

## Academic Integrity at Fanshawe College

# Academic Integrity at Fanshawe College

*A Guide for Fanshawe College Students*

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FANSHAWE COLLEGE  
LONDON



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# About This Guide

This open resource has been written, compiled and edited by Fanshawe's [Academic Integrity Office](#) in partnership with the [OER Design Studio](#) and the [Library Learning Commons](#) at Fanshawe College in London, Ontario.

## Contact Information

### The Academic Integrity Office

The staff in the [Academic Integrity Office](#) are available to help students achieve and maintain Academic Integrity and to avoid and prevent Academic Offences. We are available to answer any questions and address any concerns that students may have about:

- Academic Integrity,
- the [Academic Integrity Policy](#),
- Academic Offences,
- Warnings and Penalties, and
- Academic Offence Appeals.

Students are welcome to attend [workshops](#) and request consultations and appointments if they need assistance with anything related to Academic Integrity.

The staff in the Academic Integrity Office can also refer students to the staff and supports that are available to them in the [Library Learning Commons](#) and throughout the College.

If we can be of any assistance to you, please email us at [academicintegrity@fanshawec.ca](mailto:academicintegrity@fanshawec.ca).

## About eCampusOntario

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## Want to View this Guide as a Course?

To explore this guide as a course in Fanshawe's learning platform, *FanshaweOnline*, please visit the [FanshaweOpen course catalogue](#) and enroll yourself into our free Academic Integrity course.

There, you will have an opportunity *to explore* our LMS, *to gauge* your comfort level with technology, and *to learn* strategies to succeed as an online student at Fanshawe college.

### Academic integrity at Fanshawe College



This guide will help you develop an understanding of what Academic Integrity is and why it's important that Academic Integrity be demonstrated while you're a student at Fanshawe College.

By the end of this guide , you will be able to:

- **Recall** Fanshawe's Academic Integrity policy and the Academic Offence process,
- **Identify** the actions and behaviours that are considered to be Academic Offences, and
- **Determine** how to avoid Academic Offences so that you can achieve and maintain Academic Integrity during your time as a student at Fanshawe College.

If you have any questions, please feel free to email the Academic Integrity Office at [academicintegrity@fanshawec.ca](mailto:academicintegrity@fanshawec.ca)

# ACADEMIC INTEGRITY AT FANSHAWE

If you were to think of someone in your life whom you regard as being 'a person of integrity', what characteristics, qualities, or attributes would come to mind? Many students and faculty will say that a person of integrity is honest, trustworthy, truthful, accountable, responsible, and that they generally have a strong sense of moral and ethical principles. If we consider these characteristics, qualities, and attributes that students and faculty associate with 'integrity' and we apply them to the academic setting, that's when we have 'Academic Integrity'.



### Academic Integrity Defined

Fanshawe College defines 'Academic Integrity' as **'holding oneself and others accountable for performing academic work both honestly and ethically'**.

Developing and demonstrating Academic Integrity is something that Fanshawe faculty and staff expect of each other, it's something that Fanshawe College expects of its students, and it's certainly something that employers and recruiters will expect of Fanshawe graduates. If you're able to hold yourself and others accountable for performing 'academic' work both honestly and ethically, then you'll be able to hold yourself and others accountable for performing 'professional' work both honestly and ethically when you're out in the workplace in the industry of your choice.

If you can develop and demonstrate Academic Integrity while you're a student at Fanshawe, you'll be able to further develop and demonstrate Professional Integrity when you become an employee or an entrepreneur after graduation.

### Questions?

If you have any questions, please feel free to email the Academic Integrity Office at [academicintegrity@fanshawec.ca](mailto:academicintegrity@fanshawec.ca)

## 1.2. Why is Academic Integrity Important?

Academic Integrity is important for the following **FIVE** reasons:

1. **it ensures fairness in the education** that students pursue,
2. **it ensures fairness in the academic** work that students complete,
3. **it ensures fairness in the grades** that students earn,
4. **it protects the value of your credentials**, and
5. **it protects the reputation** of your academic institution.

Now let's look at each reason in a bit more detail. As a student, you should consider the areas discussed below as **key guiding principles** when asked about academic integrity. **Remember these words: fairness, value and reputation.**

### Protecting Fairness in Education

Academic Integrity is important because it ensures fairness in the education that students pursue, in the academic work that students complete, and in the grades that students earn.

With regard to fairness, let's consider two students: Student A and Student B. If Student A invested time and effort in order to submit their own work, they would have achieved and earned a grade based on the work that they did. If Student B did not invest any time or effort and they submitted work that was not their own, then it would not be fair to Student A or any other students in the class if Student B were able to obtain a similar grade to other students or any grade at all. It takes Course Instructors a lot of time to investigate Academic Offences and proceed with the Academic Offence process. Time that Course Instructors could spend marking, preparing for classes, or communicating with students, may have to be spent to investigate and document Academic Offences. Fanshawe College intends to maintain an educational environment that is based on fairness for all students and for all Course Instructors.

With regard to academic work being completed, if students expect their work to be marked and to receive grades for the work that they do, then they need to prepare, complete, and submit work that is their own – work that reflects their own understanding of the course content and work that demonstrates that they're developing a mastery of the skill set that they'll need to progress through the course and program and to succeed in their workplace after graduation.

With regard to grades being earned, the tuition that students pay provides them with access to their courses, course materials, FanshaweOnline course sites, their Course Instructors who are experts in their fields and industries, and to all of the services and resources that are available to students across the College. The payment of tuition fees does not equate to the purchasing of grades. Grades are not purchased, they cannot be bought. Grades are earned and they're earned based on the academic work that students complete and students should be completing academic work and earning grades in an educational environment that is based on fairness.

## Protecting the Value of Your Credentials

Academic Integrity is also important because it protects the values of the degrees, diplomas, and certificates that are conferred upon Fanshawe graduates. If we consider Student A and Student B again...if Student A completed all of their work and earned their grades, then they will have earned their diploma and they will be able to meet the expectations of their employer. If Student B did not complete all of their own work and was able to somehow obtain rather than earn their grades and their diploma, then they may get hired somewhere but they would not be able to meet the expectations of their employer. This could result in an employer or industry devaluing certain degrees, diplomas, or certificates which would have an adverse effect on graduates who had earned those credentials, students working toward earning those credentials, and the faculty and staff at the College who support students and graduates. It's in everyone's best interest that the value of degrees, diplomas, and certificates be protected.

## Protecting the Reputation of an Institution

Lastly, Academic Integrity is important because it reinforces Fanshawe College's reputation as an educational institution that supports students and their success and provides industries with graduates who can perform and both meet and exceed expectations. Our local, national, and global communities depend upon graduates from Fanshawe College so it's important to everyone that Fanshawe's reputation be reinforced and further enhanced.

### Questions?

If you have any questions, please feel free to email the Academic Integrity Office at [academicintegrity@fanshawec.ca](mailto:academicintegrity@fanshawec.ca)

## 1.3. Policy A136: Academic Integrity

### Fanshawe's Academic Integrity Policy

Fanshawe College's Academic Integrity Policy is [Policy A136](#) and it's located within the College's [policy manual](#) which is available online and can be accessed by anyone at any time. This policy does three key things:

1. It identifies the actions and behaviours that Fanshawe College considers to be Academic Offences,
2. It describes and in some cases prescribes the Warnings and Penalties that are to be applied when Academic Offences are confirmed to have occurred, and
3. It details all of the steps in the administrative process that are to occur when an Academic Offence is either suspected or confirmed to have occurred.

It's important that students know where the Academic Offences, Warnings, Penalties, and the administrative process are detailed in case they are ever suspected of an Academic Offence or if an Academic Offence is ever confirmed to have occurred.

Fanshawe College's Academic Integrity policy is applied and interpreted so as to provide students with learning opportunities whenever possible and to administer disciplinary measures when required.

