

Policy No. & Title: A136: ACADEMIC INTEGRITY

Policy Sponsor: Sr. Vice-President Academic

Reference Cttee: College Council

Effective: 2019-05-22

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2003 01 22/CC-02-04 Effective 2003 09 01; 2008 04 16/CC-07-06;
2019-05-22/CC-18-09

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 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 the 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 faculty members 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 Policy A128: Student Appeals and its principle of procedural fairness.
- 3.1.3. 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.
- 3.1.4. 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 Appeals](#)

[A130: Student Code of Conduct](#)

[P208: Respectful College Community and Prevention of Harassment and Discrimination](#)

5. ADDENDA

Procedure A: INVESTIGATING AND PROCESSING ACADEMIC OFFENCES

Guideline A: 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: 2019-07-08

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 from the Registrar. It has three copies; one copy will be provided to the Registrar, one copy will be provided to the student's academic manager, and one copy will be provided to the student.

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

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 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.
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
Faculty member	<ul style="list-style-type: none"> <input type="checkbox"/> Gather information about the suspected academic offence. <input type="checkbox"/> Determine which offence is suspected, referring to Section 3. <input type="checkbox"/> Notify and, if possible, discuss the suspected offence with the student. <input type="checkbox"/> Determine whether the 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"/> Contact the Registrar at records@fanshawec.ca for the student's academic offence history, including any applied warning and penalties. This act is "the date of confirming offence", referred to in the subsequent section. <input type="checkbox"/> Continue to Section 5. If needed, consult with the student's program coordinator or academic manager. 	5 business days from initial suspicion*
Other individuals	<ul style="list-style-type: none"> <input type="checkbox"/> Gather information about the suspected academic offence. <input type="checkbox"/> Inform the appropriate faculty member 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 academic offence history and the seriousness of the offence committed. This process is outlined in the tables on the following pages. The titles of these tables are listed below:

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

To use this section, go to the table that applies to the student's academic offence history, which was retrieved from the Registrar (see Section 4). In each of the tables, actions are listed for each party. Penalty options for each offence and descriptions of the penalties are outlined in Sections 5.2. and 5.3., respectively.

A student's first offence may result in a warning or a penalty; a maximum of one warning is permissible per student. A warning is cautionary advice given to the student to demonstrate academic integrity. Faculty have the discretion to use a warning to educate the student about academic integrity when they believe a penalty is not warranted for the offence. See Table A below for which offences may result in a warning. A penalty is a disciplinary measure imposed on the student and increase in severity for subsequent academic offences.

A warning, if issued, is one of four documented actions and penalties that a student may accrue following an academic offence; the final penalty is expulsion. If a warning is not issued, the student may accrue three penalties; the final penalty is expulsion. For the sake of clarity, the progression may follow one of two paths:

1. Warning Issued

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

2. No Warning Issued

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

Both the warning and penalties are documented with the Registrar through the Academic Offences Form. See Guideline A for suggested wording for warning or penalty notifications to the student.

The student is allowed to attend class(es) while the academic offence is being processed.

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A. NO PREVIOUS WARNINGS or PENALTIES DOCUMENTED		
<i>If no warning or penalty is on file at the Registrar, then do the following:</i>		
PARTY	ACTION	TIME LIMIT
Faculty member	<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, or 3 (described in Section 3, pp. 3-4), determine whether a warning or one of the penalty options is appropriate. <input type="checkbox"/> For Academic Offence category 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 receives a failing grade (F) in the course, consult with the student's program coordinator or 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 <input type="checkbox"/> The student's academic manager <input type="checkbox"/> The Registrar <input type="checkbox"/> Send an email notification to the student that the penalties increase in severity for subsequent academic offences (see Guideline A). <input type="checkbox"/> Advise the student to complete the College's academic integrity learning module (see Guideline A). 	<p>5 business days from the date of confirming offence</p> <p>(refer to Section 4)</p>

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B. ONE WARNING DOCUMENTED		
<i>If a warning is on file at the Registrar, then do the following:</i>		
PARTY	ACTION	TIME LIMIT
Faculty member	<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 the determine penalty. If recommending expulsion, go to Table D. <input type="checkbox"/> If recommending that the student receives a failing grade (F) in the course, consult with the student’s program coordinator or 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 <input type="checkbox"/> The student’s academic manager <input type="checkbox"/> The Registrar <input type="checkbox"/> Send an email notification to the student that the penalties increase in severity for subsequent academic offences (see Guideline A). <input type="checkbox"/> Advise the student to complete the College’s academic integrity learning module (see Guideline A). 	5 business days from the date of confirming offence (refer to Section 4)

