

<b>SUBJECT</b>	<b>Academic Integrity</b>	Academic Integrity Policy #A-24
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**I. ACADEMIC INTEGRITY PROCEDURE**

A student who is alleged to have committed an offence of academic dishonesty will be dealt with in the following manner:

1. When a Professor/Invigilator suspects an offence has occurred, he/she shall immediately complete the **Academic Integrity Form (Appendix A)** and meet with the student(s) within five (5) working days. The Office of the Registrar will be contacted by the Professor to determine if previous instances of dishonesty are on file for the student(s). Any allegation of academic dishonesty must be formalized through documentation and discussion between the Professor and the student(s), and resolved where/when possible. In all instances, the Professor will keep and secure any/all documents related to an incident until the process is complete.
  - a) If the situation is shown, to the Professor’s satisfaction, to be free from academic dishonesty, no record of the incident will be kept on file.
  - b) If the allegation is upheld, the appropriate disciplinary measure will be levied. If the Professor determines there is an academic integrity infringement, the Professor will provide the appropriate grade.
  
2. The Academic Dean (or administrative designate), Professor, and student(s) will meet to discuss the allegation within ten (10) working days of receipt of the Academic Integrity Form. All parties will be allotted time to present their arguments. The Academic Dean (or administrative designate) will make a determination of the allegation, based on presentations and the documentation, complete the appropriate section of the Academic Integrity Form, and forward a copy to the student(s), Faculty, and Registrar within five (5) calendar days. A copy will be placed in the student(s) file.

***The decision of the Academic Dean (or administrative designate) in academic integrity determinations is final and binding. There is no access to appeal the decision under any other College policies.***

NOTE

Correspondence (written and verbal) and meetings between all parties will be carried out in a private and confidential manner.

Both parties may be accompanied by a support person throughout the process. However, the support person’s role is support only, and not to speak or act on behalf of the student.

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Student Success is an important priority at Northern College. Academic integrity is a cornerstone to student success.

Where academic integrity has been breached, student success is compromised. Breaches of academic integrity will result in disciplinary measures, ranging in severity. The severity of the breach of academic integrity will dictate how the breach will be dealt with. The College retains the right to move to more severe disciplinary measures (even after a first offence) should the nature of the breach warrant. Persistent violations will result in more severe disciplinary measures.

Disciplinary measures could result in (this is not an exclusive list):

- a student could be required to take more training on academic integrity, or
- a penalty of a mark of '0' for assignments or tests or a full course could result, or
- in more severe cases, a disciplinary measure can be expulsion from the course and/or college\*

The term "student" applies to any individual that is registered at the College including post-secondary, skills, apprenticeship, upgrading, continuing education, etc.

Record of academic integrity offences are tracked on the Student Record System and recorded on the student's file for the duration of his/her stay at the College. As with other documents in the student's file, access is restricted by the Freedom of Information and Protection of Privacy Act.

## **II. Examples of Academic Integrity Infringements**

Academic dishonesty will not be tolerated by Northern College and disciplinary measures will be enforced.

If a student commits any one of the following, or similar situations, an academic penalty will result.

Academic dishonestly includes, but is not limited to:

- plagiarism and self-plagiarism
- cheating
- falsification
- collaborating without permission
- colluding or providing unapproved assistance
- bribery or attempted bribery of personnel
- impersonation for the purpose of academic gain
- withholding academic resources from others
- being untruthful about the reasons for special consideration of academic work

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Cheating includes but is not limited to:

- sharing of material such as textbooks during an “open book” examination
- hiding information relevant to the examination in such a way that they may conceivably be reviewed during the exam
- using any aids not permitted by the instructor
- using or possessing an examination question sheet, solution set, or a completed exam without permission from the instructor
- procuring, distributing or receiving an examination, test or course materials that are in preparation or storage for an academic assessment
- using or attempting use of another student’s answers
- making answers available to other students
- failing to make a reasonable effort to protect answers from misappropriation
- submitting identical or essentially identical assignments for evaluation, unless authorized by the faculty member responsible for the course
- allowing someone else to complete assigned work for you
- preparing essays, assignments, etc. for submission by another student
- submitting work for credit as a group will normally receive a grade that is recorded identically for each member of the group, unless the work is misrepresented as a group effort.

Falsification of data and information includes, but is not limited to:

- submitting false information or false medical documentation to gain a postponement or advantage for any academic work (e.g. a test or exam)
- forging, altering or fabricating transcripts, letters of reference or other official documents
- impersonating another student either in person or electronically for the purpose of academic assessment

Persistent behaviour demonstrating academic dishonesty, cheating and/or falsification of data and information will result in more severe disciplinary measures.

\* Expulsion of a student, from the College, for any reason, can be appealed under the Academic Appeals Policy #A-5.

*Academic Integrity Policy (A-24) and Procedure (A-24 PR-1) encompasses academic dishonesty, therefore, declaring the former Academic Dishonesty (A-2) policy redundant effective August 2016.*

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## **ACADEMIC INTEGRITY FORM**

*(Reference Academic Integrity Policy #A-24)*

Student Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Program: \_\_\_\_\_ Campus: \_\_\_\_\_

### STEP 1 - MEETING WITH PROFESSOR

Date Offence Occurred/Noted: \_\_\_\_\_ Date of Meeting with Student: \_\_\_\_\_

Those present at the meeting: \_\_\_\_\_

Registrar's Office contacted for previous history: Yes \_\_\_\_\_ Date: \_\_\_\_\_

Previous offence upheld: Yes \_\_\_\_\_ No \_\_\_\_\_

This current offence would represent: 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> 4<sup>th</sup> 5<sup>th</sup> offence

This current offence is: Free from academic penalty: Yes \_\_\_\_\_ No \_\_\_\_\_

Upheld: Yes \_\_\_\_\_ No \_\_\_\_\_

**Disciplinary Measure Assigned:**  
(See Chart Below) \_\_\_\_\_

*Signatures:* Professor: \_\_\_\_\_ Student: \_\_\_\_\_

If required move to Step 2

### STEP 2 - MEETING WITH ACADEMIC DEAN (or admin designate), PROFESSOR, STUDENT(S)

Date of Meeting: \_\_\_\_\_

This current offence is: Free from academic penalty: Yes \_\_\_\_\_ No \_\_\_\_\_ Upheld: Yes \_\_\_\_\_ No \_\_\_\_\_

Penalty Assigned: \_\_\_\_\_

Incident	Disciplinary Measure (as examples*)
First Offence*	Mark of "0" in the work being evaluated and/or student required to do additional training on academic integrity
Second Offence	Mark of "0" in the course and/or student required to do additional training on academic integrity
Third Offence	Mark of "0" for the course and expulsion from the College for 1 calendar year
Fourth Offence	Mark of "0" for the course and expulsion from the College for 2 calendar years
Fifth Offence	If the student is found to be guilty of academic dishonesty, he/she will be ineligible to enrol in further studies indefinitely.

Documentation Attached: Yes: \_\_\_\_\_ No: \_\_\_\_\_

*Signatures:*  
PROFESSOR: \_\_\_\_\_ STUDENT: \_\_\_\_\_ ADMINISTRATOR: \_\_\_\_\_

\* Depending upon the severity of the incident, the College may be required to move to more severe disciplinary measures after a 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> offence.

Copies: (1) Registrar's Office, (2) Student, (3) Student File, (4) Faculty

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