### Questions?

If you ever have any questions about Academic Offences, Warnings, Penalties, or the administrative process, please feel free to email the Academic Integrity Office at [academicintegrity@fanshawec.ca](mailto:academicintegrity@fanshawec.ca)

- **College's Policy Manual:** <https://www.fanshawec.ca/about-fanshawe/corporate-info/policies/college-policy-manual>
- **Policy A136: Academic Integrity:** <https://www.fanshawec.ca/sites/default/files/2021-06/a136.pdf>

# 1.4. What is an Academic Offence?

## Academic Offences Defined



The definition of an 'Academic Offence' is detailed in Fanshawe's [Academic Integrity policy](#). Fanshawe College defines an 'Academic Offence' as "obtaining or attempting to obtain an unfair advantage or credit for academic work for oneself or others by dishonest means".

If you keep two key concepts in mind: **'unfair advantage'** and **'dishonest means'**, you'll be able to see why certain actions and behaviours are considered to be Academic Offences when we look at the list of eleven Academic Offences in the next module.

It's important to understand that both **intentional** and **unintentional actions and behaviour** can result in Academic Offences. It is often very clear when Academic Offences have occurred intentionally: perhaps a student intended to cheat on a test or perhaps they submitted an assignment as their own knowing that they did not do the work.

Intentional Academic Offences often result in the application of penalties which are disciplinary measures. Examples of unintentional Academic Offences include:

- improper citation in an assignment by a student not familiar with citing requirements,
- providing a completed assignment to a friend not realizing that they may submit it as their own work, and
- uploading assignments to course content sharing sites like Course Hero not realizing that students may download the assignments and submit them as their own.

**Unintentional Academic Offences often result in Warnings being issued** so that students become aware that those actions and behaviours are not acceptable. **Warnings are intended to be learning opportunities.** Penalties would be applied if actions and behaviours continue after a Warning has been issued.

### Questions?

If you have any questions about Academic Offences, please feel free to email the Academic Integrity Office at [academicintegrity@fanshawec.ca](mailto:academicintegrity@fanshawec.ca)

**Policy A136: Academic Integrity:** <https://www.fanshawec.ca/sites/default/files/2021-06/a136.pdf>

# 1.5. The Academic Offence Process

The [Academic Offence process](#) starts with either a **suspected** Academic Offence or a **confirmed** Academic Offence.

If an Academic Offence is suspected, then...

1. The Course Instructor will conduct an investigation and may consult with the Manager of Academic Integrity for assistance,
2. The student's penalty history will be retrieved from the Registrar's Office, and
3. The Course Instructor will have a discussion with the student which may take place in person, via Zoom or Bongo, or may be an email exchange. The purpose of this discussion is to indicate to a student that the integrity of their work has been identified as being compromised and to extend to the student the opportunity to provide clarification and/or comment.

If the Academic Offence is still suspected at this point in the process but has not been confirmed, then the process stops here. If the Academic Offence is confirmed at this point, then the process continues with the following steps...

1. The Academic Offences Form is completed by the Course Instructor and it is sent to the student, the Academic Integrity Office, and the Registrar's Office.
2. The Registrar's Office will update the student's penalty history to reflect the Academic Offence and either the issued Warning or the applied Penalty.

If an Academic Offence is confirmed right away, then...

1. The student's penalty history will be retrieved from the Registrar's Office,
2. The Course Instructor will have a discussion with the student which may take place in person, via Zoom or Bongo, or may be an email exchange,
3. The Academic Offences Form will be completed by the Course Instructor and sent to the student, the Academic Integrity Office, and the Registrar's Office, and
4. The Registrar's Office will update the student's penalty history to reflect the Academic Offence and either the issued Warning or the applied Penalty.

## Questions?

If you have any questions about Academic Offences, please feel free to email the Academic Integrity Office at [academicintegrity@fanshawec.ca](mailto:academicintegrity@fanshawec.ca)

**Policy A136: Academic Integrity:** <https://www.fanshawec.ca/sites/default/files/2021-06/a136.pdf>

## 1.6. Let's Review: Key Takeaway

### Key Takeaways

If you can develop and demonstrate **Academic Integrity** while you're a student at Fanshawe, you'll be able to further develop and demonstrate **Professional Integrity** when you become an employee or an entrepreneur after graduation.



This video (4:19s) contains information that will help you achieve and maintain Academic Integrity by avoiding plagiarism.



One or more interactive elements has been excluded from this version of the text. You can view them online here: <https://ecampusontario.pressbooks.pub/fanshaweacademicintegrity/?p=51#oembed-1>

Direct Link: <https://youtu.be/JnRrJ4ASy18>

# ACADEMIC OFFENSES

## 2.1. Types of Academic Offences

There are **eleven Academic Offences** listed in Fanshawe's [Academic Integrity policy](#).

You can jump to the next section of this guide for more information on each offence by clicking the hyperlinks below:

1. [The student commits plagiarism](#) which means taking credit for another person's work.
2. [The student acts to assist or facilitate](#) an Academic Offence.
3. [The student misrepresents the reasons](#) for a missed evaluation or deadline extension.
4. [The student allows another person to complete the student's academic work](#), excluding quizzes, tests, and exams.
5. [The student copies from another person](#) during a quiz, test, or exam.
6. [The student participates in activities, in person or electronically, that are not permitted](#) in the preparation or completion of academic work.
7. [The student uses materials, resources, or technologies that are not permitted](#) in the preparation or completion of academic work.
8. [The student possesses or uses materials, resources, or technologies that are not permitted](#) in a quiz, test, or exam.
9. [The student improperly obtains any evaluation prior to the date and time scheduled](#) for the evaluation.
10. [The student alters or falsifies academic records in any way or submits false documentation](#) for academic purposes.
11. [The student allows another person to take a quiz, test, or exam](#) in the student's place.

### Questions?

If you have any questions about Academic Offences, please feel free to email the Academic Integrity Office at [academicintegrity@fanshawec.ca](mailto:academicintegrity@fanshawec.ca)

**Policy A136: Academic Integrity:** <https://www.fanshawec.ca/sites/default/files/2021-06/a136.pdf>

## 2.2. Academic Offence Types Explained

### 2.2.1 Plagiarism

There are **four** categories of plagiarism:

#### Plagiarism 1a)

**The student submits another person's work as their own academic work.**

Submitting someone else's work as your own, or passing someone else's work off as your own, is the classic definition of 'plagiarism'. This other person could be another current student, someone who was previously a student, someone who is or was a student at another school, someone you've never met but you found their work online or via social media, or it could be someone who wrote or contributed their writing to a website, book, or article. Regardless of who this other person is, if a student submits another person's work as their own assignment or includes another person's work within their assignment but doesn't cite that person, then plagiarism will have happened.

#### Student Tip: How to Avoid This Type of Offence

This category of plagiarism is easy to avoid:

- Prepare, complete, and submit your own academic work.
- Avoid using course content sharing sites like Course Hero and StuDocU because there is no guarantee that the assignments on these sites were done correctly, followed instructions or achieved decent grades. Students are strongly discouraged from uploading to and downloading from these sites.
- Avoid responding to social media ads and messages when people offer to complete assignments in exchange for payment.
- Avoid sharing your academic work with others and protect your work if you're sharing computers.
- When you've conducted research, always cite the people and their work whenever you've incorporated their work into your assignments.



Refer to the [Appendix: Student Supports and Services](#) for help and resources .

## Plagiarism 1b)

**The student does not credit the original source of ideas, images, information, quotations, or other intellectual property.**

Citations are used to give credit to people and their work. When you're working on assignments, you'll likely be writing in one of these three different ways:

You'll be writing your own thoughts in your own words which won't require any citing because your name will be on the assignment.

You'll be writing your own thoughts in your own words that will have been informed by research that you've conducted and sources that you've referred to – these sentences and any paraphrased sentences will require citations at the end of them. The citation indicates the source that you referred to or that informed your thoughts.

You'll be incorporating someone else's thoughts in their own words into your assignment to demonstrate that you've conducted research and consulted sources – these sentences will need to be within quotation marks and have citations at the end of them. The quotation marks differentiate someone else's thoughts from your own thoughts and the citation indicates the source that you referred to or consulted.

