

## SUBJECT

## Academic Integrity

Academic Integrity Policy #A-24

### PROCEDURES

#### I. PROCEDURE STATEMENT

Student success is an important priority at Northern College (Northern) and academic integrity is a cornerstone to student success.

Northern upholds a learning community that values academic integrity, honesty, fairness, trust, respect, responsibility and courage. These values enhance Northern's commitment to students by delivering high-quality education and teaching excellence, while supporting a positive learning environment.

Northern's academic integrity approach is holistic and integrated, grounded in teaching and learning that requires the engagement and participation of various stakeholders. It is informed by traditional Indigenous restorative justice practices and teachings.

Our goal is to ensure a high standard of academic integrity across Northern's policies and procedures, development and training for faculty, as well as student orientation.

Students should communicate regularly with their faculty and inform them, at their earliest opportunity, of any circumstance that may affect their academic performance.

Should there be a suspected violation of this policy, (e.g. contract cheating, falsification, impersonation or plagiarism, etc.), the academic integrity offence sanctions will consider the severity of the offence committed, frequency and nature of previous offences. Refer to Section V of this Procedure for Academic Integrity Offence - Sanctions.

#### II. DEFINITIONS

- a. **Academic integrity:** Within an academic, clinical or placement setting, an individual is committed, "...even in the face of adversity, to six fundamental values: honesty, trust, fairness, respect, responsibility and courage. From these values flow principles of behavior that enable academic communities to translate ideals to action" (ICAI, Fundamentals Values Project, 1999).
- b. **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:

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- 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;
- 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.

- c. **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
- d. **College business day:** Monday to Friday, excluding Saturdays, Sundays, statutory holidays or any other day Northern has publicly acknowledged that it is closed.
- e. **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.
- f. **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.

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	<p style="text-align: right;">Academic Integrity Policy #A-24</p> <p>g. <b>Falsification of data and information</b> is the alteration or misrepresentation of data or information.</p> <p>h. <b>Falsification:</b> 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:</p> <ul style="list-style-type: none"> <li>• submitting false information or false medical documentation to gain a postponement or advantage for any academic work (e.g. a test or exam)</li> <li>• forging, altering or fabricating transcripts, letters of reference or other official documents</li> </ul> <p>i. <b>Impersonation:</b> The act of taking a test, an examination or any other assessment on another individual's behalf, with their knowledge and consent.</p> <p>j. <b>Official Transcript:</b> A detailed record of a student's academic history that carries an authorized signature, and can be requested for a fee.</p> <p>k. <b>Plagiarism:</b> 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.</p> <p>l. <b>Restorative Justice:</b> 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.</p> <p>m. <b>Student:</b> This term applies to any individual that is registered at the College including post-secondary, skills, apprenticeship, upgrading, continuing education, etc.</p> <p>n. <b>Self-Plagiarism:</b> The act of reusing materials that have been wholly or substantially submitted, presented, or graded in another course, without faculty authorization</p>

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- o. **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.

### III. SUPPORTING DOCUMENTS

- Appendix A: Academic Integrity Report
- Appendix B: Student Response to the Academic Integrity Report
- Appendix C: Academic Integrity testing/exam cover page

### IV. ACADEMIC INTEGRITY PROCESS

ACTION	DURATION UNLESS EXTENUATING CIRCUMSTANCES ARISE	RESPONSIBILITY
<p>1. Northern will provide academic integrity training and assessments for Faculty and students.</p> <p>Faculty should participate in the Academic integrity training and utilize the related methods and best practices (i.e.: assessments, testing/examination, cover sheets (Appendix C), etc.).</p> <p>Northern shall ensure that students successfully complete the Academic Integrity training in their first semester of study.</p> <p>Students are responsible for building and developing their understanding of Academic Integrity by completing the training and assessments.</p>	As soon as practically possible	<ul style="list-style-type: none"> <li>• Northern College</li> <li>• Faculty</li> <li>• Student</li> </ul>

