following disciplinary actions are recommended, but are not required, based on the seriousness of the violation:

1. Level One Sanction: Grade of “zero” or “F” for the assignment or examination for violations including, but not limited to the following examples:

- copying a few sentences of material (1-5 sentences or a minor portion) from a written or Internet source without proper citation;
- cheating on a quiz or minor assignment;
- receiving unauthorized help on an assignment;
- working on an assignment with others when the instructor asked for individual work;
- using a false excuse to obtain an extension on a due date;
- signing an attendance roster for someone who is absent or asking someone else to sign the roster to avoid being counted as absent;

2. Level Two Sanction: Grade of “F” for the course for violations including, but not limited to the following examples:

- turning in an assignment copied from another person;
- turning in an assignment obtained in full or in part from a term paper “mill” or website;
- copying material almost word for word from a written source and turning it in as one’s own work;
- fabricating or falsifying a bibliography;
- getting questions or answers from someone who has taken an examination;
- obtaining an unauthorized copy of an examination in advance;
- using unauthorized notes during an examination;
- unauthorized use of technology (camera phones, text messaging, programmable calculator, Internet, etc.)
- copying from another person during an examination with or without his/her knowledge;
- helping someone else cheat on an examination;
- stealing an examination or problem answer from the instructor;
- altering a grade or scoring on an examination or paper to obtain unearned credit;

- in a course requiring computer work, copying another person's program rather than writing one's own;
- fabricating or falsifying laboratory or research data;
- unauthorized sharing or using work on an online assignment or examination;
- turning in work done by someone else;
- submitting substantial portions of the same assignment to more than one class without permission of the instructors.

The instructor may permit a student to drop a course with a grade of "W" if the student admits responsibility of a Level One Sanction, however, the student must meet the deadlines for dropping a course or withdrawing from the University.

Students who are accused of a second violation of academic integrity with a sanction of a "zero" or "F" on an assignment or examination may be referred to the Student Conduct Committee.

Students who violate academic integrity a second time may be suspended from the University. In such cases, the Student Conduct Committee will meet with the student and instructor to determine if the student is responsible for violating academic integrity. If the Student Conduct Committee finds that the student committed the act, the student may be suspended from the University for no less than one term (summer/fall or January/spring/May).