

**TITLE: Academic Integrity Procedure**

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**Mandatory Review  
Date:  
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**Approved By:  
Vice Provost,  
Academic Excellence  
and Transformative  
Learning**

## 1. Scope

All members of the Sheridan community including Faculty, Staff and Students are required to follow the Academic Integrity Policy and Procedure in the event that there is a suspected breach of academic integrity by a Student. The steps, including sanctions, outlined in the Academic Integrity Procedure apply only to Students.

## 2. Definitions

**Academic Faculty** - the larger academic unit within which individual Faculty members teach.

**Academic Integrity Office** – provides education, resources, and support to foster the understanding and practice of academic integrity at Sheridan. The Office can answer questions and explain the Academic Integrity Policy and Procedure as needed; help investigate a suspected breach to determine if cheating occurred; facilitate discussions between faculty members and students regarding potential breaches to the Academic Integrity Policy; provide advice on applying appropriate sanctions.

**Associate Dean** - Is the primary Associate Dean affiliated with the Academic Faculty who has accountability to the program area identified in the Appeal or the alternate Associate Dean within or outside the Academic Faculty who is assigned to ensure there is no conflict of interest

**Faculty** - all teaching members as covered under the Academic Employees Collective Agreement and those with non-full-time status.

**Sheridan** - Sheridan College Institute of Technology and Advanced Learning

**Staff** - all employees of Sheridan.

**Student** – means any individual who is admitted, enrolled or registered for study at Sheridan. Individuals who are active in a program, but not enrolled in classes for a particular term (e.g. on a vacation or coop/work term) are considered to have a continuing student relationship and are included in the definition of student.

**Support Staff** – The administrative staff within the Academic Faculty who supports the data

input and management of Academic Integrity Breaches within the Student Information System. procedure approval and any subsequent dates of approval or update by the approval body. Do not include non-substantive changes as approved by Responsible Office or Responsible Executive.

### 3. Procedure

The Academic Integrity Procedure must be followed when there is a suspected breach of academic integrity by a Student. If a breach involves more than one Student then the Faculty or Associate Dean shall treat each Student separately in addressing the breach. Every effort will be made to process Academic Integrity Breaches within the stated timelines included in this Procedure. However, exceeding stated timelines, does not necessarily invalidate a step or decision under this Procedure.

#### ABBREVIATED PROCEDURE

PROCEDURAL STEP	RESPONSIBILITY	TIMELINE
<b>1. Collect Evidence, Complete and Email<sup>1</sup> Student AI Breach Form (Section A)</b>	Faculty	within 5 business days of breach discovery
<b>2. Submission of Additional Evidence</b>	Student	within 2 business days of the breach transmission
<b>Faculty-Student Meeting</b>		
<b>3. Decide Whether a Breach Occurred</b>	Faculty	n/a
<b>4. Check for Previous Breaches on the Student Information System</b>	Support Staff	n/a
<b>5. Decide and Impose Sanction<sup>2</sup></b>	Faculty OR Associate Dean	n/a
<b>6. Complete AI Breach Form (Section B) and Email (A/B) to Student</b>	Faculty OR Associate Dean	5 business days after original email to student or optional meeting
<b>7. Enter Breach Details on the Student Information System</b>	Support Staff	5 business days after decision is sent to student (#6)

#### FULL PROCEDURE

When a breach of the Academic Integrity Policy is suspected, the following steps must be followed by the Faculty, Student, Support Staff, and the Associate Dean.

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<sup>1</sup> Faculty must send the AI Form and subsequent communications only through their, and students, Sheridan email accounts [name@sheridancollege.ca] as this is the official mode of communication with students.

<sup>2</sup> Faculty or Associate Dean are encouraged to consult with the Academic Integrity Office

## **1. Collect Evidence & Complete and Email Student the Breach of AI Form (Section A) – Faculty**

**Assessments under the Direct Control of Assigned Faculty Member:** The Faculty must compile evidence, including any related documents, of the suspected AI breach.

**Assessments Invigilated by a Third Party** (Sheridan Assessment Centre or on behalf of the Faculty): The invigilator must provide the Faculty member responsible for the course with all pertinent details of the occurrence including the original copy of the assessment and any supporting evidence and/or documentation. This information should be provided as soon as possible but no later than 2 business days after the completion of the assessment. In addition to providing the information above, the person who invigilated the test shall send an email to the Faculty immediately following the assessment in which the suspected AI breach occurred.

The Faculty must **email the Student** a completed Breach of Academic Integrity Form (Section A) through Sheridan e-mail<sup>3</sup> within 5 business days of the discovery of the suspected breach.

## **2. Submission of Additional Evidence/Documentation OR Meeting Request - Student**

The Student has 2 business days after the transmission of the Breach of Academic Integrity Form to: 1) provide the Faculty member, if desired, with comments about the suspected breach (space provided on form) and/or additional documentation/evidence related to the suspected breach; and/or 2) to request a meeting with the Faculty member (may be either in person, by phone or a web-interface).

