

Policy No. & Title: A136: ACADEMIC INTEGRITY

Policy Sponsor: Sr. Vice-President Academic

Reference Cttee: College Council

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1. PURPOSE

The purpose of this policy is to clarify academic, behavioural expectations and prohibited academic conduct, sustain a learning environment that is based on academic integrity, and protect the reputation of Fanshawe College credentials.

2. DEFINITIONS

Academic Integrity: The practice of holding oneself and others accountable for performing all academic work in an honest and ethical manner.

Academic Offence: Obtaining or attempting to obtain unfair advantage or credit for academic work for oneself or others by dishonest means. This act can be intentional or unintentional. For a list of offences, see Procedure A: Investigating and Processing Academic Offences.

Academic Work: Tasks to be performed by students in fulfillment of a course or program requirement at the College. Examples include, but are not limited to, quizzes, tests, examinations, case studies, assignments, reports, essays, presentations, labs, projects, in-class work, placements, and practical assessments.

College Community: Includes, but is not limited to, employees, students, members of the Board of Governors, members of committees established by the College, volunteers, contractors, individuals providing service or research, individuals who use/rent College facilities, visitors, applicants, and/or guests.

Procedural Fairness: The decision-making process that ensures that students have a fair opportunity to make their case to a College decision-maker or Committee of Review.

3. POLICY

Fanshawe College's mission is to provide pathways to success, an exceptional learning experience and a global outlook to meet student and employer needs. Academic integrity in all academic work is essential for the College to achieve this mission. Academic offences violate academic integrity.

3.1. Principles

- 3.1.1. Maintaining an environment that supports academic integrity is a shared responsibility among all members of the College community who are responsible for knowing and complying with this policy. The College is responsible for supporting students and professors by providing training and education related to academic integrity.
- 3.1.2. Students who commit academic offences are penalized in accordance with this policy and its procedures. Students have the right to appeal decisions related to academic offences under Procedure B: Appeals and its principle of procedural fairness.
- 3.1.3. The College acknowledges the confidential nature of the academic offences and appeals processes and the relevant academic manager only shares information regarding individual cases with those necessary to support each process.
- 3.1.4. Threats or retaliation against members of the College community, including students, who participate in the administration of this policy are not tolerated. Such incidents are responded to under Policies A130: Student Code of Conduct and P208: Respectful College Community and Prevention of Harassment and Discrimination.
- 3.1.5. Documented accommodations and their use in completing academic work approved under Policy A101: Accommodation of Applicants and Students with Disabilities will not be considered violations of this policy.

3.2. Administration

- 3.2.1. Associated addenda to this policy may be amended by authority of the Policy Sponsor.

4. REFERENCES

College Policies

A101: Accommodation of Applicants and Students with Disabilities
A106: Academic Withdrawal and Termination
A108: Admission of Students to Post-Secondary Programs
A128: Student Academic Appeals
A130: Student Code of Conduct
P208: Prevention of Discrimination and Harassment

5. ADDENDA

Procedure A: INVESTIGATING AND PROCESSING ACADEMIC OFFENCES

Procedure B: APPEALS

Standard 1: SUGGESTED WORDING FOR STUDENT NOTIFICATIONS

Policy No. & Title: A136: ACADEMIC INTEGRITY

Addendum: **Procedure A: INVESTIGATING AND PROCESSING ACADEMIC OFFENCES**

Issued by: Sr. Vice-President Academic

Effective: 2024-12-18

1. PURPOSE

The purpose of this document is to establish how academic offences are investigated and processed at Fanshawe College.

2. DEFINITIONS

Academic Offences Form: The College's official record of an academic offence. The form is available Online via the Academic Integrity Office . The completed Academic Offences Form is sent to the student, and the Academic Integrity Office.

Academic Integrity at Fanshawe College Course: a free, self-paced course that is available in FanshaweOnline and provides a comprehensive overview of the College's expectations regarding academic integrity. Students will be required to complete the course after a Formal Warning has been issued or a Penalty has been applied. Failure to complete the course will be taken into consideration when a Penalty or escalated Penalty is being determined for a subsequent academic offence.

Academic Manager: A College manager or designate who has the delegated authority to review and make determinations about academic offences.

College business day: Any day of the week except Saturday, Sunday, a statutory holiday or a holiday defined in the Academic Calendar.

Consequential Action: A documented action taken by a professor when a student receives a Formal Warning in response to a student's academic offence. A Consequential Action does not count towards the three Penalties a student may accrue.

Formal Warning: Cautionary advice given to a student by a professor to support the student to demonstrate academic integrity and prevent subsequent academic offences. A Formal Warning must be documented and may only be issued to a student once, subsequent academic offences will result in the application of Penalties. A Formal Warning may result in a Consequential Action, which does not count towards the three Penalties a student may accrue.

