

**ADMINISTRATIVE OPERATING PROCEDURE: Academic Integrity**

<b>Procedure ID:</b>	#OP 2-201A
<b>Approved by Executive Leaders Team:</b>	<i>Original: May 30, 2017</i>
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<b>Effective Date:</b>	April 25, 2018
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<b>Monitoring Responsibility:</b>	Office of the Vice-President Academic
<b>Linked to a College Policy:</b>	#2-201A, <i>Academic Integrity</i>

**Procedure Statement**

This operating procedure is supportive to the College Policy, *Academic Integrity*.

**Definitions/Acronyms**

**Academic Integrity** refers to honoring an ethical and moral code regarding the honest creation of an individual's own work and the acknowledgement of contributions from others to that work.

**Academic Assessment** refers to any course work that measures the learning outcomes a student has gained in a course. This may come in the form of online, written, or verbal assignments, quizzes, tests, projects, and exams.

**Term/Semester** refers to a period of study in the academic year which is normally fifteen (15) weeks in the Fall and Winter, and normally fourteen (14) weeks in the Spring.

**Violation** refers to failing to comply with the ethical and moral code stated within the Academic Integrity Policy.

**Sanction** refers to a penalty for not following the rules of the Academic Integrity Policy.

**Suspension** refers to exclusion from classes, field placement, other privileges and/ or activities for a stated period of time.

**Type** refers to the severity of the academic violation. A faculty member will determine what type of violation has occurred and implement the mandatory and optional sanctions.

**Academic Integrity Violations**

Examples of Academic Integrity violations include (but are not limited to):

**Plagiarism** — Taking someone else's work or ideas and passing them off as one's own. Examples include (but are not limited to) using some else's work or ideas from the internet, text books, another student's work, and/or library resources.

**Copyright Infringement** – Using work protected by copyright/Canadian Copyright law without permission. Examples include photocopying or taking pictures of copyright-protected textbook pages or selling a copy of a copyright-protected resource to another student.

**Cheating** — An unethical or dishonest act carried through by a student to gain assessment marks. Examples include (but are not limited to) using unauthorized electronic devices or other aids during academic assessments, and/or looking at another student's work during an academic assessment.

**Facilitating Academic Dishonesty** — Allowing a classmate or another student to copy assessment work, buy/sell assignments for the purpose of plagiarism, and/or providing a student with their private student login information for the purpose of having someone else complete their academic assessment work.

**False Identity** — A student who logs into another student's account for the purpose of completing academic assessment work on their behalf or assuming another student's identity for the purpose of writing a quiz, test, or exam.

**Forgery** — Creating and/or submitting false documents such as employer co-op/placement/applied project feedback, medical notes, reports, and/or signing another person's name.

**Multiple Submission** — Submitting substantially the same academic assessment work in two or more courses without faculty permission. This may include work from a previous education institution.

**Unauthorized Collaboration** — Working with one or more individuals to complete academic assessments that are intended to be completed on one's own. Examples include (but are not limited to) collaborating as a group during an online, D2L or take-home assessment, and/or splitting up assignment work without faculty permission.

**Sabotage** — Taking intentional action to prevent another student from successfully completing an academic assessment. Examples include (but are not limited to) destroying someone's work, removing/destroying reserved content, and/or deleting another student's computer files.

## **Roles and Responsibilities**

### **Students**

Throughout their post-secondary studies at Fleming College, each student is responsible for understanding Academic Integrity and abiding by Fleming College's Academic Integrity Policy and Procedures.

Any student who has breached Academic Integrity is solely responsible for registering for the Academic Integrity Education Module as assigned by their Faculty.

Upon passing the mandated Academic Integrity Education Module, the student will show their certificate of completion to the Faculty member by the assigned deadline. Failure to do so may result in an additional, and/or more severe, sanction.

### **Faculty**

Faculty at Fleming College are responsible for upholding the Academic Integrity Policy and Procedures and educating their students on the impact of academic violations on their course learning outcomes. Faculty can educate students by referencing academic integrity in class, referencing web links to the policy on course outlines, assignments, and throughout their class lessons.

When an Academic Integrity Violation has been identified, Faculty are encouraged to discuss the violations and corresponding sanctions with the student. This can be discussed in person (preferred method), by phone, or by e-mail.

Faculty members are responsible for reporting all academic violations—no matter the type, form, or severity—and implementing #OP 2-201A procedures. If a violation has been witnessed by an invigilator or other College personnel, the course Faculty member is responsible for completing and submitting the Academic Integrity Violation Form.

