

This policy also applies to students who have withdrawn or graduated from the College where an allegation of academic misconduct occurred during their registration, admission, and/or enrolment at the College.

Academic integrity is the responsibility of the entire College community. As such, this policy also applies to all employees of Camosun College who are responsible for supporting the enactment of this policy and/or those who are enrolled

7. Designate: Refers to the individual who has been delegated authority to act on behalf of an academic or administrative officer at the College.
8. Employee: Any person who is employed by the College or is contracted by the College, including but not limited to faculty, staff, sessional instructors, and security personnel.
9. Informal Process: A process for addressing Academic Integrity issues through communication and/or dialogue. During an Informal Process, all parties may agree to an outcome that resolves the Academic Integrity issue. Outcomes agreed upon through an Informal Process are not appealable to the Academic Appeals Panel.
10. Formal Process: A process for addressing Academic Integrity if/when an Informal Process is not possible and/or appropriate. A formal process may result in an outcome decided upon by a Dean/Director. Outcomes of a Formal Process are appealable to the Academic Appeals Panel.
11. Instructor: Any individual who is employed by the College to teach in any of the College's programs of study.
12. Interim Measure: A decision or outcome that is enacted temporarily pending a completed investigation or outcome following an Informal or Formal Process.
13. Investigation Interim Measure

subject to appropriate educational, rehabilitative, and/or punitive outcomes set out by the College.

17. Ombudsperson: an impartial, independent office within the College which provides a safe, confidential place for students to discuss concerns, complaints and disputes, and to consider options. The Ombudsperson is an advocate for fairness and equity, rather than an advocate for a particular person or outcome.
18. Procedural Fairness: Procedural fairness is concerned with the procedures used in an investigation rather than the outcome of an investigation. Absence of bias is a core component of procedural fairness. The right to a fair process includes being made aware of and given an opportunity to respond to, correct, or contradict any information available, in person and/or in writing. Additionally, procedural fairness affords a person a right to appeal and to have an advisor or [support person](#) of their choice at any stage of the investigation process, if desired.
19. Student: For the purposes of the Academic Integrity Policy, a student is anyone who, at the time of the alleged violation of this policy, was either:
 1. Admitted to a degree, diploma, and/or certificate program;
 2. Registered in a credit or non-credit course and/or program offered by the College;
 3. In process of obtaining admission, readmission, or registration in a course, degree, diploma, or certificate program if it is alleged that a person breached Academic Integrity to obtain admission, readmission, or registration.

PRINCIPLES

1. Camosun College adheres to the six tenets of academic integrity: honesty, trust, fairness, respect, responsibility, and courage ([International Centre for Academic Integrity, 2014](#)).
2. Camosun recognizes the multiple and nuanced understandings of academic integrity that are prevalent across cultures. Camosun College students are strongly encouraged to inform themselves of the standards of academic integrity articulated in this policy, and the College is committed to providing supports and services to assist students in understanding the principles set out in this policy.
3. The College recognizes that students are responsible for their educational journeys. The College is committed to supporting all students to achieve their academic goals. Students are entitled to seek out available and appropriate student services, assistance, and support as they go through the processes outlined under the Academic Integrity policy. During meetings with instructors, Chairs, and/or Program Leaders, students are entitled to bring an appropriate [support person](#) to the conversation.
4. Instructors may seek assistance from their Schools with the investigation and appeal processes outlined in this policy.

5. Responsibility for upholding the values of academic integrity lies with everyone within Camosun's teaching and learning communities. Students are expected to embrace and demonstrate academic integrity as an integral part of their learning journey. Instructors will evaluate students' academic performance in a fair and just manner and are expected to model and instill the values of academic integrity in their teaching practices.
6. Camosun College ensures that allegations of violations of this policy are managed and investigated appropriately, in a fair and equitable manner, with determinations based on the balance of probabilities. The College commits to the principles of natural justice and procedural fairness when addressing allegations of academic misconduct. Investigations of academic misconduct will be conducted through timely, consistent, unbiased and established procedures.
7. Outcomes will vary based on the severity and frequency of the academic misconduct. Where appropriate, the outcomes of an investigation of academic misconduct will be educational and developmental rather than punitive.
8. While under investigation for violation of the Academic Integrity policy, a student may continue to register and enroll in academic courses. 60.0000912 0 612 7925 0108.02 630.1 Tm0 g
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own exam, completing the exam without disruption or delay, and complying with the instruction of the College official(s) administering the examination.

2. Cheating: Cheating is an act of deceit, fraud, distortion of the truth, or inappropriate use of another person's effort to obtain an academic advantage. Cheating is also the act of sharing one's work with others for the purpose of giving another person an academic advantage. Students have a responsibility to ensure that the academic work produced is their own.
3. Falsifying, Misrepresenting, and/or Withholding Information: Falsifying, misrepresenting, and/or withholding information, in the context of academic integrity, is the presenting of deceptive or false information to the College, its appointed official, and/or an external body/official to obtain an unfair advantage. Additionally, students have a responsibility to ensure that any official academic and non-academic records or information provided to the College are truthful and free from alteration and misrepresentation. This responsibility also extends to College documents that students submit to a body external to the College. It is expected that students will not withhold records, transcripts, or other academic documents to gain an unfair advantage or mislead the College.

In the case that false, misrepresentative, and/or incomplete information is presented to the College for the purposes of gaining admission, the College reserves the right to refuse admission.

If it is discovered that a student, who is enrolled in the College, has gained admission to the College using false, misrepresentative, and/or incomplete information, the College reserves the right to suspend the student or take other measure(s) deemed appropriate.

work and to ensure that work (e.g., draft documents, final assignments, access codes) is not published or otherwise made available to a third party without prior consent

[G-3.1.4 Terms of Reference: Education Council Academic Appeals Panel](#)
[Guidelines: Camosun College Support Person](#)