



ACADEMIC POLICY GUIDE

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ATTENDANCE POLICY

If a student is absent from class for any reason, the student must complete an Explained Absence Form. If it is due to illness, the student should attach the doctor's note to the form. If it is not due to illness or the student does not have a doctor's note, the student must explain under 'Comments' the reason for the absence and attempt to provide a letter of explanation from a parent/guardian, or relevant persons (or any related documents such as police reports, death certificates, wedding certificates or invitations).

Instructors will use their discretion when signing the Explained Absence Form, approving of the absence or not, on a case-by-case basis. It is the student's responsibility to return the Explained Absence Form and other documents to FIC Reception. If more than one class is missed, a separate EAF will need to be completed for each missed class. The Principal may reconsider an instructor's approval if the reason is insufficient or if the student has a history of poor attendance.

Note: FIC is obligated to report international students to Canadian Immigration if their total attendance (including approved absences) is unsatisfactory. This means that the percentage we calculate applies to all absences even where doctor's notes have been provided. Therefore, the ultimate decision to approve of absences is not ours. If a student has an unsatisfactory attendance record, with or without approvals, they will be reported to Canadian Immigration.

Students may also contact the course instructor to see if there is another section of the course (during the week in which class was missed!). Following instructor approval, the student should then attend the repeat lesson. *Students should not make a habit of attending repeat lessons as they are not following their correct timetable.*

Attendance is an important element of a student's success; therefore, attendance at all classes is compulsory. Students who miss consecutive classes will be contacted by the Student Advisor for advising. Student enrolment may be cancelled in the event that a student does not respond to attendance warnings.

Every attempt will be made to contact students concerning poor attendance. In cases of extended absenteeism, i.e., 5 weeks without contact from the student, FIC policy dictates that local authorities will be notified for follow up.

Students should note that attendance is ultimately their responsibility.

ACADEMIC INTEGRITY POLICY

1.0 Statement of Principles

- 1.1 Fraser International College is committed to creating a scholarly community characterized by honesty, civility, diversity, free inquiry, mutual respect, individual safety and freedom from harassment and discrimination.
- 1.2 Each student is responsible for his or her conduct as it affects the College community.
- 1.3 All members of the College community share the responsibility for the academic standards and reputation of the College. Academic integrity is a cornerstone of the development and acquisition of knowledge. It is founded on principles of respect for knowledge, truth, scholarship and acting with honesty. Upholding academic integrity is a condition of continued membership in the College community.
- 1.4 Academic dishonesty, in whatever form, is ultimately destructive of the values of the College. Furthermore, it is unfair and discouraging to the majority of students who pursue their studies honestly. Scholarly integrity is required of all members of the College.

2.0 Purpose:

- 2.1 The purpose of this policy is to define students' basic responsibilities as members of the academic community

3.0 Definitions

"Academic Integrity" refers to the values on which good academic work must be founded: honesty, trust, fairness, respect and responsibility. Academic integrity includes a commitment not to engage in or tolerate acts of falsification, misrepresentation or deception. Such acts of dishonesty violate the fundamental ethical principles of the College community and compromise the worth of work completed by others. The terms "academic integrity" and "academic honesty" are used interchangeably in this policy.

"Member of the College community" means any employee of, student at, or volunteer working for Fraser International College and includes temporary or sessional instructors.

“Scholarly activities” include any work done in credit and non-credit courses, such as projects (including group projects), essays, theses and research.

4.0 Policy

4.1 Academic Integrity Requirements for Students

4.1.1 Notification of Standards of Academic Honesty

Students have a responsibility to ensure they are familiar with the generally accepted standards and requirements of academic honesty. A summary of these standards and requirements are available on the student portal and in the Academic Policy Guidebook. Additionally, most instructors include information about academic dishonesty on their course outlines and in class lectures. Ignorance of these standards will not preclude the imposition of penalties for academic dishonesty.

Faculty members have a responsibility to inform their students at the beginning of each semester of the criteria for academic honesty that pertain to a class or course, including the format for acknowledging the thoughts and writings of authors that is acceptable to the underlying discipline. Faculty should also impart other relevant information, such as the acceptable level of group work in the class or course. It remains the students’ responsibility, however, to ensure the work they are presenting is their own, and is properly referenced according to the requirements of their individual instructors.

All work, including drafts, may be subject to a penalty for academic dishonesty.

4.1.2 Forms of Academic Dishonesty

The following acts or omissions constitute academic dishonesty and are prohibited. Please note this list is not meant to be exhaustive and is designed to provide guidelines.