Manager, Academic Integrity: A role that provides resources and guidance to professors and students (and others/members of the College community) about academic integrity at the College.

Notice of Academic Integrity Offence: An electronic communication to the student containing the Academic Offences Form.

Penalty: An action taken by a professor in response to a student's academic offence. A student may only accrue three Penalties.

3. ACADEMIC OFFENCES

Academic offences include, but are not limited to, committing the following acts:

1. The student commits plagiarism, which means taking credit for another person's work.

Examples of plagiarism include, but are not limited to, the following acts:

- a. The student submits another person's work as their own academic work.
 - b. The student does not credit the original source of ideas, images, information, quotations, or other intellectual property.
 - c. The student submits electronic files or data created by another person without the instructor's permission.
 - d. The student submits academic work from another course without the instructor's permission.
2. The student acts to assist or facilitate an academic offence.
 3. The student misrepresents the reasons for a missed evaluation or deadline extension.
 4. The student allows another person to complete the student's academic work, excluding quizzes, tests, and examinations (see #11).
 5. The student copies from another person during a quiz, test, or examination.
 6. The student participates in activities, in person or electronically, that are not permitted in the preparation or completion of academic work.
 7. The student uses material, resources, or technologies that are not permitted in the preparation or completion of academic work.
 8. The student possesses or uses material, resources, or technologies that are not permitted in a quiz, test, or examination.
 9. The student improperly obtains any evaluation prior to the date and time scheduled for the evaluation.
 10. The student alters or falsifies academic records in any way or submits false documentation for academic purposes.
 11. The student allows another person to take a quiz, test, or examination in the student's place.

4. INVESTIGATING ACADEMIC OFFENCES

The table below outlines the actions required by members of the College community who suspect a student of committing an academic offence.

PARTY	ACTION	TIME LIMIT
Professor	<input type="checkbox"/> Gather information about the suspected academic offence. <input type="checkbox"/> Determine which academic offence is suspected, referring to Section 3. <input type="checkbox"/> Whenever possible, discuss the suspected academic offence with the student. <input type="checkbox"/> Determine whether the academic offence occurred. <ul style="list-style-type: none"> <input type="checkbox"/> If no: No further action is required. <input type="checkbox"/> If yes: <ul style="list-style-type: none"> <input type="checkbox"/> Complete the Academic Offence History Request form for the student's penalty history. If applicable, the Manager, Academic Integrity will inform the professor regarding the status of Academic Integrity at Fanshawe College Course completion. <input type="checkbox"/> Continue to Section 5. If needed, consult with the Academic Manager. <p>The Manager, Academic Integrity, is available to professors for consultation at any step in the process.</p>	5 College business days from initial suspicion*
Other individuals	<input type="checkbox"/> Gather information about the suspected academic offence. <input type="checkbox"/> Inform the appropriate professor of the suspected offence, who will take action as outlined above.	Immediately

** This time limit could be extended to accommodate extenuating circumstances at the discretion of the appropriate Dean or designate.*

5. PROCESSING ACADEMIC OFFENCES

5.1. The Process

Processing academic offences is based on the student's penalty history and the severity of the academic offence committed. This process is outlined in the tables on the following pages. The titles of these tables are:

- A. NO PREVIOUS FORMAL WARNINGS OR PENALTIES DOCUMENTED
- B. ONE FORMAL WARNING DOCUMENTED
- C. ONE PENALTY DOCUMENTED
- D. TWO PENALTIES DOCUMENTED

To use this section, go to the table that applies to the student's penalty history that was retrieved through the prescribed form (see Section 4). In each of the tables, actions are listed for each party. Formal Warning/Penalty options for each academic offence and descriptions of the Penalties are outlined in Sections 5.2 and 5.3, respectively.

A student's first academic offence may result in a Formal Warning (with or without a Consequential Action) or a Penalty; a maximum of one Formal Warning is permissible per student. A Formal Warning is cautionary advice given to the student to demonstrate academic integrity and avoid subsequent academic offences. Professors have the discretion to use a Formal Warning to educate the student about academic integrity when they believe a Penalty is not warranted for the academic offence.

Formal Warnings must be documented with the Academic Integrity Office and may also have Consequential Actions for the student. See Section 5.2 for which offences may result in a Formal Warning and the Consequential Action that may be taken. Consequential Actions may only be applied when a Formal Warning is documented with the Academic Integrity Office. A Penalty is a disciplinary measure imposed on the student. Penalties increase in severity for subsequent academic offences.

