Procedure Title:	Academic Integrity
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Manual Classification:	Section 2 - Academic Affairs
Linked to Policy:	2-201 Academic Integrity
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Contact for Procedure Interpretation:	Executive Vice President, Academic Experience

1.0 – Purpose

The purpose of this procedure (the "**Procedure**") is to set out instructions for the evaluation, reporting, and documentation of Academic Integrity violations, and to outline the subsequent consequences of violations.

2.0 – Definitions and Acronyms

Academic Assessment: 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, behavioral assessments, exams and/or any other evaluation.

Sanction: An academic penalty or educational requirement applied to the person(s) involved in a violation.

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

Term/Semester: 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; recognizing that non-standard study periods exist in some programs.

Violation Levels: Reference to the severity of the academic violation. A faculty member will determine what level of Violation has occurred based on the severity and level of intent, implementing the mandatory academic and educational Sanctions and any other optional Sanctions deemed appropriate.

Violation Types: The following are examples of types of Academic Integrity violations, but are not intended to be an exhaustive list:

a) **Aiding Academic Dishonesty** — Allowing 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.
b) **Cheating:** An unethical or dishonest act carried out by a student to gain assessment marks. Examples include (but are not limited to): use of unauthorized electronic devices, applications or other aids for assessments; sharing/use of assessment

materials improperly obtained; and/or, improper or disruptive behaviour during an academic assessment.

c) **Copyright Infringement:** The reproduction of a work which is protected by copyright, in whole or a substantial proportion of, without expressed permission or legal authority. Examples include photocopying or taking pictures of copyright-protected books beyond that which is acceptable for personal use, and/or selling a copy of a copyright-protected work to another person.

d) **Misrepresentation:** An act whereby the individual provides false representation of themselves. Examples include (but are not limited to):
   - **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.
   - **Plagiarism:** Taking someone else's work or ideas and passing them off as one's own. This may take the form of: material copied directly from source but represented as paraphrased, with citation(s); material paraphrased or copied verbatim from source without citation(s); submission of an assessment previously submitted for grading in another course or institution; submission of an assessment copied from another person without their knowledge; submission of an assessment written by a third party and represented as their own. This may take the form of contract Cheating (work-for-hire) or as copying of an assessment with the other's knowledge;

e) **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.

f) **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.

3.0 – Operating Procedure

3.1 – Education

All students and employees will be provided with access to educational material on concepts related to Academic Integrity.

All students and employees responsible for academic delivery and support are expected to familiarize themselves with Policy #2-201 Academic Integrity and related procedures and always apply the fundamentals of Academic Integrity.

3.2 - Identification of Violations

a) Faculty will use their professional knowledge, skills, and judgement to determine: the level of academic Violation (as described below); the appropriate educational Sanction; the optional Sanction(s) for the student; and the consequent action if the mandatory Sanction(s) is incomplete.

b) Assessment work may be reviewed by faculty and relevant staff for original content utilizing Plagiarism software and services, taking into account the terms of use of such software and colleges practices on their use.

c) In cases where technical advice is needed, administrators and support staff from service divisions (e.g., IT services) may assist in such investigations, following appropriate college policies and procedures.

d) When an Academic Integrity Violation is suspected, whenever possible Faculty will meet with student(s) individually to discuss the suspected Violation and the resulting consequences of a violation.

e) Where it is identified that a student is Aiding Academic Dishonesty but is not in the Faculty's course, the Academic Chair will be responsible for determining the most appropriate Faculty member to meet with the student(s) and complete the reporting process.

f) Where a Violation has been identified that has affected others (student(s) and/or faculty), the faculty or student may request Restorative Resolution process be initiated. To engage in a Restorative Resolution process, the following conditions must be met:

- both the party (or parties) harmed, and the student must voluntarily agree to fully participate; and,
- the Academic Chair is satisfied that proceedings will not risk further harm to participants; and,
- the student has indicated acceptance of responsibility for their actions; and,
- the student shows a willingness to reflect on their actions and repair harms.

Where these conditions are met, the recording of the Violation will be placed on hold pending the outcome of the Restorative Resolution process noted in section 3.6.

