Student Academic Integrity Policy: 
Forms of Academic Dishonesty and Misconduct (Schedule A)

SIMON FRASER UNIVERSITY 

Policy and Procedures 

Date: November 22, 2018 
Number: S 10.01 (Schedule A) 

Revision Date: Revision No. 

Policy Authority: Vice-President, Academic and Provost 

Parent Policy: S 10.01 Student Academic Integrity Policy 

1.0 PURPOSE 

1.1 To list examples of prohibited forms of academic dishonesty and misconduct pursuant to the Student Academic Integrity Policy. See Section 5.2 of the Student Academic Integrity Policy (S10.01). 

2.0 FORMS OF ACADEMIC DISHONESTY AND MISCONDUCT 

2.1 Any action that contravenes the standard of academic integrity, as defined in Section 4.2 of the policy, is prohibited and may result in disciplinary measures. 

2.2 Examples of academic dishonesty and misconduct are listed below to illustrate the types of behaviours that will be subject to University action and that might lead to intervention or discipline by the University. The list of examples is not exhaustive and any conduct that a student knows, or ought reasonably to know, is misconduct is subject to this policy. 

2.3 Forms of Academic Dishonesty 

The following acts or omissions that occur within or as part of a course constitute academic dishonesty and are prohibited: 

2.3.1 Plagiarism, including: 

a. submitting or presenting the work of another person, including artistic imagery, as that of the student without full and appropriate accreditation; 

b. copying all or part of an essay or other assignment from an author or other person, including a tutor or student mentor, and presenting the material as
the student’s original work;

c. failing to acknowledge the phrases, sentences, or ideas of the author of published and unpublished material that is incorporated into an essay or other assignment.

2.3.2 Submitting the same, or substantially the same, essay, project, presentation, or other assignment more than once, whether or not the earlier submission was at Simon Fraser University or another institution, unless prior approval has been obtained from the instructor to whom the work is being submitted.

2.3.3 Cheating during an examination, including:

a. the unauthorized sharing of material such as textbooks during an “open book” examination;

b. concealing information pertaining to the examination in the examination room, in washrooms, or other places in the vicinity of the examination room;

c. the unauthorized possession or use of course notes or any other aids not approved by an instructor during an examination;

d. the unauthorized possession, use, or sharing of an examination question sheet, an examination answer book, a completed examination or assignment, or other examination material;

e. the unauthorized use of devices, such as mobile phones, to receive or share information pertaining to the examination; or

f. the unauthorized access or sharing of information or resources, in any format, pertaining to the examination.

2.3.4 Submitting as one's original work an essay, project, thesis, presentation, other assignment, or examination, or part thereof, that was purchased or otherwise acquired from another source, unless the work is commercially available data, images, or other intellectual property the source and acquisition of which is properly and fully described and cited by the student and approved by the course instructor or supervisor.

2.3.5 Unauthorized or undisclosed use of an editor, whether paid or unpaid. An editor is an individual or service, other than the instructor or supervisory committee, who manipulates, revises, corrects, or alters a student’s written or non-written work. Students must seek direction from the instructor about the type of editor and the extent of editing that is allowed in the course. Students may access authorized academic support services such as the Student Learning Commons, Centre for English Language Learning, Teaching, and Research, and WriteAway, which do not provide editing.

2.3.6 Cheating in assignments, projects, examinations, or other forms of evaluation by:

a. using, or attempting to use, another individual’s answers;
b. providing questions and/or answers to other individuals;

c. in the case of students who work or study together, submitting identical or virtually identical assignments for evaluation unless permitted by the course instructor or supervisor.

2.3.7 Impersonating a candidate or being impersonated in an examination.

2.3.8 Falsifying material that is subject to academic evaluation.

2.3.9 Submitting false records or information, in writing or orally, including the falsification of laboratory results or research findings.

2.3.10 Engaging in misrepresentation, including falsifying documents, to gain a benefit or advantage in a course (e.g. establishing entitlement to accommodations on protected grounds, such as a disability), the Withdrawal Under Extenuating Circumstances process, or the Deferred Grade Process (e.g. the submission of a forged or altered medical certificate or death certificate).

2.3.11 Engaging in any action intended to disadvantage students in a course including destroying, stealing, or concealing library resources.

2.3.12 Stealing, destroying, or altering the work of another individual.

2.3.13 Unauthorized possession of or inappropriate use of computers, calculators and other forms of technology in course work, assignments, or examinations.

2.3.14 Misconduct in research as defined in Policy R 60.01.

2.3.15 Unauthorized sharing, selling, or use of proprietary instructional, examination, textbook, assignment, or other course materials, e.g. using proprietary course materials for the purpose of teaching or tutoring.

2.4 Forms of Academic Misconduct

2.4.1 The following behaviours, not related to a specific course, are prohibited.

a. Falsification, Misrepresentation, Fraud, or Misuse, the dominant purpose of which is academic advantage, including:

i. forging, misusing, or altering any University document or record;

ii. engaging in misrepresentation that may create an incorrect perception of the student’s academic position or credentials;

iii. obtaining any textbooks, study aids, equipment, materials, or services by fraudulent means;

iv. submitting a manufactured, forged, altered, or converted document, including a forged or altered medical certificate, death certificate,
or travel document to a University official, which the student knows, or ought reasonably to have known, to be altered;

v. impersonating an instructor, student, or other member of the University community;

vi. engaging in any action which disadvantages the access of students to course enrollment or course materials; or

vii. unauthorized sharing, selling, or use of proprietary instructional, examination, textbook, assignment, or other course materials, e.g. using proprietary course materials for the purpose of teaching or tutoring.

2.5 It is a violation to help others or to attempt to help others engage in any of the conduct described above.

3.0 INTERPRETATION

3.1 Questions of interpretation and application of this Policy or its Procedures shall be referred to the Vice-President, Academic and Provost and the University’s General Counsel, who will jointly make a decision, which will be final.