### Student Tip: How to Avoid This Type of Offence

Citing is a new skill that many students need to learn and develop. This category of plagiarism is also easy to avoid:

- Attend the [workshops](#) that are delivered through the [Library Learning Commons](#).
- Make an online or in person appointment to get assistance from the staff in the [Library Learning Commons](#).
- Take the [APA Citation Resource Course](#) within FanshaweOnline.
- Remember that citing requires two components: in-text citations and a references list. Both components are required in order to meet citing requirements.
- Create a free [Turnitin](#) account within FanshaweOnline so that you can pre-scan your assignments before submitting them. The pre-scan will show you highlighted sentences which should be followed by citations.
- Keep a list of the sources that you consult and use while working on assignments so that you can remember which sources to cite.
- Avoid the use of spin bots and word generators. They may make sentences look different from how they appear in their original sources but rearranging words in sentences and exchanging words in sentences for other words does not constitute you rewriting someone else's work in your own words. Even if you did rewrite someone else's work in your own words, you would still need to include a citation at the end of those sentences.



Refer to the [Appendix: Student Supports and Services](#) for help and resources .

## Plagiarism 1c)

The student submits electronic files or data without the Course Instructor's permission.

### Student Tip: How to Avoid This Type of Offence

This category of plagiarism is easy to avoid:

If you're using spreadsheets, templated spreadsheets, data sets, statistics, computer programming code, etc. that is not original to you, you should have a conversation with your Course Instructor to make sure that those electronic files or data can be used and that you'll still be meeting the requirements of the assignment by using them.

Refer to the [Appendix: Student Supports and Services](#) for help and resources .



## Plagiarism 1d)

The student submits academic work from another course without the Course Instructor's permission.

Students and Course Instructors often refer to this category of plagiarism as 'double submission' whereby an assignment that has already been submitted and has already received marks is submitted once more to receive marks again. This Academic Offence tends to happen under the following circumstances:

- When students are retaking courses and they don't realize that they are expected to re-do the assignments.
- When students are upgrading courses and they don't realize that they should be upgrading their previously submitted assignments or re-doing the assignments.
- When students submit previously submitted and marked assignments as current assignments because the previously submitted and marked assignments address the same topics, themes, concepts, etc. as the current assignments.

## Student Tip: How to Avoid This Type of Offence

This category of plagiarism is easy to avoid:

If you want to make use of assignments that you've previously submitted and have had marked, whether in another current course, another offering of the same course, for a previously taken course at Fanshawe, or for a previously taken course at another school, you should have a conversation with your Course Instructor to make sure that those assignments can be used and to make sure that you'll still be meeting the requirements of the current assignment by using them.

Refer to the [Appendix: Student Supports and Services](#) for help and resources .



## 2.2.2 Acting to assist or facilitate an Academic Offence.

It's important to remember that 'obtaining or attempting to obtain an unfair advantage or credit for academic work' is how Fanshawe College defines 'Academic Offence'. So, it's important to know that helping another student to commit an Academic Offence would, in itself, be an Academic Offence. If you give another student your completed assignment and that student submits it as their own work, then you will have assisted or facilitated another student's Academic Offence of plagiarism. If you share test questions and answers with another student, then you will have assisted another student's Academic Offence of cheating on a test.

## Student Tip: How to Avoid This Type of Offence

This Academic Offence is easy to avoid:

- Save and protect your work and your computer especially if other people have access to or use your computer.
- Avoid sharing your work and completed assignments with other people.
- Avoid uploading your work and completed assignments to course content sharing sites like Course Hero and StuDocU so that other students can't download your work to submit it as their own.
- If other students have questions about an assignment, it's one thing to answer their questions but



it's best to avoid providing them with your work and answers to assignment questions. Those students should be sending their questions to the Course Instructor.

- Avoid talking to, communicating with, and collaborating with other students or anyone while a quiz, test, or exam is in progress. The only device that you should be using during a quiz, test, or exam is the device on which you're writing the quiz, test, or exam. Make sure that your phone and any other devices are out of reach and not in use so that you're not tempted to check text messages or social media platforms. Also, make sure that any messaging apps or websites that are on your computer are turned off while your quiz, test, or exam is in progress.
- Make sure that the quiz, test, or exam has ended and closed (for the whole class) before discussing the quiz, test, or exam with other students.

Refer to the [Appendix: Student Supports and Services](#) for help and resources .

## 2.2.3 Misrepresenting the reasons for a missed evaluation or deadline extension.

It is an Academic Offence to provide a Course Instructor with false information, a fraudulent Doctor's note, describing an event that did not occur, etc. so as to write a quiz, test, or exam that was missed or to get an extension for an assignment. Misrepresenting the reasons for a missed evaluation or deadline extension is an attempt to gain an unfair advantage – it is not fair to the students who wrote the quiz, test, or exam at the scheduled date and time or submitted their assignment by the due date.

### Student Tip: How to Avoid This Type of Offence

This Academic Offence is easy to avoid:

- Plan ahead so that you are aware of when your quizzes, tests, and exams are scheduled and when your assignments are due. You will need to give yourself enough time to prepare for quizzes, tests, and exams, and to complete your assignments.
- If you know that you will need additional time to prepare for a quiz, test, or exam, or to complete an assignment, have a discussion with your Course Instructor so that they can help you make appropriate arrangements.
- If an emergency occurs that prevents you from writing a quiz, test, or exam on the scheduled date or it prevents you from completing your assignment on time, make sure that you provide your Course Instructor with legitimate documentation so that they can help you to make appropriate



arrangements for a rescheduled quiz, test, or exam, or a deadline extension.

Refer to the [Appendix: Student Supports and Services](#) for help and resources .

## 2.2.4 Allowing another person to complete a student's academic work.

Students are expected to prepare, complete, and submit their own academic work so that they can demonstrate their own understanding of course content and that they themselves are developing a mastery of the skills that they will need to progress through the course and program and excel in their future workplace. If students allow, pay for, or ask other people to do their academic work, it's not fair to the students who did prepare, complete, and submit their own work. Also, if student's obtain (rather than earn) marks and grades for academic work that they did not prepare or complete themselves, it's not fair to the students who did earn (rather than obtain) comparable, higher, or even lower marks or grades.

### Student Tip: How to Avoid This Type of Offence

This Academic Offence is easy to avoid:

- Always prepare, complete, and submit your own academic work.
- If you are working with a peer tutor or having a friend or family member review or spell and grammar check your work, make sure that the academic work that you submit is reflective of your own thoughts and written in your own words. It's important to keep in mind that there is a difference between having your work reviewed and having it edited. There is also a significant difference between having your work reviewed and having it rewritten.
- Avoid the use of spin bots and word generators. They may make sentences look different from how they appear in their original sources but rearranging words in sentences and exchanging words in sentences for other words does not constitute you rewriting someone else's work in your own words. Even if you did rewrite someone else's work in your own words, you would still need to include a citation at the end of those sentences.
- Avoid responding to social media ads and messages when people offer to complete assignments in exchange for payment.
- If someone asks you to complete their academic work (which would be acting to assist or facilitate an Academic Offence), it's best to decline their request or avoid responding to their text message or email.



Refer to the [Appendix: Student Supports and Services](#) for help and resources .

## 2.2.5 Copying from another person during a quiz, test, or exam.

Ideally, students should use their quizzes, tests, and exams as opportunities to demonstrate how well they understand the course content and how much time and effort they put into preparing for the quiz, test, or exam. If a student copies another student's or another person's (someone who is not a student) answers to quiz, test, or exam questions, this results in the student missing that opportunity and it results in their quiz, test, or exam being compromised and ineligible for marks or grades.