A Formal Warning, if issued, is the first of four documented consequences that a student may accrue; the fourth and final consequence is the Penalty of Expulsion. Where it is an option, the Formal Warning can only be applied to the student's first offence. If a Formal Warning is not issued, the student may accrue three penalties; the third and final Penalty is the Penalty of Expulsion. For the sake of clarity, the progression may follow one of two paths:

1. Formal Warning Issued

- Formal Warning
- Penalty
- Penalty
- Penalty (This penalty is expulsion)

2. No Formal Warning Issued

- Penalty
- Penalty
- Penalty (This penalty is expulsion)

Both the Formal Warning and Penalties are documented with the Academic Integrity Office using the Academic Offences Form. See Guideline A for suggested wording for Formal Warning or Penalty email notifications to the student.

The student is allowed to attend class(es) and participate in academic evaluations while the academic offence is being processed and while the student is involved in the appeal process.

Students who are issued Formal Warnings or have Penalties applied will be required to complete the *Academic Integrity at Fanshawe College* course. Failure to complete the course will be taken into consideration when a Penalty or escalated Penalty is being determined for a subsequent academic offence.

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A. NO PREVIOUS FORMAL WARNINGS or PENALTIES DOCUMENTED <i>If no Formal Warning or Penalty is on file with the Academic Integrity Office, then do the following:</i>		
PARTY	ACTION	TIME LIMIT
Professor	<ul style="list-style-type: none"> <input type="checkbox"/> Identify Formal Warning/Penalty options in Section 5.2. <ul style="list-style-type: none"> <input type="checkbox"/> For Academic Offence category 1, 2, 3, 6, or 7 (described in Section 3, pp. 3-4), determine whether a Formal Warning with optional Consequential Action or one of the Penalty options is appropriate. <input type="checkbox"/> For Academic Offence category 4, 5, or 8 (described in Section 3, pp. 3-4), determine the Penalty. <input type="checkbox"/> For Academic Offence category 9, 10, or 11 (described in Section 3, pp. 3-4), the Penalty may be expulsion. Consult with the student's Academic Manager to determine the Penalty. If recommending expulsion, go to Table D. <input type="checkbox"/> If recommending that the student receive a failing grade (F) in the course, consult with the Academic Manager. <input type="checkbox"/> Complete the Academic Offences Form and provide a copy to: <ul style="list-style-type: none"> <input type="checkbox"/> The student – the Academic Offences Form is an attachment sent by email that notifies the student that the Penalties increase in severity for subsequent academic offences and instructs the student to complete the <i>Academic Integrity at Fanshawe College</i> course (see Guideline A for notification email wording). <input type="checkbox"/> The Academic Manager <input type="checkbox"/> The Manager, Academic Integrity <p>The Manager, Academic Integrity, is available to professors and Academic Managers for consultation at any step in the process.</p>	<p>5 College business days from the date of confirming offence</p> <p>(refer to Section 4)</p>

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B. ONE FORMAL WARNING DOCUMENTED or NO PENALTIES DOCUMENTED <i>If the Academic Integrity Office indicates that the student's penalty history already includes one documented Formal Warning, then do the following:</i>		
PARTY	ACTION	TIME LIMIT
Professor	<ul style="list-style-type: none"> <input type="checkbox"/> Identify Penalty options in Section 5.2. <ul style="list-style-type: none"> <input type="checkbox"/> For Academic Offence category 1, 2, 3, 4, 5, 6, 7, or 8 (described in Section 3, pp. 3-4), determine the Penalty. <input type="checkbox"/> For Academic Offence category 9, 10, or 11 (described in Section 3, pp. 3-4), the Penalty may be expulsion. Consult with the student's Academic Manager to determine the penalty. If recommending expulsion, go to Table D. <input type="checkbox"/> If recommending that the student receive a failing grade (F) in the course, consult with the Academic Manager. <input type="checkbox"/> Complete the Academic Offences Form and provide a copy to: <ul style="list-style-type: none"> <input type="checkbox"/> The student – the Academic Offences Form is an attachment sent by email that notifies the student that the Penalties increase in severity for subsequent academic offences and instructs the student to complete the <i>Academic Integrity at Fanshawe College</i> course (see Guideline A for notification email wording). <input type="checkbox"/> The Academic Manager <input type="checkbox"/> The Manager, Academic Integrity <p>The Manager, Academic Integrity, is available to professors and Academic Managers for consultation at any step in the process.</p>	<p>5 College business days from the date of confirming offence</p> <p>(refer to Section 4)</p>

