The Office of Academic Integrity and Good Conduct operates within the Senate and Academic Services Unit, within Student Services. The office manages and administers the S 10 Code of Academic Integrity and Good Conduct Policy and provides leadership and guidance related to incidents of student crisis or threat as outlined in the GP 25 Response to Violence and Threatening Behaviour Policy. Staff are available to advise and support faculty and staff and work with departmental Academic Integrity Advisors to provide training to academic units upon request.

<table>
<thead>
<tr>
<th>Academic Integrity</th>
<th>Student Conduct</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jo Hinchliffe, Associate Registrar</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:joah@sfu.ca">joah@sfu.ca</a> 778-782-5350</td>
<td><a href="mailto:aigco@sfu.ca">aigco@sfu.ca</a> 778-782-9456</td>
</tr>
<tr>
<td><a href="http://www.sfu.ca/students/academicintegrity.html">http://www.sfu.ca/students/academicintegrity.html</a></td>
<td><a href="https://www.sfu.ca/students/studentconduct.html">https://www.sfu.ca/students/studentconduct.html</a></td>
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The Academic Integrity and Good Conduct Policy defines student’s basic responsibilities as academic community members, defines inappropriate student conduct, and provides procedures and penalties to be invoked if they engage in such unacceptable behavior.

**Academic Integrity at Simon Fraser University**

- SFU has adopted a zero tolerance for academic dishonesty. The Academic Integrity and Good Conduct Policy was revised and approved effective May 01 2009: [http://www.sfu.ca/policies/gazette/student.html](http://www.sfu.ca/policies/gazette/student.html)

- The success of this approach depends on instructors reporting incidents and applying the appropriate penalty. Instructors are encouraged to direct students to the Academic Integrity web site for more information [http://students.sfu.ca/academicintegrity.html](http://students.sfu.ca/academicintegrity.html).

- Instructors can choose to use the electronic reporting system that makes it easy. Find directions here: [https://courses.cs.sfu.ca/docs/discipline](https://courses.cs.sfu.ca/docs/discipline).

- All SFU course outlines are now available in the Academic Calendar. Each course outline has a message dedicated to Academic Integrity, (see below) that provides consistency across the institution.
  - SFU’s Academic Integrity web site [http://students.sfu.ca/academicintegrity.html](http://students.sfu.ca/academicintegrity.html) is filled with information on what is meant by academic dishonesty, where you can find resources to help with your studies and the consequences of cheating. Check out the site for more information and videos that help explain the issues in plain English. Each student is responsible for his or her conduct as it affects the University community. Academic dishonesty, in whatever form, is ultimately destructive of the values of the University. Furthermore, it is unfair and discouraging to the majority of students who pursue their studies honestly. Scholarly integrity is required of all members of the University. [http://www.sfu.ca/policies/gazette/student/s10-01.html](http://www.sfu.ca/policies/gazette/student/s10-01.html)
• Academic Integrity Advisors (faculty members) are in every department to assist all instructors with the process.

<table>
<thead>
<tr>
<th>Key reason for cheating</th>
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<tbody>
<tr>
<td>Perceived low risk of being caught or penalized may lead students to conclude that a positive cost-benefit exists. Source: Academic Misconduct within Higher Education in Canada 2006, Christensen Hughes, Julia M. (Guelph) and McCabe, Donald L. (Rutgers)</td>
</tr>
</tbody>
</table>

**How you set a good example**
• Know the policy!
• Be consistent.
• Be equitable.
• Respect privacy.
• Be unbiased.
• Attain conclusive evidence.
• Follow through.

**Important steps in the process**
• You must provide the student an opportunity to meet with you (individually preferable) so they can state their side of the situation.
• Present your evidence, don’t accuse, wait for an explanation. You can ask students to discuss their process, their conclusions.
• After you have met with the student you need to determine a penalty, if any, from the list of proscribed penalties in the policy (also listed on the incident report form)
• Complete the incident report form and file one copy with your unit head and one copy with the Registrar’s office. Note there is an online version of this report [https://courses.cs.sfu.ca/docs/discipline](https://courses.cs.sfu.ca/docs/discipline).
• Be sure students are aware they have the right to appeal. The best place to send students for assistance is to the ombuds office jsolman@sfu.ca
• Document, document, document.