- i. Plagiarism, including submitting or presenting the work of another person, including artistic imagery, as that of the student without full and appropriate accreditation;
- ii. copying all or part of an essay or other assignment from an author or other person, including a tutor or student mentor, and presenting the material as the student’s original work;
- iii. failing to acknowledge the phrases, sentences or ideas of the author of published and unpublished material that is incorporated into an essay or other assignment.

- a. Submitting the same, or substantially the same, essay, project, presentation or other assignment more than once, whether or not the earlier submission was at Fraser International College or another institution, unless prior approval has been obtained from the instructor to whom the work is being submitted.
- b. Cheating in an examination, including the unauthorized sharing of material such as textbooks during an "open book" examination;
- iv. concealing information, including on electronic devices, pertaining to the examination in the examination room, or in washrooms or other places in the vicinity of the examination room;
- v. using course notes or any other aids not approved by an Instructor during an examination; or,
- vi. the unauthorized possession or use of an examination question sheet, an examination answer book, or a completed examination or assignment.
 - a. Submitting as one's original work an essay, project, thesis, presentation or other assignment, or part thereof, that was purchased or otherwise acquired from another source, unless the work is commercially available data, images, or other intellectual property the source and acquisition of which is properly and fully described and cited by the student and approved by the course Instructor or supervisor.
 - b. Cheating in assignments, projects, examinations or other forms of evaluation by:
 - using, or attempting to use, another student's answers;
- vii. providing answers to other students;
- viii. failing to take reasonable measures to protect answers from use by other students; or
- ix. in the case of students who study together, submitting identical or virtually identical assignments for evaluation unless permitted by the course Instructor or supervisor.
 - a. Impersonating a candidate or being impersonated in an examination.
 - b. Falsifying material that is subject to academic evaluation.
 - c. Submitting false records or information, in writing or orally, including the falsification of laboratory results or research findings.
 - d. Engaging in misrepresentation, including falsifying documents, to gain a benefit or advantage in a course including the submission of a forged or altered medical certificate or death certificate.
 - e. Engaging in any action intended to disadvantage students in a course including destroying, stealing, or concealing library resources.
 - f. Stealing, destroying or altering the work of another student.
 - g. Unauthorized or inappropriate use of computers, calculators and other forms of technology in course work, assignments or examinations.

5.0 Scope:

5.1 This policy covers the conduct of FIC students involved in any kind of scholarly activities.

5.2 This policy covers matters of academic dishonesty in College-related scholarly activities involving FIC alumni when the matters occurred prior to graduation and were unknown at the time of graduation.

5.3 The forms of academic dishonesty set out in this Code include attempts to engage in misconduct or dishonesty, as well as aiding and abetting misconduct or dishonesty.

6.0 Authority:

6.1 This policy is administered by the Principal or designate.

When Academic Dishonesty is suspected:

If an Instructor believes that a student in his or her course has engaged in academic dishonesty, the Instructor should first outline the nature of the concern to the student in a timely manner and the student will be given the opportunity to discuss the matter with the Instructor. The Instructor will then inform the Academic Advisors who will write up a Letter of Allegation and meet with the student to discuss the behaviour. The student will sign the Letter of Allegation and this letter will remain confidentially filed with the student's documents.

The following penalties are imposed at FIC for Academic Dishonesty:

- First Offence: Student will be awarded '0' marks for the assessment and given a permanent record on their file.
- Second Offence: Student will be awarded 'F' for the course, regardless of whether the second offence was committed in the same course or another course.
- Third Offence: Student risks expulsion from FIC and the cancellation of their studies with FIC.

The student must be informed by the Advisor that the incident of academic dishonesty will be recorded on the Student Information System by the College and that, in the event of any further reports of academic dishonesty, this record will be used to determine a penalty for the subsequent academic dishonesty.

If a student believes he or she has been unfairly accused of academic dishonesty, he or she may refer to the Academic Grievance Policy.

ACADEMIC PROBATION POLICY

Students must achieve satisfactory academic performance each semester. Satisfactory performance means that students must maintain a term GPA of 2.0 or higher (UTP II) or 65% average (UTP I). Failure to do so results in the student being placed on Academic Probation. Students on Academic Probation must Achieve minimum 2.0 GPA or 65% average.

Failure to do so results in continued Academic Probation where students must Achieve minimum 2.0 GPA or 65% average

Enrol and pass Reboot 101

Please note that students on academic probation will be restricted from enrolling in certain subjects and cannot apply for 'Course Overload' until they have achieved a minimum GPA of 2.0.