### Student Tip: How to Avoid This Type of Offence

This Academic Offence is easy to avoid:

- Avoid talking to, communicating with, and collaborating with other students or people while your quiz, test, or exam is in progress.
- The only device that you should be using during a quiz, test, or exam is the device on which you're writing the quiz, test, or exam. Make sure that your phone and any other devices are out of reach and not in use so that you're not tempted to check text messages or social media platforms. Also, make sure that any messaging apps or websites on your computer are turned off while your quiz, test, or exam is in progress.
- Avoid taking pictures of quiz, test, or exam questions and answers and sharing them via text messages and social media platforms. Also, avoid writing quiz, test, or exam questions and answers in text messages and social media posts.
- If you're writing a quiz, test, or exam in-person, try to protect your work and avoid looking over at anyone else's work.
- If you have any questions or concerns about a quiz, test, or exam while it's in progress, avoid consulting with other students or people. Direct your questions and concerns to your Course Instructor or the proctor – they will be available to you during in-person quizzes, tests, and exams, and they have to let you know how to reach them during online quizzes, tests, and exams.
- Avoid directing your questions and concerns to other students because the information that they provide you with could be inaccurate and talking to, communicating with, and collaborating with other students while a quiz, test, or exam is in progress would result in those quizzes, test, or exams being considered compromised and ineligible for marks. It would also result in Academic Offences.



Refer to the [Appendix: Student Supports and Services](#) for help and resources .

## 2.2.6 Participating in activities, in person or electronically, that are not permitted in the preparation or completion of academic work.

Consider the wording of this Academic Offence: activities that are not permitted or participated in either in person or electronically and they are activities that are not permitted in either the preparation or completion stages of academic work. Assignments, labs, quizzes, tests, and exams, are all examples of 'academic work'. This Academic Offence tends to happen under the following circumstances:

- When a student collaborates with another student or as part of a group on an assignment that was to have been completed by students individually.
- When a student uses a spin bot or word generator to manipulate or disguise writing from another student's assignment or a website so that they can submit it as their own work.
- When a student does not comply with assignment, lab, quiz, test, or exam instructions.
- When a student does not complete a proper environment check for their online quiz, test, or exam.
- When a student obtains another student's completed assignment (from that other student or from a course content sharing site like Course Hero or StuDocU) and submits it as their own work or makes modifications, with or without a spin bot or word generator, and submits it as their own work.
- When a student uses a device, other than the device on which they're writing a quiz, test, or exam, to look up answers to questions or communicate and collaborate with other students while the quiz, test, or exam is in progress.
- When multiple Academic Offences occur in any one instance, the Course Instructor will document that multiple activities, that were not permitted, were participated in.

### Student Tip: How to Avoid This Type of Offence

This Academic Offence is easy to avoid:

- Pay close attention to the instructions for your assignments, labs, quizzes, tests, and exams because the instructions will tell you what is expected, what must be done, and how the academic work should be done.
- Not all assignments and labs are completed with partners or as groups. Make sure you understand when you're permitted to work with a partner or as a group and when you're expected to complete an assignment on your own.
- If you have questions or concerns about academic work, discuss them with your Course Instructor so that you get the clarification that you need from the academic authority.
- Avoid talking to, communicating with, and collaborating with other students or people while your quiz, test, or exam is in progress.
- The only device that you should be using during a quiz, test, or exam is the device on which you're writing the quiz, test, or exam. Make sure that your phone and any other devices are out of reach and not in use so that you're not tempted to check text messages or social media platforms. Also,



make sure that any messaging apps or websites on your computer are turned off while your quiz, test, or exam is in progress.

- Avoid the use of spin bots and word generators. They may make sentences look different from how they appear in their original sources but rearranging words in sentences and exchanging words in sentences for other words does not constitute you rewriting someone else's work in your own words. Even if you did rewrite someone else's work in your own words, you would still need to include a citation at the end of those sentences.
- Avoid the use of course content sharing sites like Course Hero and StuDocU because there is no guarantee that the assignments on these sites are current, followed instructions, or achieved decent grades. Students are strongly discouraged from uploading to and downloading from these sites.

Refer to the [Appendix: Student Supports and Services](#) for help and resources .

## 2.2.7 Using material, resources, or technologies not permitted in the preparation or completion of academic work.

The instructions for your assignments will specify which material, resources, technologies, and tools are expected to be used and permitted for use. Maybe you're permitted to consult specific websites or resources from the Library Learning Commons, maybe you're expected to use a calculator or software that is relevant to your field, or maybe you're expected to complete your assignment by expressing your own thoughts about and knowledge of course concepts. Ask your Course Instructor if you have questions or concerns about assignment instructions and what can and cannot be used to prepare and complete assignments. Your Course Instructors will provide you with accurate information that you can rely on and they will respond to your questions either in-person or by email within a reasonable amount of time.

### Student Tip: How to Avoid This Type of Offence

This Academic Offence is easy to avoid:

- Read your assignment instructions carefully and consult with your Course Instructor if you have any questions or concerns.
- Avoid directing your questions and concerns to other students because the information that they provide you with could be inaccurate and out-of-date.
- Only make use of material, resources, technologies, and tools that are permitted for use and avoid using those that are not permitted or not mentioned in the assignment instructions.



- Avoid the use of spin bots and word generators. They may make sentences look different from how they appear in their original sources but rearranging words in sentences and exchanging words in sentences for other words does not constitute you rewriting someone else's work in your own words. Even if you did rewrite someone else's work in your own words, you would still need to include a citation at the end of those sentences.
- Avoid the use of course content sharing sites like Course Hero and StuDocU because there is no guarantee that the assignments on these sites are current, followed instructions, or achieved decent grades. Students are strongly discouraged from uploading to and downloading from these sites.

Refer to the [Appendix: Student Supports and Services](#) for help and resources .

## 2.2.8 Possessing or using material, resources, technologies, or tools not permitted in a quiz, test, or exam.

Your Course Instructors will provide you with instructions for quizzes, tests, and exams, during classes, in your FanshaweOnline course sites, and in the quizzes, tests, and exams themselves. These instructions will specify which material, resources, technologies, and tools are permitted for use while the quiz, test, or exam is in progress. If certain material, resources, technologies, or tools are not mentioned in the instructions, then they are not permitted for use while the quiz, test, or exam is in progress. Ask your Course Instructor if you have questions or concerns about quiz, test, or exam instructions and what can and cannot be used to complete the quiz, test, or exam.

### Student Tip: How to Avoid This Type of Offence

This Academic Offence is easy to avoid:

- Read your quiz, test, and exam instructions carefully and ask your Course Instructor if you have any questions or concerns.
- If you have any questions or concerns about a quiz, test, or exam while it's in progress, avoid consulting with other students or people. Direct your questions and concerns to your Course Instructor or the proctor – they will be available to you during in-person quizzes, tests, and exams, and they have to let you know how to reach them during online quizzes, tests, and exams.
- Avoid directing your questions and concerns to other students because the information that they provide you with could be inaccurate and talking to, communicating with, and collaborating with



other students while a quiz, test, or exam is in progress would result in those quizzes, test, or exams being considered compromised and ineligible for marks. It would also result in Academic Offences.

- If your quiz, test, or exam is 'open book', this may mean that you're permitted to use your textbook, lesson slides, or your own notes. 'Open book' does not mean that students can conduct Google searches or refer to websites to find answers to questions. It also doesn't mean that students can talk to, communicate, or collaborate with other students while the quiz, test, or exam is in progress.
- The only device that you should be using during a quiz, test, or exam is the device on which you're writing the quiz, test, or exam. Make sure that your phone and any other devices are out of reach and not in use so that you're not tempted to check text messages or social media platforms. Also, make sure that any messaging apps or websites that are on your computer are turned off while your quiz, test, or exam is in progress.
- If you're permitted to use a calculator during a quiz, test, or exam, make sure you're using an actual calculator and not a calculator app on your phone.
- Make sure that your workspace is clear of any material, resources, technologies, or tools that are not permitted from use during the quiz, test, or exam. Being in possession of these things (even if you don't use them) can result in an Academic Offence.
- Regardless of whether LockDown Browser or Respondus Monitor are in use or not, students are always expected to complete their quizzes, tests, and exams honestly and with integrity.
- Use your quizzes, tests, and exams as opportunities to demonstrate how well you understand the course content and how well you studied and prepared for the quiz, test, or exam.