Faculty will use their professional knowledge, skills, and judgement to determine the TYPE of academic violation, the best form of Mandatory Academic Integrity Education Module, the optional sanction(s) for the student, and the consequent action if the mandatory sanction is incomplete.

### **Office of the Registrar**

Upon request by Faculty, Program Co-ordinators, Academic Chairs, Deans, and members of the Office of the Vice-President Academic, the Manager of Records (or designate) will provide information about any previous violations on a student's record.

The Manager of Records (or designated staff) will record the information provided on the Academic Integrity Violation Form on the student's record.

The Office of the Registrar is responsible for generating an Academic Integrity Query that is available to the Office of the Vice-President Academic.

### **Library Services**

Library Services will support the Office of the Vice-President Academic by offering Academic Integrity Education Modules that faculty and students may access.

### **Invigilators**

Invigilators from the Testing Centre or other areas of Fleming College are ethically responsible for reporting Academic Violations to the course Faculty.

### **Office of the Vice-President Academic**

The Office of the Vice-President Academic is responsible for the development, implementation, communication, support, and training of the Academic Integrity Policy and Procedure.

The Office of the Vice-President Academic will share the Academic Integrity Report with Deans and Academic Chairs.

On occasion, contents within the report may be shared with Fleming College Board of Governors and the Executive Leaders Team.

The Office of the Vice-President Academic will provide support to faculty and students when there are questions about Academic Integrity.

### **All Fleming College Employees**

All Fleming College employees are responsible for upholding the credibility and value of a Fleming College education by reporting all Academic Integrity Violations. Employees who choose to intentionally disregard student Academic Integrity Violations may be reprimanded by their manager, supervisor, or the Vice-President Academic.

## **Operating Procedure**

### **Awareness of the Academic Policy and Procedures**

In keeping with our mandate as an educational institution, all students and employees will be provided with access to educational material on concepts related to academic integrity. Students and

employees are expected to familiarize themselves with the Academic Policy and this Administrative Operating Procedure and always apply the fundamentals of academic integrity throughout their education and/or profession at Fleming College.

### **Academic Integrity Violations**

Academic Integrity Violations are assessed according to the severity and number of offences. A violation will be assessed based on a system that includes four (4) TYPES of Violations and corresponding Sanctions. *(See Types of Violations on pages 5 and 6 of this document)*

### **Detecting Academic Integrity Violations**

All academic assessment work may be reviewed by faculty and staff for original content utilizing plagiarism software and services. In cases where technical advice is needed, managers and support staff from service divisions (e.g. IT services) may assist in such investigations.

### **Refunds**

Students will not receive any refunds in the case of severe disciplinary actions.

### **Step-by-Step Process for Reporting a Violation**

1. Faculty will contact the Manager of Records at [Records@flemingcollege.ca](mailto:Records@flemingcollege.ca) to find out if the student has any previous violations.
2. Faculty will first determine the Type of violation, the mandatory sanction(s), and optional sanction(s) suitable for the violation. *(See Types of Violations on pages 5 and 6)*
3. Faculty will discuss the violation and the sanctions with the student and advise the student of any sanction deadlines.
4. Faculty will go to the Office of the Vice-President website on the myCampus portal and access the tab to the online or print version of the Academic Integrity Violation Form.
  - a. Online – complete and click on the submit button. The form will automatically be sent to the Office of the Vice-President Academic and to the Records Office. A copy of the electronic submission will be sent to the Faculty and the Student.
  - b. Print – complete the form and e-mail a copy to the student, [AcademicIntegrity@flemingcollege.ca](mailto:AcademicIntegrity@flemingcollege.ca) and [Records@flemingcollege.ca](mailto:Records@flemingcollege.ca)
5. Faculty will implement the mandatory and/or optional sanctions.
6. The student will register for the Academic Integrity Education Module and show the successful completion certificate to faculty. Students who do not pass the Education Module must repeat it. Students who do not pass the Education Module may need to negotiate a new deadline with Faculty.
7. The faculty will need to follow-up with the student to confirm that the student has successfully completed the Academic Integrity Education Module.
  - a. If complete, the Faculty's responsibilities end here.
  - b. If not complete, the Faculty will implement the consequence sanction and advise the Office of the Vice-President ([AcademicIntegrity@flemingcollege.ca](mailto:AcademicIntegrity@flemingcollege.ca)) that the Academic Integrity Education Module was not completed by the student.
8. The Office of the Register will record the violation on the student's Evolve record and save a copy of the violation form in the student's file.