Three consecutive semesters on academic probation will result in cancellation of your enrollment at FIC. Your AP status will be disclosed to Canadian Immigration and you may not return to FIC until satisfactory results (at least one semester) can be obtained from another institution.

APPEALS

Students may appeal a course grade within fourteen (14) days of results being issued.

The process of appeal starts with an informal discussion with the relevant instructor. If still dissatisfied, the student should submit the '*Application for Appeal of Final Results*' form (available on the Student Portal) to the Student Advisor for formal investigation. The appeal must relate to non-adherence to the stated assessment procedures and not simply dissatisfaction with grades.

Within 14 days of the issue of final results, the student shall confer with the instructor, informing the instructor of questions concerning the grade, in order to understand the procedures the instructor has used in determining the grade. The aim is to reach mutual understanding about the grade, the process by which it was assigned, and to correct errors, if any, to the grade. If the instructor cannot be contacted, the Principal shall designate an appropriate nominee to act on behalf of the instructor.

If, after consultation with the instructor, the student believes that a grade remains questionable, the student shall confer with the Student Advisor, who shall consult and advise both the instructor and student in an effort to reach an understanding and resolution of the matter.

If steps 1 or 2 do not resolve the issue, the student may request a formal review. This application for formal review must be submitted to the Principal before the end of Week 2 of the new semester. The application must include communications from steps 1 and 2.

The Principal will arrange for the final examination paper and all component marks to be reviewed and collated by another qualified academic staff member (or designate). Final papers will be remarked where appropriate. Following the review and/or remarking, the independent staff member will confer with the Principal. The student's final grade will either remain the same or be adjusted upwards or downwards, accordingly. There is a \$50 charge for this process, which can be refunded if a significant change to the assessment is to be made.

This grade is now final with no other avenues for appeal open to the student. Notification of the appealed result will be in writing through the student's online portal and their current email address.

Students are invited to seek the advice of the Student Advisor for more information regarding the appeal process or for assistance in completing this form.

Note to student: If this is your final course(s) required for graduation, delays caused by this Appeal may result in SFU's refusal to accept you if you fail to meet their closing date for enrolment. *FIC takes no responsibility if SFU (or your ongoing Institution) refuses to enrol you because you failed to notify them of pending results.*

Note: There is a charge for the appeal process, yet if the appeal is successful, the fee will be refunded. FIC has a grievances procedure (see Grievance Procedure) and students who have concerns that their final results (grade) was not fair on the basis of access or equity issues are entitled to have their grievance dealt with according to the stated procedure.

CANCELLATION OF ENROLMENT

The College may cancel the enrolment of any student who has gained admission to the College by misrepresentation, by falsification of documents or by other fraudulent means, or who has failed to fulfil the normal requirements for admission or enrolment, or for any act of grave misconduct associated with either the academic program or staff/student(s) of the College.

COMPUTING FACILITIES CONDITION OF USE POLICY

Computing Facilities are provided to facilitate and enhance the academic program of the College. Please use the facilities subject to these conditions which are designed to keep the computing equipment operating, the accommodation in good order, and generate a productive academic environment.

These conditions apply to all College computer systems and all other computing systems that can be accessed via College networks. The authority to use College computing facilities normally expires at the end of each semester but may be extended.

Authorized Users

- Persons authorised to use College computing resources are:
 - students enrolled in the College.
 - staff employed at the College.
 - other persons having special authorisation from the Managing Director or nominee.

Proof of Status

- Your personal College identification card is proof of your enrolment status. Failure to provide the card when requested by security and /or Computer operations staff may result in your being requested to leave. Students are strongly advised to carry the College identification card at all times when they are using computer laboratory facilities.

Use of Facilities

- You may use only those facilities for which you have been authorised.
- Facilities may only be used for the purpose for which they have been provided and not be used for other projects, games, hobby computing, private or consulting work.
- Facilities must not be wasted or consumed by inappropriate or irresponsible use.
- You must not attempt to tamper with any facility in any way that might alter or impede its use by others.
- You must not harass others including using computing facilities to send obscene, abusive, fraudulent, threatening or unnecessary repetitive messages.

Proper Conduct

- Computer laboratories are work places. In the interest of other users noise should therefore be kept to a minimum.
- Eating and drinking is not permitted in computer laboratories as spilt fluids can damage the equipment, particularly keyboards and circuitry.
- For safety reasons children are not permitted in computer laboratories.