Refer to the [Appendix: Student Supports and Services](#) for help and resources .

## 2.2.9 Improperly obtaining any evaluation, or portion of it, prior to the date and time scheduled for the evaluation.

Course Instructors may provide students with previous terms' quizzes, tests, or exams to prepare for current terms' quizzes, tests, or exams – these evaluations would be properly obtained. If students refer to course content sharing sites like Course Hero, StuDocU, or Chegg to access and use previous terms' quizzes, tests, or exams, these evaluations would be improperly obtained. Online quizzes, tests, and exams may be scheduled for short amounts of time, such as 30 to 90 minutes during or outside of class time, or they may be scheduled for longer amounts of time, such as 3 or more hours or they can be written at any time within a 24 to 36 hour period. Regardless of when a quiz, test, or exam is scheduled and regardless of when individual students write and complete their quizzes, tests, and exams, students should not be sharing or requesting questions, answers, or information about quizzes, tests, and exams with anyone at any time.

## Student Tip: How to Avoid This Type of Offence

This Academic Offence is easy to avoid:

- Avoid talking to, communicating with, and collaborating with other students or anyone while a quiz, test, or exam is in progress. The only device that you should be using during a quiz, test, or exam is the device on which you're writing the quiz, test, or exam. Make sure that your phone and any other devices are out of reach and not in use so that you're not tempted to check text messages or social media platforms. Also, make sure that any messaging apps or websites that are on your computer are turned off while your quiz, test, or exam is in progress.
- Avoid taking pictures of quiz, test, or exam questions and answers and sharing them via text messages and social media platforms. Also, avoid writing quiz, test, or exam questions and answers in text messages and social media posts.
- Make sure that the quiz, test, or exam has ended and closed (for the whole class) before discussing the quiz, test, or exam with other students.
- Avoid using course content sharing sites like Course Hero, StuDocU, and Chegg.
- Avoid directing your questions and concerns to other students because the information that they provide you with could be inaccurate and talking to, communicating with, and collaborating with other students while a quiz, test, or exam is in progress would result in those quizzes, test, or exams being considered compromised and ineligible for marks. It would also result in Academic Offences.



Refer to the [Appendix: Student Supports and Services](#) for help and resources .

### 2.2.10 Altering or falsifying academic records in any way or submitting false documentation for academic purposes.

It is an Academic Offence to alter or falsify academic records and provide Course Instructors, College staff, and College administrators, with false information and fraudulent documentation. Applicants who are found to have applied for admission to the College by submitting altered, falsified, or fraudulent documentation, are not admitted to the College or may have their admission revoked.

Enrolled students who are completing co-ops, field placements, internships, and apprenticeships, are required to have their mentors or supervisors sign and authorize documents that are needed for accreditation, certification, and completion purposes. If students sign these documents on their mentor's or supervisor's behalf, without their written authorization, this would jeopardize and compromise their accreditation, certification, and completion processes.

Enrolled students should always provide legitimate documentation upon request by the Registrar's Office,

Counselling and Accessibility, their Course Instructors, their Academic Advisors, or other College departments, staff or administrators.

## 2.2.11 Allowing another person to take a quiz, test, or exam on the student's behalf.

Students are expected to write and complete their quizzes, tests, and exams individually so that they can demonstrate their own understanding of course content. Students are not permitted to make arrangements or allow another person to attend, write, or complete their in-person or online quiz, test, or exam on their behalf. This Academic Offence tends to occur under the following circumstances:

- Someone attends an in-person on-campus quiz, test, or exam so as to intentionally write and complete a student's quiz, test, or exam on that student's behalf.
- Someone attends an online quiz, test, or exam so as to intentionally write and complete a student's quiz, test, or exam on that student's behalf.
- Someone accesses a student's FanshaweOnline account so as to intentionally write and complete a student's online quiz, test, or exam on that student's behalf while that student appears present and engaged in academic work via Respondus Monitor.

Students are always expected to write their own quizzes, tests, and exams and to do so honestly, ethically, and with integrity.

### Questions?

If you have any questions about Academic Offences, please feel free to email the Academic Integrity Office at [academicintegrity@fanshawec.ca](mailto:academicintegrity@fanshawec.ca)

**Policy A136: Academic Integrity:** <https://www.fanshawec.ca/sites/default/files/2021-06/a136.pdf>

## 2.3. Let's Review: Academic Offences Quiz

### Academic Offences Quiz

Select the correct answer after reading each of the scenarios provided below:



*An interactive H5P element has been excluded from this version of the text. You can view it online here:*

<https://ecampusontario.pressbooks.pub/fanshaweacademicintegrity/?p=101#h5p-1>

# WARNING AND PENALTIES

# 3.1. Warnings and Penalties Explained

The occurrence of an Academic Offence will result in either a **Warning** or a **Penalty**. Warnings and Penalties are different things.

## Warnings

Warnings are essentially courtesy notices that indicate to students that their Course Instructor has identified actions and behaviours that are not acceptable and will not be tolerated. Warnings are intended to provide students with learning opportunities so that they can correct their actions and behaviours so as to prevent another Academic Offence from occurring. A Warning can be issued on its own or it could be issued with an Action Taken. The following are Actions that can be Taken by the Course Instructor when a Warning is issued:

- The student is required to attend an APA Citation or Academic Integrity workshop.
- The student is required to attend an appointment with someone from the Library Learning Commons for assistance with research, writing, citing, study skills, etc..
- This student is required to re-do the academic work for either full or reduced marks by a due date specified by the Course Instructor.
- The student's submitted academic work will receive reduced marks or a mark of zero applied to compromised portions of the quiz, test, or assignment or to the quiz, test, or assignment in its entirety.
- The student is required to write an upcoming quiz or test in-person in the Test Centre.

Warnings can be issued when the following Academic Offences occur:

- [Plagiarism \(#1\)](#).
- [Acting to assist or facilitate an Academic Offence \(#2\)](#).
- [Misrepresenting the reasons for a missed evaluation or deadline extension \(#3\)](#).
- [Participating in activities, in person or electronically, that are not permitted in the preparation or completion of academic work \(#6\)](#).
- [Using material, resources, technologies, or tools not permitted in the preparation or completion of academic work \(#7\)](#).

If a student has never been issued a Warning and has never had a Penalty be applied, their first Academic Offence may result in the issuance of a Warning. If a student's first offence is severe and does not warrant a Warning, then a Penalty will be applied. If a student has been issued a Warning, then any subsequent Academic Offence will result in the application of a Penalty. Students can only have one Warning documented on their student record.

## Penalties

Penalties are disciplinary measures that are applied depending on the frequency and severity of Academic Offences. The following Penalties can be applied when any of the 11 Academic Offences occur:

- **Re-do Work:** the student is required to re-do the academic work for either full or reduced marks by a due date specified by the Course Instructor.
- **Mark of Zero:** a mark of zero is assigned to compromised portions of the quiz, test, exam, or assignment or a mark of zero is assignment to a quiz, test, exam, or assignment in its entirety.
- **Fail Course:** an automatic grade of 'F' for the course in which the Academic Offence occurred.
- **Suspension:** the student is suspended from the College for the remainder of the term, for the remainder of the term plus one to two full terms, or the remainder of the term plus three full terms which would be a complete academic year. The student would be permitted to return to the College and resume their studies when the Suspension has lapsed.
- **Expulsion:** the student is expelled from the College and a minimum of five years would have to lapse before the student could reapply for admission.

A Penalty can be applied as the result of a student's first Academic Offence. Penalties increase in severity as Academic Offences increase in both frequency and severity. An Academic Offence that occurs after a Penalty has been applied for a previous Academic Offence, will result in a more severe Penalty. Students can have up to three Penalties documented on their student record. The College's Academic Integrity Policy prescribes that the Penalty of Expulsion be considered when a student's third Penalty is being determined.

