ADMINISTRATIVE OPERATING PROCEDURE: Academic Integrity

Procedure ID:	#OP 2-201A
Approved by Executive Leaders Team:	*Original:* May 30, 2017
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Next Review Date:	2025
Monitoring Responsibility:	Associate Dean
Linked to a College Policy:	#2-201A, *Academic Integrity*

Purpose

This operating procedure is to guide the application of its linked College Policy 2-201A *Academic Integrity*.

Definitions/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, behavioural assessments, exams, and/or any other evaluation.

Sanction: a penalty for not following the rules of the Academic Integrity Policy.

Semester: a period of study in the academic year which is fifteen (15) weeks in the Fall, Winter, and Spring.

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

Violation Levels: 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):

e) **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.

f) **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.

g) **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.

h) **Multiple Submission** — Submitting substantially the same Academic Assessment work in two or more courses without faculty permission. This may include work from a previous educational institution.

i) **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.

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

Roles and Responsibilities

Students: Throughout their post-secondary studies at Fleming College Toronto, each student is responsible for understanding Academic Integrity, seeking clarity where necessary, and abiding by Fleming College Toronto's Academic Integrity Policy and Procedures.

Any student who has breached Academic Integrity will comply with any sanctions assigned to them following a Violation, starting with 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 are responsible for educating their students on the importance of Academic Integrity with respect to their course(s), field of study, and the impact of Academic Integrity on student success in their course learning outcomes.

Faculty are responsible for identifying and evaluating suspected Violation in a fair manner and reporting Violations, where a Violation is observed by an invigilator, as outlined in #OP-2-201A Academic Integrity.

Student Success Unit: Upon request by Faculty, Program Managers, Student Success Advisors, and Associate Dean, will provide information about any previous Violations on a student's record.

The Associate Director of Student Success (or designated staff) will record the information provided on the Academic Integrity Violation Form on the student's record.

The Student Success Unit is responsible for generating an Academic Integrity Query that is available to the Academic Director.

The Teaching and Learning Center: Supports the Academic Department by offering Academic Integrity Education Modules that faculty and students may access.

Invigilators: Invigilators hired by Fleming College Toronto (FCT) are responsible for reporting Academic Violations to the Course Faculty.

Office of the Academic Director: Responsible for the development, implementation, communication, support, and training of the Academic Integrity Policy and Procedure.

The Office of the Academic Director will share the Academic Integrity Report with the Dean and the Program Managers.

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

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

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 AdministrativeOperating Procedure and always apply the fundamentals of academic integrity throughout their education and/or profession at Fleming College Toronto.

Academic Integrity Violations
Academic Integrity Violations are assessed according to the severity and number of offences. AViolation 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 supportstaff 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 identifies an instance of academic misconduct incurred by a student. Faculty discusses the incident with the student to assess whether to proceed to the next step of reporting or issuing a verbal warning.
A) If the faculty decides to issue a verbal warning, they ask the student to complete the academic integrity module created by the departmental designate. The faculty may permit the student to resubmit the assignment without penalty. The process ends here; no form is filled and the tracker is not updated.
B) If faculty decides to proceed, they do so by filling in the academic misconduct form and submitting it to the Program Manager along with supporting documentation.

2. The Program Manager reviews the incident and records it in the tracker and checks the student's history for any previous infractions.
3. The Program Manager will first determine the Type of Violation, the mandatory Sanction(s), and optional Sanction(s) suitable for the Violation. *(See section "Types of Violations" in this procedure)*

4. The Program Manager will discuss the Violation and the Sanctions with the student and advise the student ofany Sanction deadlines.

5. The Program Manager will implement the mandatory and/or optional Sanctions.

6. The college librarian registers the student in the Academic Integrity Education Module and issues a completion certificate when the student successfully completes the module. The student presents the certificate of completion to the Program Manager. The students who do not pass the Education Module must repeat it. Students who do not pass the Education Module may need to negotiate new deadlines with the Program Manager.

7. The Program Manager must follow up with the student to confirm that the student has successfullycompleted the Academic Integrity Education Module within three (3)

business days.
- **a)** If complete, the Program Manager's responsibilities end after administering any outstanding sanctions.
- **b)** If not complete, the Program Manager will implement the consequence Sanction and advise the Academic Director that the student did not complete the Academic Integrity Education Module.

8. The Program Manager will inform the Academic Systems Manager to record the Violation on the student's SYS record and save a copy of the Violation form in the student's file.

9. The Academic Director will generate an Academic Integrity Violations Report to be shared with the Associate Dean, Program Managers, Student Success, and Quality Assurance.

<div style="background-color:#e0e0e0">Types of Violations</div>

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 include but are not limited to:
- 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 include but are not limited to:
- 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 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 include but are not limited to:
- 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 thatdoes 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 unauthorizedmeans.

Type 4 Violation
Violations in the Type 4 category are reserved for the most serious breaches of academic integrityand/or incidents preceded by repeated Violations at all previous levels. Examples include but are not limited to:
- Repeat of a Type 3 Violation.
- Providing another student with login information in an attempt to have that person completethe assessment work (false impersonation).
- Infractions of academic integrity resembling criminal activity (e.g. forging a gradeform,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 Program Manager.
2. The Program Manager will determine one or more sanctions (See Optional Sanctions for examples).

Type 2 Violation
1. Academic Integrity module that has been selected by the Program Manager.
2. A grade of "0" on the assignment.

Type 3 Violation
1. Academic Integrity module that has been selected by the Program Manager.
2. A grade of "0" on the course.

Type 4 Violation
1. Academic Integrity module that has been selected by the Program Manager.
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 Academic Director.
   b) Three or More Semesters: Must be approved by the Academic Director in consultation with the Associate Dean.

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(s) of assessment work receives a grade of "0", or associated penalty at the discretion ofthe 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 the Program Manager on Academic Integrity at Fleming College Toronto 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.

Record Keeping

The Academic Integrity Violation Form (Appendix A) must be completed by the faculty when a student has violated the Academic Integrity Policy. The Program Manager will record the information on the student's record and retain a copy.

Information on an Academic Integrity Violation Form will be shared with the Academic Director, Student Success Advisors, and Program Managers. A general report that will not include student names or ID numbers may be shared with the Fleming College Board of Governors when required.

Access to Academic Integrity Violation records will be restricted to appropriate College Staff in alignment with 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*

Summary of Amendments/Reviews:

June 2017	New procedure approved
April 2018	Reviewed, updated and approved
2023	Reviewed, updated and approved

APPENDIX A: 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 the Program Manager or Academic Director. 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 Academic Department** 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:	☐ NONE TYPE: ☐ 1 ☐ 2 ☐ 3 ☐ 4

PART D – Type of Violation and Sanction

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

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

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 <u>Student</u> and the Academic Director

Faculty Signature:		Date (dd-mm-yyyy):	

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.