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C. ONE PENALTY DOCUMENTED		
<i>If one Penalty is on file with the Academic Integrity office , then do the following:</i>		
PARTY	ACTION	TIME LIMIT
Professor	<ul style="list-style-type: none"> <input type="checkbox"/> Prepare the Academic Offences Form. Penalty indicated in Section D will be the professor's recommended Penalty. <input type="checkbox"/> Provide the Academic Manager with: <ul style="list-style-type: none"> <input type="checkbox"/> The email from the Academic Integrity Office indicating the student's penalty history. <input type="checkbox"/> The prepared Academic Offences Form. <p>The Manager, Academic Integrity, is available to professors for consultation at any step in the process.</p>	<p>5 College business days from the date of confirming offence</p> <p>(refer to Section 4)</p>
Academic Manager	<ul style="list-style-type: none"> <input type="checkbox"/> Identify Penalty options in Section 5.2. <ul style="list-style-type: none"> <input type="checkbox"/> For Academic Offence category 1, 2, 3, 4, 5, 6, 7, or 8 (described in Section 3, pp. 3-4), determine the Penalty. <input type="checkbox"/> For Academic Offence category 9, 10, or 11 (described in Section 3, pp. 3-4), the Penalty may be expulsion. If recommending expulsion, go to Table D. <input type="checkbox"/> Approve or change the professor's recommended Penalty indicated in Section D and sign off in Section E of the Academic Offences Form and provide a copy to: <ul style="list-style-type: none"> <input type="checkbox"/> The student – the Academic Offences Form is an attachment sent by email that notifies the student that the Penalties increase in severity for subsequent academic offences and instructs the student to complete the <i>Academic Integrity at Fanshawe College</i> course (see Guideline A for notification email wording). <input type="checkbox"/> The School's office <input type="checkbox"/> The Manager, Academic Integrity <p>The Manager, Academic Integrity, is available to Academic Managers for consultation at any step in the process.</p>	<p>10 College business days from the date of notification from the faculty member*</p>

** This time limit could be extended to accommodate extenuating circumstances at the discretion of the appropriate Dean; Senior Vice-President, Academic Services; or designate.*

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D. TWO PENALTIES DOCUMENTED <i>If two Penalties are on file with the Academic Integrity Office, then do the following:</i>		
PARTY	ACTION	TIME LIMIT
Professor	<input type="checkbox"/> Prepare the Academic Offences Form. Penalty indicated in Section D will be the professor's recommended Penalty. <input type="checkbox"/> Provide the Academic Manager with: <ul style="list-style-type: none"> <input type="checkbox"/> The email from the Academic Integrity Office indicating the student's penalty history. <input type="checkbox"/> The prepared Academic Offences Form. The Manager, Academic Integrity, is available to professors for consultation at any step in the process.	5 College business days from the date of confirming offence (refer to Section 4)
Academic Manager	<input type="checkbox"/> Provide the appropriate Dean, with: <ul style="list-style-type: none"> <input type="checkbox"/> The email from the Academic Integrity Office indicating the student's penalty history. <input type="checkbox"/> The prepared Academic Offences Form. <input type="checkbox"/> A recommendation to approve or change the professor's recommended Penalty indicated in Section D. The Manager, Academic Integrity, is available to Academic Managers for consultation at any step in the process.	10 College business days from the date of notification from the faculty member*
Appropriate Dean or designate	<input type="checkbox"/> Determine whether the Penalty of Expulsion is appropriate. <ul style="list-style-type: none"> <input type="checkbox"/> If no: <ul style="list-style-type: none"> <input type="checkbox"/> Approve or change the Penalty in Section D and sign off in Section E of the Academic Offences Form and provide a copy to: <ul style="list-style-type: none"> <input type="checkbox"/> The student – the Academic Offences Form is an attachment sent by email that notifies the student that the Penalties increase in severity for subsequent academic offences and instructs the student to complete the <i>Academic Integrity at Fanshawe College</i> course (see Guideline A for notification email wording). <input type="checkbox"/> The Academic Manager <input type="checkbox"/> The Manager, Academic Integrity 	10 College business days from the date of notification from the Academic Manager*