9. The Office of the Vice-President Academic will generate an Academic Integrity Violations Report to be shared with Deans, Academic Chairs, and when required Program Coordinators.

## Types of Violations

### TYPE 1 Violation

Violations in the TYPE 1 category may be minor in nature and affect a small portion of the assessment work in question.

Examples (*not intended to be an exhaustive list*):

- Failure to acknowledge working with another student on a project or other homework assignment unless the instructor explicitly authorizes such work
- Failure to cite or give proper acknowledgment in a small/minor portion of the assignment

### TYPE 2 Violation

Violations in the TYPE 2 category are of a more serious or extensive nature than the ones described in Type 1 or are those that affect a larger or more significant portion of the assessment.

Examples (*not intended to be an exhaustive list*):

- Repeat of Type I violation.
- Recognizing for the first time that a student has breached academic integrity on more than one occasion but has not been previously reported
- More than one form of violation within one assignment.
- Plagiarizing portions of a written assignment or project.
- Facilitating copying during an exam or in the completion of other work.
- Submitting the same work, or major portions thereof, to satisfy the requirements of more than one course without permission from the instructor.
- Cheating during a test, exam or other type of academic assessment (this could include using prohibited materials such as books, notes, calculators, or other electronic devices).
- Receiving assistance from others (e.g. research, statistical, computer programming, field data collection help, or technical art/design production help) that constitutes an essential element in the undertaking without acknowledging such assistance in a paper, examination, or project.

### TYPE 3 Violation

Violations in the TYPE 3 category affect a significant portion of the assessment work done to meet course requirements and/or involve premeditation. Type 3 Violations may even be selected for students who have repeated Type 1 or Type 2 violations

Examples (*not intended to be an exhaustive list*):

- Repeat of Type 1 or 2 violations.
- Removing posted or reserved material, preventing other students from having access to materials.
- Falsification of data, or inventing and/or deliberately altering material (e.g. citing a source that does not exist).
- Collaborating before an exam to develop methods of exchanging information and implementation thereof.
- Use or distribution of material which has been acquired through unauthorized means.

#### **TYPE 4 Violation**

Violations in the TYPE 4 category are reserved for the most serious breaches of academic integrity and/or incidents preceded by repeated violations at all previous levels.

Examples (*not intended to be an exhaustive list*):

- Repeat of a Type 3 violation.
- Providing another student with login information in an attempt to have that person complete the assessment work (false impersonation).
- Infractions of academic integrity resembling criminal activity (e.g. forging a grade form, stealing an examination, buying an exam, falsifying a transcript).
- False impersonation in an exam.
- Sabotaging another student's work through actions designed to prevent the student from successfully completing an assignment.

### **Mandatory Sanctions**

#### **TYPE 1 Violation**

1. Academic Integrity module that has been selected by the Faculty.
2. Faculty will determine one or more sanction (See Optional Sanctions for examples).

#### **TYPE 2 Violation**

1. Academic Integrity module that has been selected by the Faculty.
2. A grade of "0" on the assignment.

#### **TYPE 3 Violation**

1. Academic Integrity module that has been selected by the Faculty.
2. A grade of "0" on the course.

#### **TYPE 4 Violation**

1. Academic Integrity module that has been selected by the Faculty.
2. Suspension from the College for a minimum of one semester or regular program delivery.
  - a. One to Three Semesters: Must be approved by the Dean of the applicable School.
  - b. Three or More Semester: Must be approved by the Dean in consultation with the Vice-President Academic.

### **Optional Sanctions**

Faculty may choose additional sanctions for Type 1 and Type 2 Violations.

*Examples of suitable Type 1 sanctions include (but are not limited to):*

- Written Warning
- Resubmission of the original assessment piece.
- Submission of a new assessment piece.
- Portion of assessment work receives a grade of "0", or associated penalty at the discretion of the faculty, resulting in a reduced overall grade.

*Examples of suitable Type 2 sanctions include (but are not limited to):*

- Submission of a new assessment piece for full or partial grade.
- Presentation to Faculty on Academic Integrity at Fleming College for bonus marks.

## Academic Integrity Education Modules

It is mandatory for all students who have violated the Academic Integrity Policy to complete and pass an Academic Integrity Education Module that has been assigned by Faculty.

Faculty may choose an Education Module from a list provided on the Academic Integrity or Library Services web page. Options include online, workshops, and one-to-one training.

## Record Keeping

The Academic Integrity Violation Form (Appendix A) must be completed by Faculty when a student has violated the Academic Integrity Policy. The Office of the Registrar will record the information on the student's Evolve record and retain a copy in the student's paperfile.