Data Security and Privacy

- Passwords, when used must not be divulged to any other person.
- You should take every reasonable precaution to ensure that your passwords, accounts and data are adequately secured.
- You must not attempt to find out another user's password, nor to gain access to another user's account.
- Any computer account allocated to you is for your exclusive use. You must not allow another person to use it.
- Regardless of the prevailing level of security, you must not access any data or software except that which belongs to you or has been provided for your use.
- You must not :
 - Attempt to examine, disclose, copy, rename, delete or modify another user's data without their express written permission.
 - Attempt to recover deleted data that does not belong to you.
 - Attempt to subvert any restrictions imposed on your use of any facility.

Software Copyright Regulations

- Software other than that already provided on the College computers must not be copied into the laboratory computers without prior authorisation from the Managing Director.
- Software provided for use in laboratories must not be copied from computers without prior authorisation from the Managing Director.

Breaches of Conditions

- Failure to adhere to the above conditions will be considered an act of grave misconduct and cancellation of enrolment may result.
- Breaches that involve security and/or access violations may be referred to the relevant authorities.

DEFERRAL POLICY

SEMESTER DEFERRAL

In some cases, students may wish to extend their time off between semesters. Students may take a break from their studies for one semester, provided they have a minimum of one semester of completed study at FIC. To apply for program deferral, a '*Semester Deferral*' form must be submitted to Reception and a meeting with a Student Advisor is required. Semester Deferral forms can be found on the Student Portal, under '*Students*'->'*Documents*' -> '*Students General*'. Students may not defer their studies for more than one semester.

Note: There is a charge of \$200CDN administrative fee for deferring.

COURSE DEFERRAL

Students who have partially completed their courses may apply for deferment in the following circumstances:

- Medical grounds
- Special compassionate grounds (bereavement)

Such deferment would not normally be granted in the last one-third of the tuition weeks prescribed for that semester. Applications for deferral must be made in advance and provide documentation to the Principal justifying the request for deferment.

EXAM POLICY

Examinations will be conducted at the end of each term under supervised conditions. Students should carefully note the date and time of their exams and are expected to familiarize themselves with the Examination Regulations, which must be strictly observed. Regulations are displayed on notice boards throughout FIC and on the Student Portal.

Examinations will not be rescheduled and there are no make-up exams. Please note carefully the date, time and room number for each of your exams.

EXAMINATION REGULATIONS

1. You must show your student ID card to enter the exam room. During the exam, ID cards must be kept face up on the desk.
2. No cellular phones on your person. Cell phones left in bags must be switched off. Should a phone ring during an examination, the student's phone will be confiscated.

3. No talking once you enter the examination room.
4. No electronic devices of any kind are to be on or near you, unless specifically allowed by your instructor, i.e., scientific calculator.
5. Dictionaries of any kind are not permitted. An English/English dictionary will be available in the exam room.
6. No hats, hoods or bandanas. Jackets must be hung or placed against the wall.
7. Pencil case, calculator case, etc. to be placed on the floor.
8. Staring at another student's work is considered cheating. Allowing another student to view/copy your work is also considered cheating.
9. In the event you are suspected of cheating, you may receive a '0' on the examination or an exam grade only for work completed up to that point. *Do not put yourself in a situation where you can be suspected of cheating.*
10. You are not permitted to leave the exam room in the first 30 minutes or last 15 minutes of the examination.
11. You are not permitted to enter the examination room after 30 minutes have passed from the start of the exam. **DO NOT COME LATE!**
12. Any student who owes fees may not be permitted to sit for examinations.
13. Any student whose behaviour is disruptive or otherwise considered unacceptable while examinations are in progress may be asked to leave the room, and receive a) 0 marks for the exam or b) an exam grade only for work completed at the time of expulsion (from the examination).
14. At the conclusion of the exam, follow the instructions of the invigilators. When instructed, leave the room quickly and quietly. Do not discuss the exam until you are well away from the examination rooms.
15. No examination papers or booklets are to be removed from the examination room.
16. You are permitted to leave the exam room to use the washroom *when escorted by an invigilator*. Phones, papers, books, bags, or course materials of any kind are not permitted in the washroom or on you.
17. Students should assemble outside the examination room 15 minutes prior to the stated examination time. Please make sure that you bring all necessary materials i.e., pencils, erasers, as you will not be permitted to borrow items from your neighbour.