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C. ONE PENALTY DOCUMENTED		
<i>If one penalty is on file at the Registrar, then do the following:</i>		
PARTY	ACTION	TIME LIMIT
Faculty member	<ul style="list-style-type: none"> <input type="checkbox"/> Complete the Academic Offences Form, except for the penalty section, which will be completed by the academic manager. <input type="checkbox"/> Provide the student’s academic manager with: <ul style="list-style-type: none"> <input type="checkbox"/> An email notification of the student’s offence history, including the penalty <input type="checkbox"/> The partially completed Academic Offences Form <input type="checkbox"/> A penalty recommendation 	5 business days from the date of confirming offence (refer to Section 4)
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"/> Complete the remaining sections of the Academic Offences Form and provide a copy to: <ul style="list-style-type: none"> <input type="checkbox"/> The student <input type="checkbox"/> The School’s office <input type="checkbox"/> The Registrar <input type="checkbox"/> Send an email notification to the student that the penalties increase in severity for subsequent academic offences (see Guideline A). <input type="checkbox"/> Advise the student to complete the College’s academic integrity learning module (see Guideline A). 	10 business days from the date of notification from the faculty member*

** 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 at the Registrar, then do the following:</i>		
PARTY	ACTION	TIME LIMIT
Faculty member	<ul style="list-style-type: none"> <input type="checkbox"/> Complete the Academic Offences Form, except for the penalty section, which will be completed by the appropriate Dean or Senior Vice-President, Academic Services. <input type="checkbox"/> Provide the student's academic manager with: <ul style="list-style-type: none"> <input type="checkbox"/> An email notification of the student's offence history, including the penalties <input type="checkbox"/> The partially completed Academic Offences Form 	5 business days from the date of confirming offence (refer to Section 4)
Academic manager	<ul style="list-style-type: none"> <input type="checkbox"/> Provide the appropriate Dean, with: <ul style="list-style-type: none"> <input type="checkbox"/> An email notification of the student's offence history, including the penalties <input type="checkbox"/> The partially completed Academic Offences Form <input type="checkbox"/> A penalty recommendation of expulsion 	10 business days from the date of notification from the faculty member*
Appropriate Dean or designate	<ul style="list-style-type: none"> <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"/> Determine the penalty. <input type="checkbox"/> Complete the Academic Offences Form and provide a copy to: <ul style="list-style-type: none"> <input type="checkbox"/> The student <input type="checkbox"/> The student's Academic manager <input type="checkbox"/> The Registrar <input type="checkbox"/> If yes: <ul style="list-style-type: none"> <input type="checkbox"/> Provide the Senior Vice President, Academic Services, with: <ul style="list-style-type: none"> <input type="checkbox"/> An email notification of the student's offence history, including the penalties <input type="checkbox"/> The partially completed Academic Offences Form 	10 business days from the date of notification from the academic manager*
Senior Vice-President, Academic Services	<ul style="list-style-type: none"> <input type="checkbox"/> Determine whether the penalty of expulsion is appropriate. <input type="checkbox"/> Complete the remaining sections of the Academic Offences Form and provide a copy to: <ul style="list-style-type: none"> <input type="checkbox"/> The student's academic manager <input type="checkbox"/> The Registrar (including the student's copy) 	10 business days from the date of notification from the appropriate Dean*

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D. TWO PENALTIES DOCUMENTED		
<i>If two penalties are on file at the Registrar, then do the following:</i>		
Registrar	<input type="checkbox"/> If applicable, inform the student about the expulsion penalty and its conditions (see Guideline A). <input type="checkbox"/> Provide the student a copy of the completed Academic Offences Form.	10 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. Penalty Options for each Academic Offence

Penalty options for each of the 11 academic offences are outlined in the table below. 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. Refer to Section 5.3. for a complete description of the penalties referenced in the table.

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ACADEMIC OFFENCE	PENALTY OPTIONS
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: <ol 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"> • Re-do work • Mark of zero • Fail course
2. The student acts to assist or facilitate an academic offence.	<ul style="list-style-type: none"> • Re-do work • Mark of zero • Fail course • Suspension • Expulsion
3. The student misrepresents the reasons for a missed evaluation or deadline extension.	<ul style="list-style-type: none"> • Mark of zero • Fail course
4. The student allows another person to complete the student's academic work, excluding quizzes, tests, and examinations (See #11).	<ul style="list-style-type: none"> • Re-do • Mark of zero • Fail course
5. The student copies from another person during a quiz, test, or examination.	<ul style="list-style-type: none"> • Mark of zero • Fail course • Suspension
6. The student participates in activities, in person or electronically, that are not permitted in the preparation or completion of academic work.	<ul style="list-style-type: none"> • Mark of zero • Fail course • Suspension
7. The student uses material, resources, or technologies that are not permitted in the preparation or completion of academic work.	<ul style="list-style-type: none"> • Mark of zero • Fail course • Suspension
8. The student possess or uses material, resources, or technologies that are not permitted in a quiz, test, or examination.	<ul style="list-style-type: none"> • Mark of zero • Fail course • Suspension
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

