

**ADMINISTRATIVE OPERATING PROCEDURE: Academic Integrity**

<b>Procedure ID:</b>	#OP 2-201A
<b>Approved by Executive Leaders Team:</b>	<i>Original:</i> May 30, 2017
<b>Revision Date(s):</b>	--
<b>Effective Date:</b>	September 1, 2017
<b>Next Review Date:</b>	2020
<b>Monitoring Responsibility:</b>	TBD
<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.

**Semester** refers to the next semester of academic study within the students program.

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

**Operating Procedure**

In keeping with our mandate as an educational institution, all students will be provided with access to educational material on concepts related to academic integrity as part of their orientation to the College. Students are expected to complete this training and consistently apply the principles of academic integrity throughout their time at Fleming College.

**Academic Integrity Violations and Sanctions**

Academic integrity breaches are assessed according to the severity and number of offences. A breach will be assessed based on a system that includes four (4) Types of Violations and corresponding Sanctions as depicted below.

**1. TYPE 1 Violation**

These violations may be deemed to be minor in nature and to have affected a small portion of the 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 an assignment

Mandatory sanction:

- Mandatory completion of an Academic Integrity module. The onus will be on the student to provide proof of completion when asked to do so.

Optional sanctions:

- Resubmission of the original assessment piece.
- Submission of a new assessment piece.
- Portion of assessment piece receives a grade of “0” resulting in a reduced overall grade.

## **2. TYPE II Violation**

These violations are of a more serious or extensive nature than the ones described in Type One or are those which affect a more significant aspect or portion of the work.

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

- Repeat of Type I violation.
- 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.
- Using prohibited materials (e.g. books, notes, calculators or other electronic devices) during an examination.
- 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.

Mandatory sanction:

- A grade of “0” on the assignment.
- Completion of an Academic Integrity Education module. The onus will be on the student to provide proof of completion when asked to do so.

## **3. TYPE III Violation**

These violations affect a substantial portion of work done to meet course requirements and/or involve premeditation, or a student has repeated Type I or II violations. Students will not receive refunds for disciplinary actions.

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

- Repeat of Type II violation.
- 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.

Mandatory sanction:

- Grade of “0” for the course
- Mandatory completion of an Academic Integrity Education module. The onus will be on the student to provide proof of completion when asked to do so.

## **4. TYPE IV Violation**

These violations are reserved for the most serious breaches of academic integrity and/or incidents preceded by repeated violations at all previous levels. Students will not receive refunds for disciplinary actions.

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

- Repeat of a Type III violation.
- 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 sanction:

- Suspension from the College for a minimum of one semester.
- A sanction resulting in the suspension of a student for up to three semesters of study must be approved by the Dean of the applicable School. Any sanction resulting in the suspension of a student for more than three semesters of study must be approved by the Dean in consultation with the Vice-President Academic.

**Record Keeping**

- The Academic Integrity Violation Form (reference: Appendix B) must be completed when a student has violated the Academic Integrity Policy.
- Copies of Academic Integrity Violation Form will be shared with the Program Coordinator and the respective Dean's Office and retained in the student's file in the Office of the Registrar. Access to these 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
- College Policy #5-506, *Student Rights and Responsibilities*
- College Policy #3-310, *Freedom of Information and Protection of Privacy Act*
- Guidelines for Professional Practice for Students and Faculty

**Appendices**

- Appendix A: Academic Integrity Procedure Schematic
- Appendix B: Academic Integrity Violation Form

**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>

**START** → A student has committed an Academic Integrity Violation.

If a student is determined to have violated the Academic Integrity Policy faculty will begin by completing complete parts (A) and (B) of the Academic Integrity Violation form.

The faculty will confirm (via the Student Centre) if the student has had prior Academic Integrity Policy violations and complete part (C) of the Academic Integrity Violation form.

Faculty will then determine the Type of Violation

**TYPE I VIOLATION**  
These violations may be deemed to be minor in nature and to have affected a small portion of the work in question.

**TYPE II VIOLATION**  
These violations are of a more serious or extensive nature than the ones described in Type I or are those which affect a more significant aspect or portion of the work.

**TYPE III VIOLATION**  
These violations affect a substantial portion of work done to meet course requirements and/or involve premeditation, or a student has repeated Type I or II violations.

**TYPE IV VIOLATION**  
These violations are reserved for the most serious breaches of academic integrity and/or incidents preceded by repeated violations at all previous levels.

**MANDATORY SANCTION FOR STUDENT**  
Completion of an Academic Integrity Education module.

Additional Optional Sanctions  
Faculty have the **OPTION** to add one or more of the sanctions listed below

- o Portion of assessment piece receives a grade of "0".
- o Resubmission of the original assessment piece.
- o Submission of a new assessment piece.
- o Meeting with Counselling services.

**MANDATORY SANCTIONS FOR STUDENT**  
1. A grade of "0" on the assignment.  
2. Completion of an Academic Integrity Education module.