Both the Student or Faculty may request a meeting to discuss the facts and documents pertaining to the suspected AI breach, however, a meeting is not required. If a meeting is requested within the 2 business days by either the Faculty or Student both parties must meet in a timely manner.

## **3. Decide Whether Academic Integrity Breach Occurred - Faculty**

The Faculty member and/or Associate Dean are encouraged to consult with the Academic Integrity Office. The Faculty member decides whether a breach of academic integrity occurred, if:

**No** – then all documentation related to the suspected breach will be confidentially destroyed; or  
**Yes** – then continue Steps #4-7.

## **4. Faculty to Request a Support Staff to Check Student Record for Previous Breaches – Support Staff**

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<sup>3</sup> In addition, as a best practice, Faculty may also choose to contact the Student(s) through SLATE or in person during class alerting them that there is an important message regarding an Academic Integrity Breach.

The Faculty requests a Support Staff, within the Academic Faculty, to check the Student's record in the *Student Information System* for past breaches. The Student's record will only be checked after it has been decided that a breach occurred.<sup>4</sup>

If the breach is a second, or subsequent, breach the Faculty shall provide their Associate Dean with the completed Breach of Academic Integrity Form (A) and any other related correspondence, evidence and documents to support the imposition of a sanction.

Previous breaches will be recorded on the Breach of Academic Integrity Form (Section B) by the Support Staff.

## **5. Impose Sanction - Faculty or Associate Dean**

The Faculty member and/or Associate Dean are encouraged to consult with the Academic Integrity Office. Either the Faculty member or Associate Dean, based on the criteria below, determines an appropriate sanction proportional with the type, circumstance and severity of the breach and, if relevant, past breaches/sanctions levied against the Student. It may be determined that a first breach could result in an appropriate sanction up to level 6.

Criteria (Authority to Impose Sanctions)

**Faculty** – First breach(s). Consultation and transfer to Associate Dean required if sanction recommended for first breach is higher than Level 1 or if the faculty member is unavailable for reasons such as vacation or end of teaching contract.

**Associate Dean** – All second, or subsequent, breach(s) and first breaches where a sanction above Level 1 is being recommended.

In the case of Academic Integrity Breaches, an Associate Dean who was not involved in the original determination of the breach will be assigned to the appeal by the Academic Faculty. The Associate Dean may be identified from within the Academic Faculty or from a different Faculty.

## **6. Complete Breach of AI Form (Section B) and Email to Student – Faculty or Associate Dean**

The Faculty or Associate Dean, whomever made the decision, will complete the Breach of Academic Integrity Form (Section B) and communicate the decision to the Student through Sheridan email within 5b business days of either the date of breach notification or the optional meeting.

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<sup>4</sup> Checking the student's record for past breaches before a final determination has been made may negatively impact or influence the decision of whether or not the Student breached the Academic Integrity Policy.

If the sanction includes a referral to the Library & Learning Services “Academic Integrity Remediation and Tutorial” the Faculty or Associate Dean will include a copy of the AI Remediation Form in email to Student. Completion of AI Remediation will be tracked in the *Student Information System*; if the Remediation is not completed within 45 days, the sanction can be reconsidered and changed. If the sanction level is increased, the Support Staff should make a note of the new sanction level on the breach form.

The Faculty or Associate Dean will pass the completed Breach of AI Form and any supporting documents to Support Staff to enter on the *Student Information System*.

### **7. Enter Breach Details on *Student Information System* – Support Staff**

After 5 business days, if the student has not filed an Academic Appeal, then the Support Staff from the Academic Faculty will upload the Breach of Academic Integrity Form and enter the key breach information into the ‘Breach of Academic Integrity Section’ within the *Student Information System*.

If Remediation is part of the sanction, the Support Staff will flag the breach status of “Remediation” in the Student Information System – this will indicate that completion of this part of the sanction is outstanding. After one month if the remediation is not completed, as verified by Library Staff, through changing the breach status to “Remediation Completed” then a notice will be sent to the Student and Faculty. The Faculty or Associate Dean can reconsider and change the sanction if the Remediation is not completed by the Student.

### **SANCTIONS:**

Sanctions for breaches of academic integrity will be levied consistently across Sheridan. The sanctions below are progressive and must be proportional to the severity, circumstances and existence of previous breaches. Repeated breach occurrences should progress to the next sanction level. All sanctions will be recorded on the *Student Information System* to ensure transparency and to support decision-making in future breaches of academic integrity.

Where a Student withdraws from a course after a breach occurs, the breach will still be investigated and sanction imposed (where deemed necessary). This may involve a retroactive change to the student’s academic record.

#### Level 1 Sanction

Faculty members have the authority to impose one or more of the following sanctions for a first breach. **Academic Integrity Remediation** is recommended in conjunction with the imposed sanction.