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ACTION	DURATION UNLESS EXTENUATING CIRCUMSTANCES ARISE	RESPONSIBILITY	
2. Report the witnessing or suspicion that an academic integrity offence has occurred to a designate in your school/program.  <b>Note:</b> If a student has witnessed or suspects an academic integrity offence has occurred, the student can inform the faculty/invigilator/staff of such offence	As soon as practically possible	<ul style="list-style-type: none"> <li>• Faculty</li> <li>• Invigilator</li> <li>• Staff</li> <li>• Student</li> </ul>	
3. Inform the student of the witnessed or suspected academic integrity offence.	Within five (5) college business days of such offence	<ul style="list-style-type: none"> <li>• Faculty</li> <li>• Invigilator</li> <li>• Staff</li> </ul>	
4. Collect the assessment (e.g., test/examination, lab report, essay, assignment, quiz, video or project) and any related evidence, at the discretion of the faculty/invigilator/staff person.  <b>Note:</b> If the offence is related to the submission of an assessment, all relevant material should be kept by the student's program area for as long as necessary to resolve the matter.	Within five (5) college business days of such offence	<ul style="list-style-type: none"> <li>• Faculty</li> <li>• Invigilator</li> <li>• Staff</li> </ul>	
a) If it is concluded that <b>No Academic Integrity Offence</b> has occurred, inform the student and no further action is required.	As soon as practically possible	<ul style="list-style-type: none"> <li>• Faculty</li> </ul>	
b) If it is concluded that an <b>Academic Integrity Offence Has Occurred</b> , commence the formal process.	As soon as practically possible	<ul style="list-style-type: none"> <li>• Faculty</li> </ul>	

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ACTION	DURATION UNLESS EXTENUATING CIRCUMSTANCES ARISE	RESPONSIBILITY	
i. Complete an <b>Academic Integrity Report</b> after reviewing <i>Section V: Academic Integrity Offences-Sanctions</i> of this procedure. A copy of this report and supporting evidence will be provided to the student(s).	Within five (5) college business days of such offence	<ul style="list-style-type: none"> <li>Faculty</li> </ul>	
ii. At the student's discretion, they may complete the <b>Student Response to the Academic Integrity Report</b> and submit it to the faculty member	Within five (5) college business days of receipt of the Academic Integrity Report	<ul style="list-style-type: none"> <li>Student</li> </ul>	
iii. If the faculty member and student agree on the academic integrity offence and the sanction(s), the faculty member will file a copy of all the reports, and supporting evidence with the Office of the Registrar. Provide a copy to Student Advising and impose the sanction. This would conclude the formal process.	Within two (2) college business days of receipt of the Student Response to the Academic Integrity Report	<ul style="list-style-type: none"> <li>Faculty</li> </ul>	
iv. If the faculty member and the student(s) cannot agree on the academic integrity offence and/or the sanction(s), the student(s) are not required to sign the Academic Integrity Report. All the reports and supporting evidence will be forwarded to the appropriate program Dean.	Within two (2) college business days of receipt of the Student Response to the Academic Integrity Report	<ul style="list-style-type: none"> <li>Faculty</li> </ul>	

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ACTION	DURATION UNLESS EXTENUATING CIRCUMSTANCES ARISE	RESPONSIBILITY
v. The program Dean will review the Academic Integrity Report, the Student Response to the Academic Integrity Report (if submitted) and supporting evidence. The program Dean will determine if a meeting involving the student(s) and faculty member is required. The program Dean's decision will be provided electronically in writing to the student(s), respective faculty member and the Office of the Registrar.	Within ten (10) college business days from the student's receipt of the Academic Integrity Report	<ul style="list-style-type: none"><li>Program Dean/ Administrative Designate</li></ul>
vi. If the program Dean concludes that no academic integrity offence has occurred, the Academic Integrity Report, Student Response to the Academic Report and supporting evidence will be destroyed.	As soon as practically possible	<ul style="list-style-type: none"><li>Program Dean/ Administrative Designate</li></ul>
vii. If the program Dean concludes that an academic integrity offence has occurred, the sanction(s) noted in the decision will then be implemented. The decision by the program Dean is final and binding.  With the exception of an expulsion, which is appealable under the <a href="#">Academic Appeals Policy A-5</a> , all other sanctions are unappealable by the student(s).	Within five (5) college business days of receipt of the program dean's decision	<ul style="list-style-type: none"><li>Program Dean/ Administrative Designate</li><li>Student</li></ul>

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**NOTE:**

Correspondence (electronic, written and verbal) and conversations 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 or faculty member.