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D. TWO PENALTIES DOCUMENTED <i>If two Penalties are on file with the Academic Integrity Office, then do the following:</i>		
	<input type="checkbox"/> If yes: <input type="checkbox"/> Provide the Senior Vice President, Academic Services, with: <input type="checkbox"/> The email from the Academic Integrity Office indicating the student's penalty history. <input type="checkbox"/> The prepared Academic Offences Form. The Manager, Academic Integrity, is available to Deans and their designates for consultation at any step in the process.	
Senior Vice-President, Academic Services	<input type="checkbox"/> Determine whether the Penalty of Expulsion is appropriate. <input type="checkbox"/> Complete the Academic Offences Form by indicating Expulsion as the Penalty in Section D and signing off in Section E. <input type="checkbox"/> Provide the completed Academic Offences Form to: <input type="checkbox"/> The Academic Manager <input type="checkbox"/> The Manager, Academic Integrity <input type="checkbox"/> The Records Office and the Office of the Registrar	10 College business days from the date of notification from the appropriate Dean*
Office of the Registrar	<input type="checkbox"/> Inform the student about the Penalty of Expulsion and its conditions (see Guideline A). <input type="checkbox"/> Provide the student with the completed Academic Offences Form.	10 College business days from the date of notification from the Senior Vice-President, Academic Services*

** This time limit could be extended to accommodate extenuating circumstances at the discretion of the appropriate Dean; Senior Vice-President, Academic Services; or designate.*

5.2. Formal Warning/Penalty Options for each Academic Offence

Formal Warning/Penalty options for each of the 11 academic offences are outlined in the table below. Where it is an option, the Formal Warning can only be applied to the student's first offence. In instances when the student has one Penalty documented, the Penalty chosen must be more severe than the Penalty previously applied. The third Penalty is Expulsion, at the recommendation of the appropriate Dean and Senior Vice-President, Academic Services. Where a Formal Warning is issued to a student, a Consequential Action may be applied per Section 5.3 below.

Refer to Section 5.4 for a complete description of the Penalties for Academic Offences referenced in the table. *(Continued on next page)*

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ACADEMIC OFFENCE	OPTIONS
<p>1. The student commits plagiarism, which means taking credit for another person's work. Examples of plagiarism include, but are not limited to, the following acts:</p> <ul style="list-style-type: none"> a. The student submits another person's work as his or her own academic work. b. The student does not credit the original source of ideas, images, information, quotations, or other intellectual property. c. The student submits electronic files or data created by another person without the instructor's permission. d. The student submits academic work from another course without the instructor's permission. 	<ul style="list-style-type: none"> • Formal Warning • Re-do work • Mark of zero • Fail course
<p>2. The student acts to assist or facilitate an academic offence.</p>	<ul style="list-style-type: none"> • Formal Warning • Re-do work • Mark of zero • Fail course • Suspension • Expulsion
<p>3. The student misrepresents the reasons for a missed evaluation or deadline extension.</p>	<ul style="list-style-type: none"> • Formal Warning • Mark of zero • Fail course
<p>4. The student allows another person to complete the student's academic work, excluding quizzes, tests, and examinations (See #11).</p>	<ul style="list-style-type: none"> • Re-do • Mark of zero • Fail course
<p>5. The student copies from another person during a quiz, test, or examination.</p>	<ul style="list-style-type: none"> • Mark of zero • Fail course • Suspension
<p>6. The student participates in activities, in person or electronically, that are not permitted in the preparation or completion of academic work.</p>	<ul style="list-style-type: none"> • Formal Warning • Mark of zero • Fail course • Suspension
<p>7. The student uses material, resources, or technologies that are not permitted in the preparation or completion of academic work.</p>	<ul style="list-style-type: none"> • Formal Warning • Mark of zero • Fail course • Suspension
<p>8. The student possess or uses material, resources, or technologies that are not permitted in a quiz, test, or examination.</p>	<ul style="list-style-type: none"> • Mark of zero • Fail course • Suspension

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ACADEMIC OFFENCE	OPTIONS
9. The student improperly obtains any evaluation prior to the date and time scheduled for the evaluation.	<ul style="list-style-type: none">• Fail course• Suspension• Expulsion
10. The student alters or falsifies academic records in any way or submits false documentation for academic purposes.	<ul style="list-style-type: none">• Fail course• Suspension• Expulsion
11. The student allows another person to take a quiz, test, or examination in the student's place.	<ul style="list-style-type: none">• Suspension• Expulsion

5.3. Consequential Actions

The following actions may be taken when issuing a Formal Warning to a student:

DESCRIPTION
Attend appropriate workshop
Attend meeting with appropriate Library Learning Commons staff for specific assistance
Re-do work
Reduced marks
Mark of zero on applicable portion of rubric/compromised portion of assignment or test
Mark of zero on assignment or test in its entirety

Students who are issued Formal Warnings are required to complete the *Academic Integrity at Fanshawe College* course. Failure to complete the course will be taken into consideration when a Penalty or escalated Penalty is being determined for a subsequent academic offence.

