

ACADEMIC OFFENCES FORM



FANSHAWE
Office of the Registrar

This form supports Policy A136: Academic Integrity to document a warning or penalties associated with academic offences in order to reinforce consistent practice in the application of Procedure A of the policy.

A. STUDENT INFORMATION

<i>Student #</i>	<i>Student Last Name</i>	<i>Student First Name</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<i>Student FOL Email Address</i>		
<input type="text"/>		
Online : <input type="checkbox"/> Hybrid: <input type="checkbox"/> In person: <input type="checkbox"/>		
<i>Term (e.g. 19 - W)</i>	<i>Course # (e.g. ECON -1001)</i>	<i>Section # (e.g. 01LC)</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<i>Program Code (e.g. BAC2)</i>	<i>Program Level (e.g. 1,2,3)</i>	
<input type="text"/>	Level: <input type="text"/>	
<i>Student PENALTY History (Contact the Office of the Registrar to determine previous offences—records@fanshawec.ca)</i>		
<input type="checkbox"/> NONE <input type="checkbox"/> WARNING Documented <input type="checkbox"/> ONE Penalty Documented <input type="checkbox"/> TWO Penalties Documented		

B. DESCRIPTION OF ACADEMIC OFFENCE (All fields require completion)

Offence Discovered By: _____ Program Coordinator/Academic Manager (if applicable): _____

Course Instructor's Name: _____ Date Offence Confirmed : _____ (YEAR/MONTH/DAY)

Discussion Date: _____ Notification Date: _____

OFFENCE — (Select only one offence type which will be recorded on the offence database—see page 2 for description)

- The student commits plagiarism, which means taking credit for another person's work.
- The student acts to assist or facilitate an academic offence.
- The student misrepresents the reasons for a missed evaluation or deadline extension.
- The student allows another person to complete the student's academic work, excluding quizzes, tests, and examinations.
- The student copies from another person during a quiz, test, or examination.
- The student participates in activities, in person or electronically, that are not permitted in the preparation or completion of academic work.
- The student uses material, resources, or technologies that are not permitted in the preparation or completion of academic work.
- The student possesses or uses material, resources, or technologies that are not permitted in a quiz, test, or examination.
- The student improperly obtains any evaluation prior to the date and time scheduled for the evaluation.
- The student alters or falsifies academic records in any way or submits false documentation for academic purposes.
- The student allows another person to take a quiz, test, or examination in the student's place.

Details of incident: _____

C. WARNING & CONSEQUENTIAL ACTION (Leave this section blank if applying a Penalty)

REMINDER — A student is permitted to have one WARNING on record.

Details of the Warning given: _____

D. PENALTY (Leave this section blank if issuing a Warning)

Penalty Applied (Only one penalty will be recorded in the offence database - please select one only - see page 2 for description)

Re-do Work (R)
 Mark of Zero (M)
 Fail Course (F)
 Suspension (S)

Expulsion (E) (SVPA Only)
 Rescind Credentials (SVPA Only)

Details of Action Taken: _____

E. SIGNATURE AND DISTRIBUTION

Course Instructor's Signature: _____ Date: _____

*Academic Manager's Signature: _____ Date: _____

**required for second and third penalties*

Distribution: WHITE COPY — Office of the Registrar YELLOW COPY—Academic Manager, Division PINK COPY—Student September 2021

Completed forms are sent to students by email. Email templates are available in Standard 1 of Policy A136.