**Academic Integrity Report 2014-15**

**Types of Incident:**
Plagiarism 118 incidents

Examples:
- Paper contained overlap from four internet sources, uncited
- Student submitted assignment which referenced material from a group project in another class
Student submitted paper on Turnitin, which indicated that 70% of the paper was directly taken from other sources without quotation, citation or any other form of attribution

Cheating on exams or assignments 112 incidents

Examples:
- Folded notes were found hidden in exam seat
- Student used cellphone during final exam
- Student used ruler in final exam that had formula written on it

Fraud/Misrepresentation 2 incidents

Examples:
- Student submitted falsified medical documents to defer exams

Penalties
*Note: Students can receive more than one penalty*

Give the student a warning 24
Assign a grade penalty less harsh than ‘F’ for the work 54
Impose a failing mark for the work 115
Assign a grade less harsh than ‘FD’ for the course 4
Assign a grade of “FD” 6
Re-do the work or do supplementary work 28
Issue a formal reprimand 3

*The ‘FD’ grade means “failed, discipline” and remains on the student record for two years after graduation.

Resources
- Health Care Provider Statement [http://students.sfu.ca/forms/hcpsfGeneral.pdf](http://students.sfu.ca/forms/hcpsfGeneral.pdf)
- Health and Counselling Centre [http://students.sfu.ca/health/](http://students.sfu.ca/health/)
- Centre for Students with Disabilities [http://students.sfu.ca/disabilityaccess/](http://students.sfu.ca/disabilityaccess/)
- First Nations Student Centre [http://students.sfu.ca/indigenous.html](http://students.sfu.ca/indigenous.html)
- Academic Advising and Student Success [http://students.sfu.ca/advising/academic/](http://students.sfu.ca/advising/academic/)
- International Services for Students [http://students.sfu.ca/international/](http://students.sfu.ca/international/)
- Student Learning Commons [http://www.lib.sfu.ca/slcc](http://www.lib.sfu.ca/slcc)
- Ombudsperson [www.sfss.ca/ombudsoffice.html](http://www.sfss.ca/ombudsoffice.html)
- Academic Integrity [http://www.sfu.ca/students/academicintegrity.html](http://www.sfu.ca/students/academicintegrity.html)
Student Conduct at Simon Fraser University

- SFU is committed to creating a scholarly community characterized by civility, diversity, free inquiry, mutual respect and individual safety.

- The Academic Integrity and Good Conduct Policy was revised and approved effective May 01 2009: http://www.sfu.ca/policies/gazette/student.html.

- The Response to Violence and Threatening Behaviour Policy was revised and approved effective March 21, 2013: http://www.sfu.ca/policies/gazette/general/gp25.html

- The success of this approach depends on faculty and staff:
  - distinguishing between behaviours of concern and instances of misconduct;
  - offering support and referrals for behaviours of concern (i.e. to Advising, Financial Aid, Health & Counselling Services; Student Learning Commons; etc.);
  - reporting instances of misconduct to Safety and Risk Services: non-emergency #2-3100; Burnaby emergency #2-4500; Surrey emergency #2-7511; Vancouver emergency #2-5252

- The following are representative but not exhaustive of behaviors constituting misconduct:
  - harm, injure or threaten any person (in person or through electronic means);
  - disruptive or dangerous behavior;
  - behavior which results in damage, destruction and theft of University property or the property of any University member;
  - forgery or alteration of University documents or records;
  - misuse of University resources including information (computing) resources;
  - unauthorized entry or presence in University premises;
  - misuse of student disciplinary procedures.

Annual Report on Student Discipline Matters 2014-2015
(https://www.sfu.ca/students/academicintegrity/resources.html)

Types of Incidents: Disruptive or Dangerous Behaviour (13 incidents); Damage, Destruction or Theft (4 incidents); Fraud, Misuse, and Impersonation (3 incidents); Violation of University Policies (2 incidents) Firearms or Other Weapons (2 incidents); Illegal Conduct (4 incidents) Unauthorized Entry or Presence (2 incidents)

Outcomes: Formal Reprimands (55% of cases) and Apology Letters (4% of cases) are the most common resolution; followed by Recommendations to seek professional assistance (4% of cases) and Informal Resolutions (27% of cases).

“In addition to student conduct management, the [Office] also … work[ed] directly with students presenting with complicated personal circumstances that had the potential to severely impact their academic endeavours. From September 1, 2014 – August 31, 2015 this position worked individually with 9 such students, helping them to access support and assistance for their complex individual needs. This provides a benefit to the institution as working with these high-
need students proactively can prevent future student conduct incidents or other adverse impacts to the university community” (https://www.sfu.ca/students/academicintegrity/resources.html).