5.4. The Penalties

The following Penalties may be applied:

REFERENCE	DESCRIPTION
Re-do work	The student re-does or resubmits the same or alternative academic work that demonstrates Academic Integrity. In such cases, the grade or mark given for the repeat or resubmission may be reduced at the discretion of the faculty member. The student will be required to complete the <i>Academic Integrity at Fanshawe College</i> course. Failure to complete the course will be taken into consideration when a Penalty or escalated Penalty is being determined for a subsequent academic offence.
Mark of zero	The student receives a mark of zero for the academic work with no opportunity to resubmit. This Penalty may result in failure of the course. The student will be required to complete the <i>Academic Integrity at Fanshawe College</i> course. Failure to complete the course will be taken into consideration when a Penalty or escalated Penalty is being determined for a subsequent academic offence.
Fail course	The student receives a failing grade (F) for the course. This Penalty is imposed only following consultation with the Academic Manager. The student will be required to complete the <i>Academic Integrity at Fanshawe College</i> course. Failure to complete the course will be taken into consideration when a Penalty or escalated Penalty is being determined for a subsequent academic offence.
Suspension	The student is suspended immediately from the College until at least the end of the current semester but not more than one calendar year. This Penalty results in automatic failing grades (F) in all courses in which the student is registered and fees are not refunded for that semester, as stated in Policy A106: Academic Withdrawal and Termination. The student will be required to complete the <i>Academic Integrity at Fanshawe College</i> course before resuming their studies. Failure to complete the course will be taken into consideration when a Penalty or escalated Penalty is being determined for a subsequent academic offence.
Expulsion	The student is expelled from the College. This Penalty is recorded on the student's permanent record and any Statement of Academic Achievement. This Penalty results in automatic failing grades (F) in all courses in which the student is registered and fees are not refunded for that semester, as stated in Policy A106: Academic Withdrawal and Termination. This Penalty is imposed only by the Senior Vice-President, Academic Services, on the recommendation of the appropriate Dean or designate. For information on re-admission to the College, see Policy A108: Admission of Students to Post-Secondary Programs.

REFERENCE	DESCRIPTION
Rescind credentials	The students' credentials, including certificates, diplomas or degrees that were acquired through the commission of a serious breach of one or more academic offences are rescinded. This Penalty is imposed only by the Senior Vice President, Academic Services, on the recommendation of the Academic Manager and the professor. See Section 5.4 for more information on how to apply this Penalty.

5.5. Rescinding of Credentials

A Penalty to rescind credentials may be recommended by a current or former student's Academic Manager to the Senior Vice-President, Academic Services. This recommendation is made only after significant information is discovered that the credentials in question were predominantly obtained by the commission of a serious breach of one or more academic offences. The Senior Vice-President, Academic Services, decides whether to rescind the student's credentials.

5.6. Retention of Records

Documentation in a student's Academic Offence File is retained by the Academic Integrity Office for a minimum of five years from the last documented academic offence. After this five-year period, subject to any College policy or legal action to the contrary, a student may apply to the Academic Integrity Office to have all academic offence documentation contained in the student's Academic Offence File removed. However, Penalties recorded on the student's permanent record (Fail course, Suspension, and Expulsion) remain in place and in effect.

6. APPEALS

Students may appeal Penalties applied to them in accordance with Procedure B: Appeals.

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Policy No. & Title: A136: ACADEMIC INTEGRITY

Addendum: **Procedure B: APPEALS**

Issued by: Sr. Vice-President Academic

Effective: 2024-12-18

1. PURPOSE

The purpose of this document is to establish the appeals process for academic integrity offences.

2. CONDITIONS OF APPEAL

2.1. Grounds

2.2. The student may appeal an academic offence for one or both of the following grounds:

- the student has clear evidence that there was no offence,
- there was a serious procedural or factual error which was prejudicial to the student.

2.3. Onus

The student bears the onus of responsibility to prove their grounds for an appeal.

2.4. Appeal Support

Prior to initiating an appeal, a student is encouraged to seek guidance from the Fanshawe Student Union and/or the Manager, Academic Integrity regarding the issue itself or the appeal process. This action may clarify issues and options for the student.

2.5. Accommodation

The College recognizes that there may be circumstances where a student's ability to proceed with an appeal may be compromised and requires accommodation by the College. The Appeals Administrator, Dean, or decision-maker grants accommodation as appropriate.

2.6. Continuation in a Program or Course

Where a student initiates a Step 2 appeal concerning an academic decision affecting academic standing or progression, and that decision would normally prevent progression to the next term of a program or enrolment in a course, a Dean may permit the student to continue in all or portions of the program, or to enroll in the subsequent course, pending a decision on the appeal. The Dean may require the student's acceptance, in writing, of binding conditions regarding such a continuation. Permission to continue is not granted in the case of an appeal against termination.

