

Academic Offence Process



An Academic Offence is suspected.



An investigation occurs.

Manager, Academic Integrity is available to assist Faculty Members.



Student's Penalty History is requested.

Email Student's Name & ID number to: records@fanshawec.ca or m_shannon2@fanshawec.ca



A discussion with the Student occurs.

The process stops here if the Academic Offence remains suspected.

The process continues if the Academic Offence has been confirmed.



An Academic Offence is confirmed.

(If starting with a confirmed Academic Offence, requesting the Student's Penalty History and a discussion with the Student need to happen before the Academic Offences Form is completed).



An Academic Offences Form is completed.

Manager, Academic Integrity is available to assist Faculty Members.



The Student is notified.

The student is provided with a copy of the Academic Offences Form.



Academic Offences Form is sent to the Registrar's Office & the Academic Integrity Office.

Copy on/forward email to student to: records@fanshawec.ca & m_shannon2@fanshawec.ca

Student Penalty History

	None	Warning Documented	One Penalty Documented	Two Penalties Documented
Who determines Warning or Penalty?	Faculty Member issues Warning or applies 1st Penalty.	Faculty Member applies 1st Penalty.	Faculty Member recommends 2nd Penalty, Academic Manager approves 2nd Penalty.	Dean or designate applies 3rd Penalty.
Who completes the Academic Offences Form?	Faculty Member Warning: A, B, C & E Penalty: A, B, D & E	Faculty Member Penalty: A, B, D & E	Faculty Member prepares A, B, D & E. Academic Manager approves D & signs E.	Faculty Member prepares A, B & E. Dean or designate completes D & signs E.
Who notifies the Student?	Faculty Member	Faculty Member	Academic Manager	Dean or designate

* Please forward Academic Offences Forms to records@fanshawec.ca & m_shannon2@fanshawec.ca *

Please contact Meaghan Shannon, Manager, Academic Integrity for any assistance. Additional information and resources are available at

fanshawelibrary.com/academic-integrity