**MANDATORY SANCTIONS FOR STUDENT**  
1. A grade of "0" for the course.  
2. Completion of an Academic Integrity Education module.

**MANDATORY SANCTIONS FOR STUDENT**  
1. Suspension from the College for a minimum of one semester.

Once the Violation Type is determined the faculty will complete part (D) of the Academic Integrity Violation form.

The Faculty will then contact the student via email to request a meeting to review the Academic Integrity Violation form and discuss sanction(s). Part (E) of the Academic Integrity Violation form will be completed during this meeting.

**END** → The completed form will be sent electronically to the student and to the Office of the Registrar; the Program Coordinator and Dean will be copied. The form will be retained in the student's file in the Office of the Registrar.

## APPENDIX B: ACADEMIC INTEGRITY VIOLATION FORM

This form and the following procedure are to be used by faculty to report a breach of the Academic Integrity Policy.

1. If a student is determined to have violated the Academic Integrity Policy faculty will begin by completing Parts (A) and (B).
2. To complete part (C) the faculty will confirm if the student has had prior Academic Integrity Policy violations.
3. The faculty will decide on Academic Integrity type and complete part (D)
4. The faculty will then contact the student via: email to request a meeting to review the violation form and discuss sanction(s). Part (E) will be completed during this meeting.
5. If the student declines to meet with the faculty, the form will be completed by the faculty without input from the student.
6. A copy of the completed form will be sent electronically to the student and to the Registrar's Office.

### PART A – Student Information

<b>Name</b> Click here to enter text.	<b>Student ID Number</b> Click here to enter text.
<b>Phone Number</b> Click here to enter text.	<b>Email Address</b> Click here to enter text.

### PART B – Program and Course Information

Please complete the chart below with the program and/or course information that is relevant to the Academic Integrity Policy violation.

<b>Course (include course code and name)</b> Click here to enter text.	<b>Section</b> Click here to enter text.
<b>Faculty</b> Click here to enter text.	
<b>Program</b> Click here to enter text.	<b>Program Coordinator's Name</b> Click here to enter text.
<b>Date of Violation</b> Click here to enter text.	<b>Date of Meeting with Student</b> Click here to enter text.

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

Click here to enter text.

*Personal information contained on this form is collected under the Freedom of Information and Protection of Privacy Act and will be used to answer your request.*

### PART C – Previous Violations

Please complete the chart below with information related to any prior violations of the Fleming College Academic Integrity Policy. Prior violations can be confirmed via: the Evolve Administrative Systems Student Centre. If additional information is required please contact the Records Department.

<b>Previous Violations of Academic Integrity</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>Date of Previous Violation:</b> Click here to enter text.
<b>Type of Previous Violation:</b> <input type="checkbox"/> Type 1 <input type="checkbox"/> Type 3 <input type="checkbox"/> Type 2 <input type="checkbox"/> Type 4	<b>Sanction:</b> Click here to enter text.

### PART D - Type of Violation and Sanction(s):

Please place a checkmark beside the type of violation being reported and sanctions imposed.

#### TYPE 1

Mandatory Sanction(s)

- Follow-up meeting with Faculty member by date: Click here to enter text.
- Completion (or re-completion) of an [Academic Integrity Education](#) module by date: Click here to enter text.

Optional Sanction(s)

- Meet with counsellor by date: Click here to enter text.
- Original Assessment piece receives a grade of "0":
- Resubmission of the original assessment piece.
- Submission of a new assessment piece. Click here to enter text.

#### TYPE 2

Mandatory Sanction(s)

- Mark of "0" on the assignment
- Follow-up meeting with Faculty member by date: Click here to enter text.
- Completion (or re-completion) of an [Academic Integrity Education](#) module by date: Click here to enter text.

Optional Sanction(s)

- Meet with counsellor by date: Click here to enter text.

#### TYPE 3

Mandatory Sanction(s)

- Grade of "0" for the course
- Follow-up meeting with Program Coordinator by date: Click here to enter text.
- Completion (or re-completion) of an [Academic Integrity Education](#) module by date: Click here to enter text.

Optional Sanction(s)

- Meet with counsellor by date: Click here to enter text.

#### Type 4

Mandatory Sanction(s)

- Meeting with Faculty, Program Coordinator and Dean
- Suspension from the College for Click here to enter text. Must be a minimum of one semester

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**PART E – Acknowledgements**

**Student is to initial beside the following statements:**

\_\_\_\_ I have included a reflection on what I have learned from the situation and how I will apply this learning to my future professional career.

\_\_\_\_ I have read the Academic Regulations, the Academic Integrity Policy and the Academic Integrity Operating Procedure document.

**PART F - Signatures, Declaration, and Authorization for Release of Information**

By signing below, I acknowledge the statements made herein to be accurate, complete and truthful, and that the faculty member may seek clarification from any persons or parties listed in this appeal.

<b>Student Signature</b>	<b>Date</b> dd-mm-yyyy
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<b>Faculty Signature</b>	<b>Date</b> 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 answer your request.*