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ACADEMIC OFFENCE	PENALTY OPTIONS
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. 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.
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.
Fail course	The student receives a failing grade (F) in the course. This penalty is imposed only following consultation with the student's program coordinator or academic manager.
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.
Expulsion	The student is expelled from the College. This penalty is reported 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.
Rescind credentials	The student's 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 faculty member. See Section 5.4. for more information on how to apply this penalty.

5.4. 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 predominately 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.

5.5. Retention of Records

Documentation in a student's academic offence file is retained by the Registrar for a minimum of five years from the last documented offence. After this five-year period, subject to any College policy or legal action to the contrary, a student may apply to the Registrar to have all academic offence documentation contained in the student's academic offence file removed. However, penalties reported on the student's permanent record remain in place and in effect.

Acknowledgements: Fanshawe College wishes to acknowledge postsecondary institutions whose related definitions, policies, and procedures provided useful content and best practice guidance. The references that assisted with the review and enhancement of this policy include the following: Mohawk College, Conestoga College, Brock University, Essex University (U.K.), the British Columbia Institute of Technology, Central Michigan University, University of Toronto, Harvard University, Princeton University, and Massachusetts Institute of Technology.

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Policy No. & Title: A136: ACADEMIC INTEGRITY

Addendum: **Guideline A: SUGGESTED WORDING FOR STUDENT NOTIFICATIONS**

Issued by: Sr. Vice-President Academic

Effective: 2019-05-22

The process for Policy A136: Academic Integrity requires that students who have committed an academic offence be 1) advised that penalties increase for subsequent offences and 2) advised to complete an academic integrity learning module. A brief, factual message can be emailed to students to document compliance with the process. Suggested wording is provided below.

For WARNINGS:

- To be sent by Faculty member

The College has confirmed that you committed the following academic offence: [ADD OFFENCE from list in Section 3]. In accordance with Policy A136: Academic Integrity, you have received a warning, which will be kept on record by the College. Any subsequent academic offence will result in a penalty based on both your offence history and the seriousness of the offence. You will not be issued another warning. To ensure you are aware of the College's expectations for academic integrity, please review the academic integrity learning module provided by your School or by the College. Students have the right to appeal decisions related to academic offences within 7 business days under Policy A128: Student Appeals.

AS NEEDED: A scanned copy of the completed Academic Offences Form is attached.

For PENALTIES (except suspension and expulsion):

- To be sent by Faculty member (first penalty)
- To be sent by Academic Manager (second penalty)

The College has confirmed that you committed the following academic offence: [ADD OFFENCE from list in Section 3]. In accordance with Policy A136: Academic Integrity, you have received a penalty, which will be kept on record by the College. This is your [FIRST/SECOND] penalty. Any subsequent academic offence will result in a more severe penalty based on both your offence history and the seriousness of the offence. The third penalty is expulsion. To ensure you are aware of the College's expectations for academic integrity, please review the academic integrity learning module provided by your School or by the College. Students have the right to appeal decisions related to academic offences within 7 business days under Policy A128: Student Appeals.

AS NEEDED: A scanned copy of the completed Academic Offences Form is attached.

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For PENALTY of SUSPENSION

- To be sent by appropriate Dean or designate

The College has confirmed that you committed the following academic offence: [ADD OFFENCE from list in Section 3]. 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] penalty. Any subsequent academic offence will result in a more severe penalty based on both your offence history and the seriousness of the offence. The third penalty is expulsion. To ensure you are aware of the College's expectations for academic integrity, please review the academic integrity learning module provided by your School or by the College. Students have the right to appeal decisions related to academic offences within 7 business days under Policy A128: Student Appeals.

AS NEEDED: A scanned copy of the completed Academic Offences Form is attached.

For PENALTY of EXPULSION

- To be sent by the Registrar

The College has confirmed that you committed the following academic offence: [ADD OFFENCE from list in Section 3]. 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 faculty member. 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 business days under Policy A128: Student Appeals.

AS NEEDED: A scanned copy of the completed Academic Offences Form is attached.

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