

Academic Conduct

The Academic Conduct Policy's objective is to confirm the expectation of academic integrity of all Vancouver Island School of Art community members. It provides a guideline on what is considered academic misconduct and provides suggestions on how to respond to ensure that cases of misconduct are consistent with the procedures outlined in this policy.

Academic Integrity

- Students are expected to create and express their own ideas and submit original work in each class. Work may only be submitted for grading for one course. Students cannot get graded more than once on the same work (in other words the same work cannot be used for more than one course).
- Students must give credit to other peoples' ideas when used. It is their responsibility to document and acknowledge this incorporation in a way that is appropriate in the particular course or assignment.
- Students are responsible for familiarizing themselves with the Academic Conduct Policy as well as learning and using the expected conventions in their course or program for documenting sources or acknowledging contributions asking questions and/or seeking additional information if expectations are unclear.

Academic Misconduct

Examples of academic misconduct include but are not limited to:

- Plagiarism – defined as intellectual theft, and it occurs when an individual presents the work of someone else as if it were their own such as:
 - Anyone who knowingly and intentionally deceives others about the origin or creation of work or who knowingly and intentionally takes credit for the work of others in any course or assignment
 - Any work, in whole or in part, that has been done by someone else on your behalf
- Cheating – includes a range of activities that are intended to give someone credit for work that they did not do or for knowledge that they did not learn such as:
 - copying or sharing another student's work on a test or exam,
 - allowing another student to copy to share work,
 - improperly obtaining an examination or test paper or materials related to an examination or test paper
- Submission of work for credit in more than one class - Students are expected to create new work in response to each course assignment unless instructors or assignments explicitly state otherwise.

Procedures for Cases of Academic Misconduct

Sanctions for Academic Misconduct are decided on a case by case basis and are to be determined by the Instructor and/or Executive Director. They may include:

- Revision or re-completion of the assignment, or completion of a new assignment
- Reduction of the grade on the assignment, up to grade of zero on the assignment
- Grade of zero on the assignment and an additional reduction in the final course equivalent to no more than the value of the assignment
- Grade of zero in the course
- Suspension from the school for a minimum of one semester;
- Expulsion from the program and ban on taking further classes
- In the event that academic misconduct is detected following the completion of a course, VISA reserves the right to amend a student's final course grade as appropriate to the misconduct.