FIC requires extensive written evidence if a student misses an exam for medical reasons-- a simple doctor's note is not acceptable. The Principal must be contacted immediately.

EXAM CANCELLATION DUE TO SCHOOL CLOSURE

In the event FIC must close due to inclement weather or other unforeseen circumstances, all examinations scheduled that day will be rescheduled for a later date within the current exam period.

Students will be informed via the Student Portal of the new day/time of the exam(s), which will be scheduled between the hours of 9am and 9pm and possibly

at a venue other than FIC. Should the College be forced to close on the final days of exams, FIC will reschedule those exams at a date to follow the prescribed examination period and/or during the new term.

As the rescheduling of final examinations can affect a student's subsequent transfer to SFU, every effort will be made to reschedule the exam(s) within the current examination period.

UNSCHEDULED INTERRUPTION OF FINAL EXAMINATIONS

In the event there is a disruption during final examinations, such as a fire alarm or other emergency, the building will be evacuated immediately. Invigilators will escort students out of the building and keep the students together a safe distance away from the building until further instruction.

If exams are in progress

- Students must leave in a quick and orderly manner, one row at a time;
- Students must leave all exam material on their desk;
- Students must leave their personal belongings by the side of the room;
- Students are not permitted to talk while outside-- if found talking the invigilator will record the student's name & FIC ID# with disciplinary measures taken by the Principal if necessary;
- Students MUST remain in the near vicinity pending further instruction.
- Students found in violation of any of the above will be subject to disciplinary action.
- Once SFU Security permits reentry to the building, invigilators will enter the rooms first, instructing students to enter quietly and return to their desks. If necessary, the invigilator may pick up completed exams and have students sign-out by initialing the left hand side of the sign-in sheet. Students are not permitted to talk during this process.

If fewer than 30 minutes remain in the scheduled examination period, the examination will be deemed as over. Invigilators will collect all examination papers whether they are complete or not. Instructors and Course Coordinators will be contacted by the Principal regarding pro-rating of examination papers or rescheduling of examinations if necessary.

Taken from Simon Fraser University Policy-GP 04.

MAKE-UP EXAMINATIONS

FIC does not offer make-up examinations at any level.

DEFERRED FINAL EXAMINATIONS

When a student misses a final examination because of exceptional circumstances, the student must contact the College as soon as possible and provide FIC with a written explanation, including all available documentary evidence to support the reason for absence.

Deferred final examinations are conducted at the discretion of the College and only as a consequence of serious illness or extraordinary personal circumstances which have the potential to impinge significantly on student performance. Applications for deferred final examinations must be received with supporting documentation no more than two (2) days after the date of the examination. 'Exam Deferral / Sickness Application' forms are available on the Student Portal under 'forms'.

Note: There is a charge of \$50CDN for each deferred exam.

CRITERIA FOR A DEFERRED FINAL EXAMINATION

Supporting evidence, clearly stating specific reasons, must be submitted with the deferred examination application. Headaches, colds, examination nerves, 'medical condition', arriving late for the examination, misreading the examination timetable, public transport did not run/was late, returning home, will not be accepted as grounds for a Deferred Final Examination. In addition, financial difficulties cannot be accepted as legitimate grounds for deferring an examination(s).

To be eligible for a Deferred Final Examination, students must satisfy *all* of the following conditions:

- The student must have satisfactory attendance (80%) in the scheduled classes for the course;
- The student must have completed and passed the semester assessment requirements specified in the course outline; and
- The extenuating circumstances must be significant and be supported by evidence.

TERMINATION POLICY

Students may be terminated for academic or non-academic misconduct, according to FIC's Code of Conduct. In the event a student receives a grade of "N" in all subjects in one semester they will be terminated from their original program of study and enrolled in a less restrictive program. A student will be terminated from the college if she/he attains a 0 GPA for two semesters in a row, fails Reboot, is

unable to get off Academic Probation for three semesters in a row or breaches the FIC code of conduct.

Neglect of work, non-attendance, non-payment of tuition fees or misconduct may lead to a student being terminated from his/her program of study.

TRANSFERRING TO SFU POLICY

Students must complete a minimum of 30 credits and achieve the minimum cumulative grade point average (CGPA) for their intended program before transferring to SFU. Students must complete all courses required for their program of study which will include at minimum one course with a "W" (Writing) designation and one course with a Q (Quantitative) designation. No grade less than C- will be accepted for the W and Q course. FIC will facilitate all transcript exchange to ensure students are eligible to proceed to SFU upon completion of their studies.