The following chart lists the Warning and Penalty options for each of the 11 Academic Offences:

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"> <li>The student submits another person's work as his or her own academic work.</li> <li>The student does not credit the original source of ideas, images, information, quotations, or other intellectual property.</li> <li>The student submits electronic files or data created by another person without the instructor's permission.</li> <li>The student submits academic work from another course without the instructor's permission.</li> </ul>	(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)

*Click to enlarge*

## Questions?

If you have any questions about Warnings or Penalties, please feel free to email the Academic Integrity Office at [academicintegrity@fanshawec.ca](mailto:academicintegrity@fanshawec.ca)

**Policy A136: Academic Integrity:** <https://www.fanshawec.ca/sites/default/files/2021-06/a136.pdf>

## 3.2. Let's Review: Warnings and Penalties Quiz

### Warnings and Penalties Quiz

Select the correct answer after reading each of the scenarios provided below:



*An interactive H5P element has been excluded from this version of the text. You can view it online here:*

<https://ecampusontario.pressbooks.pub/fanshaweacademicintegrity/?p=124#h5p-2>

# FORMS AND APPEALS

# 4.1. The Academic Offences Form

Academic Offences Forms document the Academic Offence that has occurred and either the Warning that has been issued or the Penalty that has been applied. The Academic Offences Forms are completed by Course Instructors and then sent to the student, the Registrar’s Office, and the Academic Integrity Office.

While the Academic Offences Form consists of five sections (A, B, C, D, and E), only four of the five sections are ever completed: **A, B, C, and E when Warnings are issued** and **A, B, D, and E when Penalties are applied**.

## 4.1.1 Section A

**A. STUDENT INFORMATION**

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

*Click to enlarge*

Section A of the Academic Offences Form includes information about the student who committed the Academic Offence and the course in which the Academic Offence occurred.

- **First line:** The student’s number and full name are provided in the first line of Section A.
- **Second line:** The student’s FOL email address is provided in the second line of Section A and one of three boxes is checked to indicate whether the course in which the Academic Offence occurred is an online, hybrid, or in-person course.
- **Third line:** The third line of Section A includes information about the course in which the Academic Offence occurred: the term, the course code and section number, and the student’s program code and level.
- **Last line:** The student’s penalty history is indicated in the last line of Section A.

One of the four boxes will be checked based on the Academic Offence information on the student’s record at the Registrar’s Office.

- **A penalty history of ‘None’ means** that the student has not had a previous Academic Offence and that there are no Warnings or Penalties documented on the student’s record.
- **A penalty history of ‘Warning Documented’ means** that the student has been issued their first and only Warning for a previous Academic Offence and that any subsequent Academic Offence will result in the application of the student’s first Penalty.
- **A penalty history of ‘One Penalty Documented’ means** that one Penalty has been applied for a previous

Academic Offence and that any subsequent Academic Offence will result in a more severe Penalty.

- **A penalty history of 'Two Penalties Documented' means** that two Penalties have been applied for previous Academic Offences and that any subsequent Academic Offence will result in the Penalty of Expulsion being considered.

## 4.1.2 Section B

### 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: _____
<b>OFFENCE</b> — (Select only <u>one</u> offence type which will be recorded on the offence database—see page 2 for description)	
<input type="checkbox"/> The student commits plagiarism, which means taking credit for another person's work.	
<input type="checkbox"/> The student acts to assist or facilitate an academic offence.	
<input type="checkbox"/> The student misrepresents the reasons for a missed evaluation or deadline extension.	
<input type="checkbox"/> The student allows another person to complete the student's academic work, excluding quizzes, tests, and examinations.	
<input type="checkbox"/> The student copies from another person during a quiz, test, or examination.	
<input type="checkbox"/> The student participates in activities, in person or electronically, that are not permitted in the preparation or completion of academic work.	
<input type="checkbox"/> The student uses material, resources, or technologies that are not permitted in the preparation or completion of academic work.	
<input type="checkbox"/> The student possesses or uses material, resources, or technologies that are not permitted in a quiz, test, or examination.	
<input type="checkbox"/> The student improperly obtains any evaluation prior to the date and time scheduled for the evaluation.	
<input type="checkbox"/> The student alters or falsifies academic records in any way or submits false documentation for academic purposes.	
<input type="checkbox"/> The student allows another person to take a quiz, test, or examination in the student's place.	
Details of incident: _____	
_____	
_____	

[Click to enlarge](#)

Section B of the Academic Offences Form includes information about the Academic Offence that occurred.

The person who discovered the Academic Offence (may or may not be the Course Instructor, the Program Coordinator or Academic Manager) is listed at the top of Section B.

- **There are then three fields for specific dates:** the date that the Academic Offence was confirmed to have happened, the date that the Academic Offence was discussed with the student, and the notification date is the date that the Academic Offences Form was or will be sent to the student.
- **Section B lists all 11 Academic Offences** and the Course Instructor will check the box to indicate the Academic Offence that was confirmed to have occurred or the Academic Offence that most accurately represents what was confirmed to have occurred.
- **The Course Instructor will provide brief details** about the Academic Offence at the bottom of Section B.

## 4.1.3 Section C

### 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:

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*Click to enlarge*

**Section C** of the Academic Offences Form includes information about the Warning that is being issued and any Action Taken for that Warning.

**Section C is left blank if a Penalty is being applied.**

## 4.1.4 Section D

### 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:

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*Click to enlarge*

**Section D** of the Academic Offences Form includes information about the Penalty that is being applied. Only one Penalty is ever applied at a time so only one of the Penalty boxes would ever be checked on an Academic Offences Form.

The Course Instructor will provide details about the application of the Penalty at the bottom of Section D. These details usually pertain to the Penalty of Re-do Work (what academic work is to be re-done, by what time, and whether marks will be reduced) or the Penalty of Mark of Zero (how the mark of zero will be applied: compromised portions of a quiz, test, exam, or assignment or to a quiz, test, exam, or assignment in its entirety).

**Section D is left blank if a Warning is being issued.**

## 4.1.5 Section E

### E. SIGNATURE AND DISTRIBUTION

Course Instructor's Signature: _____	Date: _____		
*Academic Manager's Signature: _____	Date: _____		
<i>*required for second and third penalties</i>			
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.

*Click to enlarge*

**Section E** of the Academic Offences Form includes the Course Instructor's signature and the date that the Course Instructor completed and signed the form.

An Academic Manager will add their signature and date to the Academic Offences Form whenever a student's penalty history is 'One Penalty Documented' or 'Two Penalties Documented' because the Academic Manager is required to approve the application of a Penalty that is more severe than the student's previously applied Penalty.

The completed Academic Offences Form is sent by email to the student, the Registrar's Office, and the Academic Integrity Office.

### Questions?

If students have any questions or concerns after receiving an Academic Offences Form, they are welcome to email the Academic Integrity Office at [academicintegrity@fanshawec.ca](mailto:academicintegrity@fanshawec.ca)

**Policy A136: Academic Integrity:** <https://www.fanshawec.ca/sites/default/files/2021-06/a136.pdf>

## 4.2. Retention of Records

### Record Keeping

The Registrar's Office processes Academic Offences Forms and updates students' records and penalty histories. Academic Offence information is kept in students' records for up to five years. When this period of time has lapsed, a student can apply to the Registrar to have any Academic Offence information removed from their student record. It is important to understand that student records and transcripts are two different things.

Student records contain information about application, admission, enrollment, tuition payments, emergency contact information, and Academic Offence information. Transcripts are lists of courses taken and grades achieved. Transcripts do not include any Academic Offence information.

The application of Penalties of Fail Course, Suspension, and Expulsion will result in (F), (S), or (E) being documented on a transcript but the reasons for the (F), (S), or (E), that they were Penalties for Academic Offences, will not be documented on a transcript.