Students who have previously engaged in a Restorative Resolution for Academic Integrity violations may be denied the opportunity to engage in future Restorative Resolution processes at the discretion of the Academic Chair.

3.3 – Reporting of Violations

Once a Violation is confirmed to have occurred, the following steps will be taken to report to record the violation:

a) Faculty will review student(s) record for previous violations. Where additional information is sought on previous violations the Faculty may contact their Academic Chair.

b) Faculty will complete the Academic Integrity Violation Form online, which will include the following information:

- Course Information,
- Student Information,
- Level and Type of Violation – including description of what has occurred,
- Record of Previous Violations (if any),
- Academic and Educational Sanctions, including due date for completion of educational Sanctions, which should consider the need for education to take place prior to another assessment to assist the student in being successful, and
- Possible consequences where Sanctions are not completed.

c) Faculty will receive a copy of the submitted Violation form via email.

d) Faculty shall formally notify the student of the Violation and assigned Sanctions. A copy of the Violation form may be shared with the student. If multiple students are involved, personal information of all students other than the one to which the notification is being prepared shall be removed from the form to ensure the confidentiality of each student involved before sending it.

e) If a Level 3 Violation is submitted, the program coordinator should be notified as the Sanctions may impact academic progression.

f) The Records Office will record details of the Violation on the student record and save a copy of the Violation form in the student's file. Violations are not recorded on student transcripts. Records staff or Academic Integrity staff may follow up with faculty to clarify information and to ensure fairness of policy application.

g) Information on the Violation form may be shared with Academic Leaders and Academic Integrity Office. When required, a general report may be shared with Fleming College Board of Governors that should not include student names or student ID numbers.

h) Access to Academic Integrity Violation records will be restricted to appropriate College staff as per Policy 1-111 Access to Information and Protection of Privacy. These records may be subject to Access to Information requests under the Freedom of Information and Protection of Privacy Act.

3.4 - Violations Levels

Academic Integrity violations are assessed according to the severity and the intent involved in the act as identified by faculty:

a) **Warning:** Where a student has made a genuine error in an assessment, Faculty may give a warning to encourage and support learning. Warnings will not be considered a violation, but a learning opportunity. A warning will be recorded on the student record to identify to other faculty that this opportunity has been given to the student.

b) **Level 1 Violation:** Violations in the Level 1 category may be minor in nature and affect a small portion of assessment work in question. Examples *(not intended to be an exhaustive list):*

- Failure to acknowledge working with a third party on an assessment without explicit permission from faculty.
- Failure to **attempt** to cite or give proper acknowledgment in a small/minor portion of the assignment.

c) **Level 2 Violation:** Violations in the Level 2 category are of a more serious or extensive nature than the ones described in Level 1 or are those that affect a larger or more significant portion of the assessment. Examples *(not intended to be an exhaustive list)*:

- 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 anessential element in the undertaking without acknowledging such assistance in a paper, examination, or project.
- Repeat Violation at Level 1, where education Sanctions have taken place, **may** be considered to raise the Violation to a Level 2

d) Level 3 Violation: Violations in the Level 3 category affect a sizable proportion of the assessment work done to meet course requirements and/or involve premeditation. Level 3 Violations may even be selected for students who have repeated Level 1 or Level 2 violations. Examples (not intended to be an exhaustive list):
- Removing posted or reserved material, preventing other students from having access to materials.
- Falsification of data or inventing and/or deliberately altering material
- Engaging in contract Cheating through the selling or purchasing of assessments for submission for grades.
- 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.
- Repeat Violation at Level 1 or Level 2, where education Sanctions have taken place, **may** be considered to raise the Violation to a Level 3

e) Level 4 Violation: Violations in the Level 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):
- 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.
- Repeat Violation at Level 3, where education Sanctions have taken place, **may** be considered to raise the Violation to a Level 4

3.5 - Sanctions

Mandatory and/or optional Sanctions are assigned based on the Violation level.

a) Mandatory Sanctions
- **Warning:** While there are no mandatory Sanctions for warnings, Faculty are strongly encouraged to consider educational options and optional Sanctions as outlined in 3.5 b).
- **Level 1 Violation:** Educational Sanction as selected by the Faculty. Faculty will determine one or more Sanctions (See 3.5 b) for examples).
- **Level 2 Violation:** Educational Sanction as selected by the Faculty. A grade of “0” on the assignment will be given.
- **Level 3 Violation:** Educational Sanction as selected by the Faculty. A grade of “0” on the course will be assigned.