- a. **Official Warning**, as documented by the submission of a breach form. This would be appropriate if the Faculty determines that the breach was unintentional but wants the behavior documented to deter future breaches;
- b. **Rewrite** of the test or exam or **re-submit** the same or alternative assignment with a reduced grade;
- c. **Grade of “0”** for the assessment (assignment, test, exam, creative work or project) or for the

portion of the assessment deemed to be in breach of the policy, with no opportunity to resubmit the work. A grade of zero for the entire assessment should not be assigned for any assessment worth more than 20% of the course grade.

**Academic Integrity Remediation** must be booked by the student through Library & Learning Services within 45 days of the sanction. The completion of this remediation will be tracked through the *Student Information System*. The breach will not be considered closed until the remediation is completed. The faculty member or Associate Dean may re-assess the sanction if the remediation is not completed.

#### Level 2 Sanction

**Grade of F** in the course. Academic Integrity Remediation can be assigned with a Level 2 sanction.

#### Level 3 Sanction

**Course Termination** (TM Grade) notation of “TM” is reflected on the student transcript.

#### Level 4 Sanction

**Administrative Withdrawal** from Sheridan for a period of no less than two (2) academic terms. This will also result in a grade of “TM” for the course in which the breach occurred and “W” (Withdrawals) for all other courses that the Student is registered in for that term. No fees will be refunded. Re-admission to the College will be reviewed on a case-by-case basis by the Academic Faculty.

#### Level 5 Sanction

**Suspension** from Sheridan, with no eligibility for re-admission to any Sheridan program or courses, for a period of up to three (3) years. This penalty will result in a grade of “TM” for the course in which the breach occurred and “W” (Withdrawals) for all other courses the Student is registered in for that term. No fees will be refunded. Re-admission to Sheridan will be reviewed on a case-by-case basis by the Academic Faculty.

#### Level 6 Sanction

**Expulsion** (lifetime) from Sheridan with no eligibility to any Sheridan program or courses. This penalty will result in a grade of “TM” for the course in which the breach occurred and “W” (Withdrawals) for all other courses the Student is registered in for that term. No fees will be refunded. Re-admission to Sheridan will be reviewed on a case-by-case basis by the Academic Faculty.

If sanction(s) 4, 5 or 6 are applied and the Student is registered in an apprenticeship program, Students will be “ceased trained”. The Faculty will complete an “Apprenticeship Ceased Training Report” and submit it to the Manager of Skilled Trades and Apprenticeship. The Manager will keep a copy and forward the original to the Office of the Registrar, Skills Training Centre. The Office of the Registrar, Skills Training Centre will forward a copy of the report to the Ministry of Training, Colleges and Universities.

## **STUDENT CONFIDENTIALITY:**

Sheridan expects Faculty and Staff to act professionally and respect Students' right to confidentiality in addressing issues of academic integrity. Faculty and Staff shall only discuss details or seek input with individuals who can provide useful first-hand information relevant to the facts of the suspected breach. Anyone consulted for input regarding a suspected breach of academic integrity must maintain the same expectations of confidentiality. Discussions must never occur in a public space but must be conducted behind closed doors to ensure that the Students' right to confidentiality and privacy is maintained at all times.

## **THIRD PARTY REPORTING & INFORMATION:**

If a person reports first-hand reliable information of a suspected breach of academic integrity on the part of another Student(s) to Faculty or Staff, the Student's concerns should be fully investigated. Disregarding valid concerns regarding breaches of academic integrity undermines the need to uphold academic integrity at Sheridan. Anonymous reports cannot be investigated under this Policy or Procedure. Efforts will be made to protect the confidentiality of third parties but cannot be assured in all cases.

## **ACCOUNTABILITY & REPORTING REQUIREMENTS:**

Sheridan is committed to reducing breaches of academic integrity through education, prevention and the appropriate application of sanctions. Sheridan's Academic Integrity Policy and Procedure are intended to increase awareness on the part of all members of the Sheridan community regarding what behaviours constitute breaches of academic integrity and the required procedures to address suspected breaches.

Sheridan's Office for Institutional Research will prepare an annual statistical report (including the aggregate numbers of breaches and sanction types) for dissemination to the Sheridan community.

## **Related Documentation/Links/Forms/Departments**

1. [Academic Integrity Policy](#)
2. [Turnitin Procedure](#)
3. [Breach of Academic Integrity Form](#)
4. [Academic Integrity Remediation Form](#)
5. [Academic Appeals and Consideration Policy](#)
6. [Academic Appeals and Consideration Procedure](#)
7. [Admission Policy](#)
8. [Prior Learning Assessment and Recognition \(PLAR\) Policy](#)
9. [Student Code of Conduct](#)
10. [Credit Transfer Policy](#)
11. [Academic Integrity Office](#)