### Questions?

If you have any questions about Academic Offences, Warnings, or Penalties, please feel free to email the Academic Integrity Office at [academicintegrity@fanshawec.ca](mailto:academicintegrity@fanshawec.ca)

**Policy A136: Academic Integrity:** <https://www.fanshawec.ca/sites/default/files/2021-06/a136.pdf>

## 4.3. Academic Offence Appeals

Students have the right to access the Academic Offence Appeal process if they have reasonable grounds and can prove that the Academic Offence did not occur, that their academic work had merit, that a procedural error occurred, or that they experienced any unfair treatment. Reasonable grounds are required in order to pursue an Academic Offence Appeal and there are four categories of reasonable grounds:

- **Merit of Work:** a claim of erroneous assessment of a student's academic work – the student is able to prove that their academic work had merit and the Academic Offence did not occur or the student is able to prove that their academic work was not compromised or fully compromised by an Academic Offence that did occur.
- **Procedural Error:** a claim that a College policy, procedure, or rule has been overlooked, misinterpreted, or misapplied – the student is able to prove that an error occurred during the Academic Offence process or the student is able to prove that an error occurred while their academic work was being assessed resulting in an Academic Offence that did not occur. .
- **Any Other Unfair Treatment:** a claim that a College decision was unfair, unjust, prejudiced, unreasonable, excessive, or inconsistent – the student is able to prove that their academic work was assessed unfairly and that an Academic Offence did not occur or the student is able to prove that a Warning was issued or Penalty was applied unfairly.
- **Compassionate Grounds:** a claim that an illness, medical or legal situation, or other extenuating or compelling circumstance has affected timely completion of academic activity (please note that Compassionate Grounds are not an excuse for an Academic Offence that has occurred but, Compassionate Grounds could result in the consideration of a lesser Penalty).

### Reasonable Grounds for an Appeal?

If a student has reasonable grounds to pursue an Academic Offence Appeal, they should proceed with the Academic Offence Appeal process and consult with the [Manager of Academic Integrity](#), the [Fanshawe Student Union Advocacy Representative](#), or the [Office of the Ombuds](#).

### Academic Appeals Process

The Academic Offence Appeal process is detailed in [Policy A128: Student Appeals](#) and consists of the following steps:

**The student should request a meeting with the Course Instructor to discuss the Academic Offence and attempt to resolve the situation informally.** If the student and the Course Instructor are not able to resolve

the situation informally, the student should pursue a **Step 1 Academic Offence Appeal** by doing the following within 7 business days of receiving the Academic Offences Form:

## Step 1

- **Prepare a brief statement that addresses the Academic Offence**, identifies and explains their reasonable grounds for their Academic Offence Appeal, and presents the outcome the student hopes to achieve by way of the Academic Offence Appeal.
- **Collect documentation that addresses the Academic Offence and supports the student's reasonable grounds.** It is the student's responsibility to present a logical and compelling case, based on documented evidence that supports their reasonable grounds.
- **Complete the online [Notice of Appeal Form](#) and upload the brief statement and supporting documentation as attachments.** Please note that students will be required to log in with their FanshaweOnline email address and password.
- **Send their Associate Dean an email requesting a meeting to discuss their Step 1 Academic Offence Appeal.** Please note that the confirmation number assigned to the Step 1 Academic Offence Appeal upon submission of the online Notice of Appeal Form should be referenced in the email to the Associate Dean.

The Registrar's Office will process students' Appeal packages (Notice of Appeal Form, brief statement, and supporting documentation) and will send the processed Appeal packages to the Manager of Academic Integrity and the appropriate Associate Dean. Students can expect to meet with their Associate Deans and have their Step 1 Academic Offence Appeals decided within 7 business days of submitting their online Notice of Appeal Form with their brief statement and supporting documentation as attachments.

## Step 2

A Step 2 Academic Offence Appeal can be pursued only after the completion of a Step 1 Academic Offence Appeal. The student must prepare and present a documented case with the objective of demonstrating that the issue of the Step 1 Academic Offence Appeal has not been resolved. Step 2 Academic Offence Appeals are decided by Deans.

## Step 3

A Step 3 Academic Offence Appeal can be pursued only after the completion of a Step 2 Academic Offence Appeal. Step 3 Academic Offence Appeals involve a formal hearing before a Committee of Review. Both the student and the Dean who decided the Step 2 Academic Offence Appeal present their cases to the Committee of Review. Step 3 Academic Offence Appeals are decided by the Committee of Review and their decisions are final.

## Questions?

If you have any questions about Academic Offence Appeals, please feel free to email the Academic Integrity Office at [academicintegrity@fanshawec.ca](mailto:academicintegrity@fanshawec.ca)

**Policy A136: Academic Integrity:** <https://www.fanshawec.ca/sites/default/files/2021-06/a136.pdf>

# SUMMARY OF TIPS TO AVOID ACADEMIC OFFENCES

# Tips to Avoid Academic Offences - Assignments

## Completing Assignments

- Read your assignment instructions carefully. If something is unclear or if you have any questions, ask your Course Instructor before the assignment is due. Avoid directing your questions and concerns to other students because the information that they provide you with could be inaccurate and out-of-date.
- If other students have questions about an assignment, it's one thing to answer their questions but it's best to avoid providing them with your work and answers to assignment questions. Those students should be sending their questions to the Course Instructor.
- Prepare, complete, and submit your own academic work.
- Understand what assignments, or parts of assignments, are to be completed individually and when you're permitted to collaborate with other students.
- Understand which material, resources, technologies, and tools are permitted for use and when it's appropriate to use them. Avoid material, resources, technologies, and tools that are not permitted for use. If you have any questions about what is or isn't permitted for use, ask your Course Instructor.
- Avoid sharing your academic work with other students. Remember to protect your work if you're sharing computers.
- Avoid accessing and downloading from [course content sharing sites](#) like Course Hero and StuDoc U. There is no guarantee that the assignments on these sites were done correctly, followed instructions or achieved decent grades. Students are strongly discouraged from uploading to and downloading from these sites.
- Avoid uploading your work and completed assignments to [course content sharing sites](#) like Course Hero and StuDocU so that other students can't download your work to submit it as their own.
- Avoid opening and responding to emails, messages and ads that offer to complete assignments in exchange for payment.
- Avoid using tools like spin bots and word generators. They may make sentences look different from how they appear in their original sources but rearranging words in sentences and exchanging words in sentences for other words does not constitute you rewriting someone else's work in your own words. Even if you did rewrite someone else's work in your own words, you would still need to include a citation at the end of those sentences.
- Keep a list of the sources that you consult and use while working on assignments so that you can remember which sources to cite.

- When you've conducted research, always cite the people and their work whenever you've incorporated their work into your assignments.
- Remember that proper citing and referencing requires two components: in-text citations and listed references – both components are needed in order to fulfill the citing and referencing requirements.
- Attend the [workshops](#) that are delivered through the [Library Learning Commons](#).
- Make an online or in person appointment to get assistance from the staff in the [Library Learning Commons](#).
- Take the [APA Citation Resource Course](#) within FanshaweOnline.
- Register for a [TurnItIn](#) account within FanshaweOnline so that you can pre-scan your assignments before submitting them. Don't focus on the percentage but do look at the highlighting because it will let you know where you will need to put in-text citations.
- Keep track of your due dates and plan ahead because this will help you avoid situations where you may feel unprepared and in a situation where you may be more likely to take risks that could lead to Academic Offences. If you think or know that you may need an extension, ask your Course Instructor ahead of time and they will work with you to make the appropriate arrangements.
- If an emergency occurs that prevents you from completing your assignment on time, make sure that you provide your Course Instructor with legitimate documentation so that they can help you to make appropriate arrangements for a deadline extension.
- Always provide legitimate documentation when it's requested by a Course Instructor or College staff member.
- If you're using spreadsheets, templated spreadsheets, data sets, statistics, computer programming code, etc. that is not original to you, you should have a conversation with your Course Instructor to make sure that those electronic files or data can be used and that you'll still be meeting the requirements of the assignment by using them.
- If you want to make use of assignments that you've previously submitted and have had marked, whether in another current course, another offering of the same course, for a previously taken course at Fanshawe, or for a previously taken course at another school, you should have a conversation with your Course Instructor to make sure that those assignments can be used and to make sure that you'll still be meeting the requirements of the current assignment by using them.
- If you are working with a peer tutor or having a friend or family member review or spell and grammar check your work, make sure that the academic work that you submit is reflective of your own thoughts and written in your own words. It's important to keep in mind that there is a difference between having your work reviewed and having it edited. There is also a significant difference between having your work reviewed and having it rewritten.
- If someone asks you to complete their academic work (which would be acting to assist or facilitate an Academic Offence), it's best to decline their request or avoid responding to their text message or email.