- **Level 4 Violation:** Educational Sanction as selected by the Faculty. Suspension from the College for a minimum of one Semester or regular program delivery as per the extenuation circumstances:
    i. One to Three Semesters: Must be approved by the Dean of the applicable School.
    ii. Three or More Semester: Must be approved by the Dean in consultation with the Associate Vice-President Academic.

b) Optional Sanctions

Faculty may choose additional Sanctions for a Warning, Level 1 or Level 2 Violations.

Examples of suitable **Warning** and **Level 1** Sanctions include (but are not limited to):

- Resubmission of the original assessment piece.
- Submission of a new assessment piece.
- A 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 **Level 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 for bonus marks.

3.6 – Restorative Resolution Process

Where the conditions outlined in 3.2 f) have been met, a faculty member or student may request to engage in a Restorative Resolution Process by emailing the academic school staff, and by indicating such on the Violation form. Following such a request the following process will be followed:

a) The academic school staff will notify the Records office to temporarily withhold documentation of the violation.
b) The academic school staff will obtain written voluntary consent from all participants.
c) The academic school staff will identify trained staff and/or faculty to facilitate the restorative process.
d) The assigned facilitator will meet individually with participants in preparation for a restorative meeting.
e) The assigned facilitator will support participants in conducting a restorative meeting to allow for reflection and discussion of the violation, harms caused, and steps to repair harm.
f) Where agreement is met during the restorative meeting for next steps, it will be noted if this agreement is done in lieu of, or in conjunction with formal Sanctions for the violation.
g) Where it has been decided that the Violation requires formal documentation and/or Sanctions, the academic school staff will inform the Records office. Alternatively, where it has been agreed not to document the violation, the academic school staff will request that the Records Office void the Violation and make note that the student has taken part in a restorative process.

3.7 – Application of Sanctions

a) Academic Sanctions

- Faculty will implement academic Sanctions as required for Warnings, Level 1 and Level 2 violations.

- Records staff will follow internal procedures to implement academic Sanctions as required for Level 3 and Level 4 violations.
- Students withdrawing from a course following a Violation must complete the assigned Sanctions and the Violation will remain on the student record.
- Students will not be eligible for refunds in the case of severe disciplinary actions.

b) Educational Sanctions

- Any student who receives an Academic Integrity Violation is solely responsible for registering and/or completing the educational Sanction as assigned by their faculty.
- Upon completion of assigned educational Sanction the student will provide their faculty with proof of completion. Failure to do so may result in additional consequences as outlined on the initial Violation form. Examples (not intended to be an exhaustive list): incomplete in course, meeting with Faculty / Program Coordinator / Academic Chair / Dean, and/or inability to submit future assignments.
- The College is responsible for advising students of the timeline associated with the completion of the educational Sanction in addition to alerting students to the consequences of not completing the educational Sanction on time.

3.8– Appeal Process

Student appeals of Academic Integrity violations shall be processed under College Policy # 2-219, Academic Appeal and Administrative Operating Procedure.

4.0 – Related Documents

- Administrative Operating Procedure #OP-2-201, Academic Integrity
- College Policy #9-904, Copyright Policy
- College Policy # 2-214, Integrity in Research and Scholarship
- College Policy # 2-219, Academic Appeal and Administrative Operating Procedure
- College Policy # 5-506, Student Rights and Responsibilities

5.0 – History of Amendments & Reviews

Date Approved	Approved By	List of Approved Amendments / Review
June 2017	SMT	Original Procedure Approved *Note: this Procedure was originally a component of Policy 2-201 prior to 2017, when it was split into a stand-alone document*
April 2018	SMT	reviewed and updated
November 2023	SMT	Procedure reviewed and updated
November 2025	NA	Department names and job titles updated to be consistent with current organizational structure. Removed revoked related documents. Changed number to remove “A” to remain consistent with current naming structure. (OP 2-201A to OP 2-201)
October 2026	NA	Removed email contact that is no longer in use.