Information on an Academic Integrity Violation Form will be shared with Executive Leaders, the Office of the Vice-President Academic, School Deans, Academic Chairs and Program Co-ordinators. When required, a general report, that will not include student names or student ID numbers, may be shared with Fleming College Board of Governors.

Access to Academic Integrity Violation records will be restricted to appropriate College staff as per the Freedom of Information and Protection of Privacy Act.

## Related Documents

- College Policy #2-201A, *Academic Integrity*
- College Policy #2-219, *Academic Appeals* and Administrative Operating Procedure OP#2-219
- College Policy #5-506, *Student Rights and Responsibilities*
- College Policy #3-310, *Freedom of Information and Protection of Privacy Act*
- Office of the Vice-President Academic website on the myCampus portal

## Appendices

Forms that are generated by this operating procedure are listed and included with the document.

- Appendix A: Academic Integrity Violation Form (Print and Online)

## Summary of Amendments/Reviews:

Section(s)	Date	Comments
New format	June 2017	Elements that formed the original Academic Regulations policy were separated into distinct policies and operating procedures <ul style="list-style-type: none"><li>• ELT approval of operating procedure (May 30, 2017 meeting)</li></ul>
Full document review.	April 2018	Additional information added, some content revisions – new on-line form, removal of schematic, new sections added <ul style="list-style-type: none"><li>• ELT approval of operating procedure (April 24, 2018 meeting)</li></ul>

## ACADEMIC INTEGRITY VIOLATION FORM

To report a student's breach of Academic Integrity, faculty are responsible for completing this form, sharing the details with the student, and sending the form to [records@flamingcollege.ca](mailto:records@flamingcollege.ca). Please refer to Policy 2-201A and Procedure OP #2-201A. Helpful information, along with an online version of this Form, is also provided on the [Office of the Vice-President Academic](#) portal website.

### PART A – Contact Information (Please print)

STUDENT NAME: \_\_\_\_\_

STUDENT ID: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

COURSE CODE/NAME: \_\_\_\_\_

PROGRAM: \_\_\_\_\_

FACULTY: \_\_\_\_\_

DATE OF VIOLATION: \_\_\_\_\_

### PART B – Details of Violation

Please describe the nature of the violation. Include information about the type of assessment, the value of the assessment, and details of the incident.

*Personal information contained on this form is collected under the Freedom of Information and Protection of Privacy Act and will be used to process this Academic Integrity Violation.*

## PART C – Previous Academic Integrity Violations

Please complete if the student has a record of previous academic integrity violations.

PREVIOUS VIOLATION:	<input type="checkbox"/> NONE	TYPE:	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
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## PART D – Type of Violation and Sanction

Please check the type of violation and imposed sanctions being reported.

<b>Type</b>	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
<b>Sanctions</b>  <i>Please check all of the Mandatory and Additional Sanctions that apply. If the 'Other' option is selected, please describe the appropriate sanction(s).</i>	<u>MANDATORY SANCTIONS</u> <input type="checkbox"/> Education Module — Please circle: D2L / Workshop / 1:1 — AND — <input type="checkbox"/> Written Warning <input type="checkbox"/> A grade of zero on assignment <input type="checkbox"/> A grade of zero on course <input type="checkbox"/> Suspension  <u>ADDITIONAL SANCTION(S)</u> <input type="checkbox"/> Submit a new assignment <input type="checkbox"/> Resubmit the original assignment <input type="checkbox"/> A grade of zero on part of the assignment <input type="checkbox"/> Other: _____			
<b>Due date</b>				
<b>Consequence sanction if incomplete by due date</b>				

## PART E – Student Acknowledgements (to be initialed by the student)

I have read and understand the Academic Integrity Policy #2-201A and Procedure #OP 2-201A. **Initial:** \_\_\_\_\_

I have discussed this violation with my instructor, understand the sanctions, and acknowledge that the statements made herein are accurate and complete. **Initial:** \_\_\_\_\_

I am aware that if I do not complete the Mandatory and Additional Sanctions by the deadline, I will receive the Consequence Sanction. **Initial:** \_\_\_\_\_

## PART F – Faculty

Sign and e-mail this form to the Student, [records@flemingcollege.ca](mailto:records@flemingcollege.ca), and [academicintegrity@flemingcollege.ca](mailto:academicintegrity@flemingcollege.ca).

Faculty Signature:		Date (dd-mm-yyyy):	
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*Personal information contained on this form is collected under the Freedom of Information and Protection of Privacy Act and will be used to process this Academic Integrity Violation.*