Where a Dean permits such continuation, normal program and course fees apply. In the event that the appeal is denied, and the student is not permitted to continue in the program or course, fees paid for the continuation are refunded.

3. PROCESS

- 3.1. Discuss and attempt to resolve the issue/s with the person who sent the notice of academic integrity offence. *If this action is not possible (e.g. the professor is no longer employed by the College), the student will be required to provide rationale for non-completion.*

If, during this step, the person who sent the notice of academic integrity offence reconsiders their decision, the offence may be withdrawn by indicating this to the Manager, Academic Integrity.

- *Responsibility – Student*
- *Time – Within 3 College business days of the date on the notice of academic integrity offence.*

- 3.2. Initiate Step 1 Appeal. Establish grounds for appeal, submit notice of appeal form to the office of the Academic Integrity Officer.

- *Responsibility – Student*
- *Time – Within 7 College business days of the date on the notice of academic integrity offence.*

Note - If the student provides inadequate evidence to support their grounds for appeal, the student may receive 2 additional College business days to complete the appeal form. Incomplete forms without adequate evidence will not be accepted.

- 3.3. Review Appeal with Manager, Academic Integrity, meet with the student, advise Student of Decision.

- *Responsibility – Associate Dean*
- *Time – 7 College business days after meeting with student*

- 3.4. Initiate Step 2 Appeal. Establish grounds for appeal, submit notice of appeal form to the Academic Integrity Office with any new evidence.

- *Responsibility – Student*
- *Time – 7 College business days*

- 3.5. Review Appeal with Manager, Academic Integrity, meet with the student, advise Student of Decision.

- *Responsibility – Dean*
- *Time – 7 College business days*

3.6. Initiate Step 3 Appeal. Establish grounds for appeal, submit notice of appeal form to the Academic Integrity Office with any new evidence.

- *Responsibility – Student*
- *Time – 5 College business days*

3.7. Convene Committee of Review – Academic Appeals, advise Student of Decision. The decision of the Committee of Review – Academic Appeals is binding and final.

- *Responsibility – Appeals Administrator*
- *Examine the student's submission – If incomplete, provide the student with a 3-day opportunity to complete. If not completed, and in consultation with the applicable Vice-President, the Appeals Administrator may dismiss the appeal and so advise the parties.*
- *Time – Complete appeal hearing within 25 College business days from receipt of the Step 3 Notice of Appeal, 3 College business days after Committee of Review meeting to issue a decision.*

3.8. Delays and Time Limits

Where the decision-maker or Appeals Administrator deems that adherence to the prescribed time limit is detrimental to a fair process, the decision-maker or Appeals Administrator may authorize a variance from the prescribed time limit. In such cases, the decision-maker or Appeals Administrator ensures that deadlines for prehearings, hearings, and submission of documents are timely and do not unfairly affect the student's progression.

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Policy No. & Title: A136: ACADEMIC INTEGRITY

Addendum: **Standard 1: SUGGESTED WORDING FOR STUDENT NOTIFICATIONS**

Issued by: Sr. Vice-President Academic

Effective: 2024-12-18

The process for Policy A136: Academic Integrity requires that students who have committed an academic offence be 1) advised that Penalties increase in severity for subsequent academic offences and 2) instructed to complete the *Academic Integrity at Fanshawe College* course. A brief, factual message can be emailed to students to document compliance with the process. Suggested wording is provided below.

For FORMAL WARNINGS:

- To be sent by the professor

This is to confirm that you have committed the following Academic Offence: [ADD ACADEMIC OFFENCE indicated in Section B of the Academic Offences Form]. In accordance with Policy A136: Academic Integrity, you have received a Formal Warning, which will be kept on record by the College. Please know that this information will not appear on your transcript. Any subsequent academic offence will result in the application of a Penalty based on both your penalty history and the seriousness of the subsequent academic offence. To ensure you are aware of the College's expectations for Academic Integrity, you are required to complete the *Academic Integrity at Fanshawe College* course which is available in FanshaweOnline. The course can be accessed by clicking on Resources, scrolling down to Self-Registration, and enrolling in the *Academic Integrity at Fanshawe College* course. Failure to complete the course will be taken into consideration when a Penalty or escalated Penalty is being determined for a subsequent academic offence. Students have the right to access the appeal process 7 College business days after being notified of an academic offence as per Policy A136: Academic Integrity. Please note that reasonable grounds are required in order to pursue an Appeal. Reasonable grounds include clear evidence that there was no offence or that there was a serious procedural or factual error which was prejudicial to the student.