Refer to the [Appendix: Student Supports and Services](#) for help and resources .

## Academic Integrity and Assignments



This video (2:09s) includes ten tips for achieving and maintaining Academic Integrity while preparing and completing Academic Integrity.



One or more interactive elements has been excluded from this version of the text. You can view them online here: <https://ecampusontario.pressbooks.pub/fanshaweacademicintegrity/?p=153#oembed-1>

**Direct Link:** <https://youtu.be/oGn-wykH8cA>

# Tips to Avoid Academic Offences - Evaluations

## Taking Quizzes, Tests, and Exams

- Quizzes, tests, and exams are to be completed individually so that you can demonstrate your understanding of the course content. Quizzes, tests, and exams are not group work.
- Plan ahead so that you are aware of when your quizzes, tests, and exams are scheduled. You will need to give yourself enough time to prepare for quizzes, tests, and exams.
- Read your quiz, test, and exam instructions carefully and ask your Course Instructor if you have any questions or concerns.
- If you have any questions or concerns about a quiz, test, or exam while it's in progress, avoid consulting with other students or people. Direct your questions and concerns to your Course Instructor or the proctor – they will be available to you during in-person quizzes, tests, and exams, and they have to let you know how to reach them during online quizzes, tests, and exams.
- Talking to, communicating with, and collaborating with other students or anyone is not permitted while a quiz, test, or exam is in session. If you have questions about the quiz, test, or exam, raise your hand (in person) or email (online) and the Course Instructor/Proctor will attend to you.
- Avoid directing your questions and concerns to other students because the information that they provide you with could be inaccurate and talking to, communicating with, and collaborating with other students while a quiz, test, or exam is in progress would result in those quizzes, test, or exams being considered compromised and ineligible for marks. It would also result in Academic Offences.
- Make sure that the quiz, test, or exam has ended and closed (for the whole class) before discussing the quiz, test, or exam with other students.
- Understand which materials, resources, technologies, and tools are permitted in a quiz, test, or exam and bring or have only them with you. You will not be permitted to talk to, communicate with, or collaborate with another student to use their materials, resources, technologies, or tools.
- Understand which materials, resources, technologies, and tools are not permitted in a quiz, test, or exam and do not bring them to or have them with you in a quiz, test, or exam.
- The use of cell phones and other electronic devices (tablets, watches, earbuds, headphones, etc.) is not permitted in a quiz, test, or exam.
- The only device that you should be using during a quiz, test, or exam is the device on which you're writing the quiz, test, or exam. Make sure that your phone and any other devices are out of reach and not in use so that you're not tempted to check text messages or social media platforms. Also, make sure that any messaging apps or websites that are on your computer are turned off while your quiz, test, or exam is in progress.

- If you're permitted to use a calculator during a quiz, test, or exam, make sure you're using an actual calculator and not a calculator app on your phone.
- Make sure that your workspace is clear of any material, resources, technologies, or tools that are not permitted from use during the quiz, test, or exam. Being in possession of these things (even if you don't use them) can result in an Academic Offence.
- Avoid taking pictures of quiz, test, or exam questions and answers and sharing them via text messages and social media platforms. Also, avoid writing quiz, test, or exam questions and answers in text messages and social media posts.
- If you're writing a quiz, test, or exam in-person, try to protect your work and avoid looking over at anyone else's work.
- If you are unsure of what 'open book' means or whether a quiz, test, or exam is or isn't 'open book', ask your Course Instructor/Proctor.
- If your quiz, test, or exam is 'open book', this may mean that you're permitted to use your textbook, lesson slides, or your own notes. 'Open book' does not mean that students can conduct Google searches or refer to websites to find answers to questions. It also doesn't mean that students can talk to, communicate, or collaborate with other students while the quiz, test, or exam is in progress.
- Regardless of whether LockDown Browser or Respondus Monitor are in use or not, students are always expected to complete their quizzes, tests, and exams honestly and with integrity.
- If you have Accessibility accommodations for quizzes, tests, or exams, discuss them with your Course Instructor ahead of time and they will help you make the appropriate arrangements.
- If you know that you will need additional time to prepare for a quiz, test, or exam, or to complete an assignment, have a discussion with your Course Instructor so that they can help you make appropriate arrangements.
- If an emergency occurs that prevents you from writing a quiz, test, or exam on the scheduled date or it prevents you from completing your assignment on time, make sure that you provide your Course Instructor with legitimate documentation so that they can help you to make appropriate arrangements for a rescheduled quiz, test, or exam, or a deadline extension.
- Make an online or in person appointment to get assistance from the staff in the [Library Learning Commons](#).
- Use your quizzes, tests, and exams as opportunities to demonstrate how well you understand the course content and how well you studied and prepared for the quiz, test, or exam.
- Students are always expected to write their own quizzes, tests, and exams and to do so honestly, ethically, and with integrity.

Refer to the [Appendix: Student Supports and Services](#) for help and resources .

## Academic Integrity and Evaluations



This video (2:44s) includes ten tips for achieving and maintaining Academic Integrity while preparing and completing evaluations.



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**Direct Link:** <https://youtu.be/UA-cF74pL98>

## Summary of Services and Supports Available

Developing and demonstrating Academic Integrity is something that Fanshawe faculty and staff expect of each other, it's something that Fanshawe College expects of its students, and it's certainly something that employers and recruiters will expect of Fanshawe graduates. If you're able to hold yourself and others accountable for performing 'academic' work both honestly and ethically, then you'll be able to hold yourself and others accountable for performing 'professional' work both honestly and ethically when you're out in the workplace in the industry of your choice.



### The Academic Integrity Office

The staff in the [Academic Integrity Office](#) are available to help students achieve and maintain Academic Integrity and to avoid and prevent Academic Offences. We are available to answer any questions and address any concerns that students may have about:

- Academic Integrity,
- the [Academic Integrity Policy](#),
- Academic Offences,
- Warnings and Penalties, and
- Academic Offence Appeals.

Students are welcome to attend [workshops](#) and request consultations and appointments if they need assistance with anything related to Academic Integrity. The staff in the Academic Integrity Office can also refer students to the staff and supports that are available to them in the [Library Learning Commons](#) and throughout the College.

If we can be of any assistance to you, please email us at [academicintegrity@fanshawec.ca](mailto:academicintegrity@fanshawec.ca).

### Documents and Website Supports

- [Academic Integrity Office website](#)
- [Academic Integrity Supports for Students Infographic](#)
- [Plagiarism Infographic](#)
- [APA Citation Guide](#)
- [APA Citation Resource Course](#) in FanshaweOnline
- [How to Actually Use TurnItIn](#)

- [Information about Course Content Sharing Sites](#)
- [Tests Infographic](#)
- [Study Skills](#)
- [Policy A136: Academic Integrity](#)
- [Policy A128: Student Appeals](#)

## Videos

- [Academic Integrity & Avoiding Plagiarism](#) video
- [Academic Integrity & Assignments](#) video
- [Academic Integrity & Evaluations](#) video
- [Academic Integrity & Online Learning](#) video

## Library Learning Commons Supports

- [Library Learning Commons](#)
- [Learning Centre](#)
- [Workshops](#)
- [Library's Outreach Staff](#) – assistance with research, writing, and citing
- Studying assistance in the [Library Learning Commons](#)
- Research and citing assistance in the [Library Learning Commons](#)
- Writing and citing assistance in the [Library Learning Commons](#)

## Other College Supports

- [Fanshawe Student Union Advocacy Representative](#)
- [Office of the Ombuds](#)
- [The Office of the Registrar](#)
- [Counselling & Accessibility](#)
- [Indigenous Institute](#)
- [International Department](#)