WARNINGS, ACADEMIC OFFENCES, PENALTIES, APPEALS & RECORDS

WARNINGS:

A warning is cautionary advice given to the student to demonstrate academic integrity. Faculty have the discretion to use a warning to educate the student about academic integrity when they believe a penalty is not warranted for the offence. See the table below for which offences may result in a warning. A warning, if issued, is one of four documented actions and penalties that a student may accrue following an academic offence; the final penalty is expulsion. If a warning is not issued, the student may accrue three penalties; the final penalty is expulsion. For example:

Warning Issued

- A. Warning B. Penalty
C. Penalty D. Penalty (This penalty is expulsion)

No Warning Issued

- A. Penalty B. Penalty
C. Penalty (This penalty is expulsion)

ACADEMIC OFFENCE	WARNING/PENALTY OPTIONS
The student commits plagiarism, which means taking credit for another person's work. Examples of plagiarism include, but are not limited to, the following acts: <ul style="list-style-type: none"> The student submits another person's work as his or her own academic work. The student does not credit the original source of ideas, images, information, quotations, or other intellectual property. The student submits electronic files or data created by another person without the instructor's permission. The student submits academic work from another course without the instructor's permission. 	(W) (R) (M) (F)
The student acts to assist or facilitate an academic offence.	(W) (R) (M) (F) (S) (E)
The student misrepresents the reasons for a missed evaluation or deadline extension.	(W) (M) (F)
The student allows another person to complete the student's academic work, excluding quizzes, tests, and examinations.	(R) (M) (F)
The student copies from another person during a quiz, test, or examination.	(M) (F) (S)
The student participates in activities, in person or electronically, that are not permitted in the preparation or completion of academic work.	(W) (M) (F) (S)
The student uses material, resources, or technologies that are not permitted in the preparation or completion of academic work.	(W) (M) (F) (S)
The student possesses or uses material, resources, or technologies that are not permitted in a quiz, test, or examination.	(M) (F) (S)
The student improperly obtains any evaluation prior to the date and time scheduled for the evaluation.	(F) (S) (E)
The student alters or falsifies academic records in any way or submits false documentation for academic purposes.	(F) (S) (E)
The student allows another person to take a quiz, test, or examination in the student's place.	(S) (E)

WARNING / PENALTY REFERENCE	DESCRIPTION
Warning (W)	Cautionary advice given to the student to demonstrate academic integrity.
Re-do work (R)	The student re-does or resubmits the same or alternative academic work that demonstrates academic integrity. In such cases, the grade or mark given for the repeat or resubmission may be reduced at the discretion of the faculty member.
Mark of zero (M)	The student receives a mark of zero for the academic work with no opportunity to resubmit. This penalty may result in failure of the course.
Fail course (F)	The student receives a failing grade (F) in the course. This penalty is imposed only following consultation with the student's program coordinator or academic manager.
Suspension (S)	The student is suspended immediately from the College until at least the end of the current semester but not more than one calendar year. This penalty results in automatic failing grades (F) in all courses in which the student is registered and fees are not refunded for that semester, as stated in Policy A106: Academic Withdrawal and Termination.
Expulsion (E)	The student is expelled from the College. This penalty is reported on the student's permanent record and any Statement of Academic Achievement. This penalty results in automatic failing grades (F) in all courses in which the student is registered and fees are not refunded for that semester, as stated in Policy A106: Academic Withdrawal and Termination. This penalty is imposed only by the Senior Vice-President, Academic Services, on the recommendation of the appropriate Dean or designate. For information on re-admission to the College, see Policy A108: Admission of Students to Post-Secondary Programs.
Rescind credentials	The student's credentials, including certificates, diplomas or degrees that were acquired through the commission of a serious breach of one or more academic offences are rescinded. This penalty is imposed only by the Senior Vice President, Academic Services, on the recommendation of the academic manager and the faculty member. See Section 5.4. Policy A136: Academic Integrity for more information on how to apply this penalty.

APPEALS:

Students have the right to appeal decisions related to Academic Offences and associated penalties. Refer to College policy A128, Student Appeals for more information.

RETENTION OF RECORDS:

Documentation in a student's academic offence file is retained by the Registrar for a minimum of five years from the last documented offence. After this five-year period, subject to any College policy or legal action to the contrary, a student may apply to the Registrar to have all academic offence documentation contained in the student's academic offence file removed. However, penalties reported on the student's permanent record remain in place and in effect.