

SUBJECT
Academic Integrity
BACKGROUND

Northern College (Northern) upholds a learning community that values academic integrity, honesty, fairness, trust, respect, responsibility and courage. These values enhance and reflect Northern’s commitment to students by delivering high quality education and teaching excellence, while supporting a positive learning environment. This policy recognizes the responsibility of Northern’s administration, faculty, staff and students to ensure high standards of academic conduct.

POLICY

Northern will maintain a high standard of academic integrity across our learning community which provides a foundation for research, teaching, learning and working practices. Academic integrity practiced at our college translates into personal integrity in the workplace.

SCOPE

This policy applies to applicants to Northern and to students enrolled, or formerly enrolled in Northern courses. Academic integrity complaints may also be filed against Northern students for matters which arise at clinical and placement settings.

DEFINITIONS

1. **Academic Integrity:** Within academic, clinical and placement settings, an individual must be committed, “even in the face of adversity, to six fundamental values: honesty, trust, fairness, respect, responsibility and courage. From these values flow principles of behaviour that enable academic communities to translate ideals into action” ([ICAI, Fundamental Values Project, 1999](#))
2. **Academic Integrity Offence:** Any action that willfully or negligently erodes the academic integrity of an individual, program and/or institution. Examples include but are not limited to the following:
 - a. **Cheating:** Obtaining, attempting to obtain, or aiding another to obtain, credit for work or improvement in evaluation of performance through dishonest or deceptive means. 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 be reviewed during the exam;
 - using an aid(s) not permitted by an instructor;

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- 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 a future academic assessment;
 - using or attempting to use another student's answers or assignment;
 - 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 or paying 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.
- b. **Collaborating without Permission:** Work required to be completed independently is produced with unauthorized assistance from others. As a student, you are expected to represent your work honestly. Each instructor will set the limits for collaboration according to the overall design of the course and the purpose of each assignment
- c. **Contract Cheating:** A form of academic dishonesty in which a student's academic work is completed by a third party on their behalf and submitted for academic credit. It may involve a fee paid to a third party.
- d. **Facilitating Academic Dishonesty/Misconduct:** The act of knowingly or negligently allowing all or portions of one's work to be used by other students or aiding others in committing academic misconduct.
- e. **Falsification:** Misrepresenting or forging documentation, e.g., a medical record, an academic record or academic work of another student, to gain an academic advantage. 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
- f. **Falsification of data and information:** The alteration or misrepresentation of data or information.
- g. **Impersonation:** The act of taking a test, an examination, or any other assessment on another individual's behalf, with their knowledge and consent.

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- h. **Plagiarism:** The act of submitting material that is wholly or substantially another individual's work (e.g., words, images, ideas, logic, phrases, signatures, or computations) and presenting it as one's own, without properly citing the source. Students are expected to acknowledge sources of ideas, direct quotations, and paraphrased materials.
 - i. **Self-Plagiarism:** The act of reusing materials that have been wholly or substantially submitted, presented, or graded in another course, without faculty authorization
3. **Restorative Justice:** Based on the values of inclusion, accountability and compassion, as well as the understanding that everyone is an equal member of society and has a contribution to make to the greater good, this approach begins with education. This enables those responsible for academic integrity violations to acknowledge the impact of their actions and take steps towards resolution.
 4. **Student:** This term applies to any individual that is registered at the College including post-secondary, skills, apprenticeship, upgrading, continuing education, etc.
 5. **Student Record System:** A documented history of a student's educational progress that can be found on the Student Record System and may include electronic notations/service indicators, e.g., outstanding fees. Electronic notations/service indicators are not visible on a student's official transcript. Academic integrity offences are tracked on the Student Record System and recorded for the duration of a student's stay at Northern. As with other documents in the student's file, access is restricted by the [Freedom of Information and Protection of Privacy Act](#) in section 4 of the Student Handbook.

PRINCIPLES/GUIDELINES

A student charged with an academic integrity offence is presumed innocent until proven otherwise through the processes outlined in this policy and procedure.

Procedural fairness will be applied.

Reasonable and probable grounds based on evidence that an offence has occurred will be applied against a balance of probabilities.

Application of any sanction(s) will reflect a range of factors will be considered and evaluated in relation to the academic integrity offence committed (See [Academic Integrity Procedure A-24-PR1](#)).

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RESPONSIBILITY

Administration and staff are responsible for:

1. Creating and maintaining an atmosphere of academic integrity in all phases of academic life, including teaching and learning.
2. Familiarizing themselves with this policy and acting ethically in accordance with these guidelines.
3. Providing information and guidance about the nature of, and penalties for, academic dishonesty.
4. Investigating all alleged incidents of academic misconduct using principles of procedural fairness. Penalties for academic dishonesty will be applied progressively and/or be commensurated with the nature of the offence. Penalties include, but are not limited to:
 - A mark of zero on an evaluation
 - A mark of zero in the course
 - Non-admittance to a course or program
 - Withdrawal from a course
 - Dismissal from the college
5. Providing training opportunities on academic integrity policies/procedures to faculty and students.
6. Providing training opportunities to faculty and students on the use of technology tools designed to protect academic integrity.

Faculty are responsible for:

1. Familiarizing themselves with this policy and procedures, as well as acting ethically in accordance with these guidelines.
2. Clearly defining and communicating to students the nature and definition of academic misconduct, including improper citations and collaborative work practices.
3. Supporting an environment which values academic integrity in every aspect of college life.
4. Familiarizing themselves with the technology tools designed to protect academic integrity and following best practices in using the tools effectively.

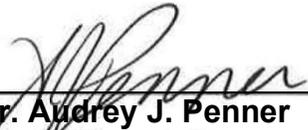
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5. Responding to all incidents of academic misconduct and assisting where there is an investigation of alleged academic misconduct.

Students are responsible for:

1. Familiarizing themselves with this policy and procedures and acting ethically and in accordance with these guidelines.
2. Supporting an environment which values academic integrity in every aspect of college life.
3. Reporting any incident of academic misconduct of which they are aware.
4. Using available technology tools to protect academic integrity as directed by faculty.

APPROVED BY PRESIDENT



 Dr. Audrey J. Penner



 Date

STATEMENT OF ACKNOWLEDGEMENT

Northern College wishes to acknowledge the work of Seneca College and Centennial College for their contributions to the development of this policy.

REFERENCE(S)

- [Academic Integrity Procedure #A-24 PR-1](#)

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