



Student Guidelines for Academic Integrity Department of Mathematics and Statistics

Relevant college policies and supporting documents include:

Academic Regulations and Standards – Academic Integrity Overview

calendar.camosun.ca/content.php?catoid=27&navoid=2425#academic-integrity

Academic Integrity Policy E-1.13

camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf

Supporting documents

E-1.13.1 Process for Documenting and Addressing Academic Misconduct

camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.1.pdf

E-1.13.2 Standards for Records Management – Academic Integrity

camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.2.pdf

E-1.13.3 Academic Integrity Appeals Form

camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.3.pdf

E-1.13.4 Academic Dishonesty Letter of Information Template

camosun.ca/sites/default/files/2022-01/E-1.13.4%20Academic%20Dishonesty%20LOI%20TEMPLATE.docx

E-1.13.5 Policy-Informed Practice: Guide to Academic Misconduct and How to Address It

camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.5.pdf

The College policy is clear: academic dishonesty is NOT tolerated and disciplinary consequences reflecting the severity and nature of the conduct will be imposed.

The expectation at Camosun College is that you will always conduct yourself in an honest and ethical manner in your studies. In particular, **all work** that you submit for grading should be your own. Submitting work that is not entirely your own is considered cheating and has consequences, some of which can be very significant. To help you interpret and follow the college policies, the Department of Mathematics and Statistics, through consultations with the College Ombudsman's office and the Deans of the former School of Access and School of Arts and Science, established the following guidelines.

- 1. Tests, Quizzes and Final Exams:** When writing these, **do not**
 - Copy from another student's paper.
 - Leave your paper exposed so that another student could copy from it.
 - Have concealed notes or other materials that are not authorized by your instructor.
 - Communicate with other students in any way.

- Use your own scrap paper without your instructor's permission.
- Use calculators that are not approved by your instructor.
- Use electronic devices (except for authorized calculators) such as mobile phones or electronic translators.
- Engage in distracting behaviour such as eating food that disturbs other students because of noise or aroma.

2. Assignments: When completing assignments for grading

- Respect the limits set by your instructor placed on collaboration with other students and tutors. Make sure not to turn collaboration into plagiarism. You must write your solutions in your own words.
- Submit only your own work, not work copied from someone else. Submitting an assignment that contains parts copied from someone or something else is plagiarism. This "someone or something else" includes your tutor, solutions to an old assignment or test, lab tutorials, and web postings.
- Do not allow other students to copy your work to submit as their own. Allowing others to take the credit for your hard work not only devalues the effort you have made, but also encourages the misconduct of fellow students and makes you a party to academic dishonesty, thereby placing you in a position to be sanctioned with disciplinary consequences.

3. Monitoring: Instructors may set specific rules for a class including, but not limited to, the following:

- Your instructor will not only grade the work you submit, but will also monitor the originality of your work and your adherence to testing protocols.
- For tests and exams, your instructor has the discretion to determine seating arrangements, rules regarding the use of formula sheets and electronic devices, and procedures related to the use of washrooms. For example, students may be required to ask permission to leave for a washroom break and an instructor may allow no more than one student to take a washroom break at any given time. Be sure to provide a doctor's note, in advance, should medical conditions require frequent washroom breaks.

4. Consequences: The consequences for academic dishonesty can be very severe. Examples of possible disciplinary actions are as follows:

- Your instructor gives you a verbal or written warning with the expectation that the behaviour will not be repeated.
- Your submitted paper receives a failing grade.
- You receive a failing grade for the course.
- You receive a formal written reprimand that becomes a permanent part of your academic record.
- You are removed from the program in which you are registered and/or you are suspended from the College.
- You lose a College award or credential.