There are many resources available to you including:

1. The Library Learning Commons for workshops, academic supports and services, and additional information about Academic Integrity.
2. The Manager, Academic Integrity to discuss any outstanding questions, provide clarification about the academic offence, and discuss the appeal process.
3. The Fanshawe Student Union for support to prepare an appeal package and any support during the appeal process.

A scanned or digital copy of the completed Academic Offences Form is attached.

For PENALTIES (except suspension and expulsion):

- To be sent by the professor
- To be sent by Academic Manager (second penalty)

This is to confirm that you committed the following Academic Offence: [ADD ACADEMIC OFFENCE indicated in Section B of the Academic Offences Form]. In accordance with Policy A136: Academic Integrity, the Penalty of [insert Penalty] has been applied. As this is your [first/second] academic offence it will be kept on record by the College. Any subsequent academic offence will result in a Penalty based on both your penalty history and the seriousness of the subsequent academic offence. Please be aware that a third academic offence may lead to expulsion from the College. To ensure you are aware of the College's expectations for Academic Integrity, you are required to complete the *Academic Integrity at Fanshawe College* course which is available in FanshaweOnline. The course can be accessed by clicking on Resources, scrolling down to Self-Registration, and enrolling in the *Academic Integrity at Fanshawe College* course. Failure to complete the course will be taken into consideration when a Penalty or escalated Penalty is being determined for a subsequent academic offence. Students have the right to access the appeal process within 7 College business days of being notified of an academic offence as per Policy A136: Academic Integrity. Please note that reasonable grounds are required in order to pursue an Appeal. Reasonable Grounds include clear evidence that there was no offence or that there was a serious procedural or factual error which was prejudicial to the student.

There are many resources available to you including:

1. The Library Learning Commons for workshops, academic supports and services, and additional information about Academic Integrity.
2. The Manager, Academic Integrity to discuss any outstanding questions, provide clarification about the academic offence, and discuss the appeal process.
3. The Fanshawe Student Union for support to prepare an appeal package and any support during the appeal process.

A scanned or digital copy of the completed Academic Offences Form is attached.

For PENALTY of SUSPENSION

- To be sent by appropriate Dean or designate

The College confirms that you committed the following Academic Offence: [ADD ACADEMIC OFFENCE indicated in Section B of the Academic Offences Form]. In accordance with Policy A136: Academic Integrity, you have received a Penalty of Suspension. Suspension from the College is immediate until at least the end of the current semester but not more than one calendar year. This Penalty results in automatic failing grades (F) in all courses in which you are registered and fees are not refunded for this semester as stated in Policy A106: Academic Withdrawal and Termination.

This Academic Offence and Penalty will be kept on record by the College. This is your [FIRST/SECOND/THIRD] academic offence. Any subsequent academic offence will result in a

more severe Penalty based on both your penalty history and the seriousness of the subsequent academic offence. Please be aware that a subsequent academic offence may lead to expulsion from the College. To ensure you are aware of the College's expectations for Academic Integrity, you are required to complete the *Academic Integrity at Fanshawe College* course, which is available in FanshaweOnline, before resuming your studies. The course can be accessed by clicking on Resources, scrolling down to Self-Registration, and enrolling in the *Academic Integrity at Fanshawe College* course. Failure to complete the course will be taken into consideration when a Penalty or escalated Penalty is being determined for a subsequent academic offence. Students have the right to appeal decisions related to Academic Offences within 7 College business days under Policy A128: Student Appeals. Please note that reasonable grounds are required in order to pursue an Appeal. Reasonable Grounds include clear evidence that there was no offence or that there was a serious procedural or factual error which was prejudicial to the student.

A scanned or digital copy of the completed Academic Offences Form is attached.

For PENALTY of EXPULSION

- To be sent by the Registrar

The College confirms that you committed the following Academic Offence: [ADD ACADEMIC OFFENCE indicated in Section B of the Academic Offences Form]. In accordance with Policy A136: Academic Integrity, you have received a Penalty of Expulsion. Expulsion from the College is reported on your permanent record and any Statement of Academic Achievement. This Penalty results in automatic failing grades (F) in all courses in which you are registered and fees are not refunded for that semester as stated in Policy A106: Academic Withdrawal and Termination. This Penalty is imposed only by the Senior Vice-President, Academic Services, on the recommendation of the student's Academic Manager and the professor. For information on re-admission to the College, see Policy A108: Admission of Students to Post-Secondary Programs. Students have the right to appeal decisions related to academic offences within 7 College business days under Policy A136 Academic Integrity. Please note that reasonable grounds are required in order to pursue an Appeal. Reasonable Grounds include clear evidence that there was no offence or that there was a serious procedural or factual error which was prejudicial to the student.

A scanned or digital copy of the completed Academic Offences Form is attached.

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