## V. ACADEMIC INTEGRITY OFFENCE – SANCTIONS

- Northern's Academic Integrity Program is a holistic, integrated model, grounded in a teaching and learning approach. As such, the sanctions are also grounded in these principles, and imposed according to the nature and extent of the academic integrity offence. Repeated academic integrity offences will result in progressive sanctions.
- Academic sanctions may include one, or more, of the following which will be issued based on the severity of the offence.
  - Written warning or reprimand.
  - Required completion of an academic integrity assignment(s) or course(s).
  - Required completion of a make-up assignment or rewriting of an assignment, examination or work.
  - Lower grade on the assignment, examination or work.
  - Lower grade in the course.
  - Failure in the course.
  - Suspension from the institution for a minimum of three (3) consecutive terms to a maximum of nine (9) consecutive terms, based on the discretion of the program Dean and Vice-President, Academic and Student Success.
  - Expulsion from Northern may occur when a student returns to the institution after being suspended under the provision outlined above and commits a subsequent academic integrity offence.
  - Such other penalties as may be appropriate in the circumstances.
- Any academic sanction(s) imposed will be recorded in the student's file including suspension or expulsion from Northern.

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<p data-bbox="1114 289 1487 319" style="text-align: right;">Academic Integrity Policy #A-24</p> <p data-bbox="175 373 1487 688">4. The circumstances surrounding each case of an academic integrity offence may vary to a significant degree. The sanctions imposed should reasonably reflect these circumstances. These guidelines are not intended to restrict the authority or flexibility of the Program Dean in imposing the sanctions contained in this policy. In each case, the Faculty Member(s) and Program Dean shall exercise their discretion taking into consideration the relevant factors, as outlined below. For the benefit of students, the Program Dean shall provide a written explanation of their decision citing the major reasons the sanctions were imposed and deemed warranted. Important factors to be considered by the Program Dean in imposing sanctions or reviewing sanction recommendations include:</p> <ul data-bbox="227 726 1487 1117" style="list-style-type: none"> <li>• Extent of the violation: The actions that constitute specific offences of academic integrity vary in terms of severity. Some instances of academic integrity offences constitute only minor infractions, while others represent the most extreme form of violation. Sanctions should correspond to the nature of the offence.</li> <li>• Level of the student's academic experience</li> <li>• Extenuating circumstances that may help explain the action taken by the student with due weight being attached to those circumstances</li> <li>• If the student admits guilt and accepts responsibility for their action(s), the Academic Integrity Committee may impose a less severe penalty</li> <li>• Prior/multiple incidents</li> </ul> <p data-bbox="175 1155 893 1184">Northern College wishes to acknowledge the work of;</p> <ul data-bbox="305 1201 620 1302" style="list-style-type: none"> <li>• Seneca College</li> <li>• Conestoga College</li> <li>• McMaster University</li> </ul>	

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## Student Response to the Academic Integrity Report

Step 1, 2 and 3 on the Academic Integrity Report will be completed by the faculty member(s) within the specified timelines listed in section IV in the Academic Integrity Procedure.

### Step 1 – GENERAL INFORMATION

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

Student Northern College Email: \_\_\_\_\_

Student Personal Email: \_\_\_\_\_

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

Course Code: \_\_\_\_\_

### Step 2 – INCIDENT INFORMATION

Date Incident Occurred: \_\_\_\_\_ Date student was informed: \_\_\_\_\_

Brief Description of the Incident:

### Step 3 – BACKGROUND INFORMATION

[Registrar's Office](#) contacted for previous history YES \_\_\_\_\_ Date: \_\_\_\_\_

Previous offence: 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> \_\_\_\_\_

Was this current offence upheld: YES \_\_\_\_\_ NO \_\_\_\_\_

If not the student's first incident, briefly summarize the previous sanctions:

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## Academic Integrity Report

Communication with Student(s) taken:

Faculty Recommendations for resolution of the incident:

If the student(s) do not agree with the Academic Integrity Report by refusing to sign it, the student(s) have the option to complete the Student Response to the Academic Integrity Report. The process will move to Step 4 with the faculty member submitting the Academic Integrity Report and supporting documentation to the Program Dean and the student(s) having the option of submitting the Student Response to the Academic Integrity Report to the Program Dean within the specified timeframe outlined in Section IV of the Academic Integrity Procedure document.

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Northern College student email address will be accepted as the authorized student signature when submitted electronically.

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### Step 4 – PROGRAM DEAN (OR ADMINISTRATIVE DESIGNATE) REVIEWS THE INCIDENT

The program dean may decide to meet with incident stakeholders to review submitted reports and/or supporting documentation.

- Academic Integrity Report
- Student Response to the Academic Integrity Report (optional)
- Academic Integrity Incident – Supporting Evidence

The current offence:

Free of academic penalty: YES \_\_\_\_ NO \_\_\_\_ Upheld: YES \_\_\_\_ NO \_\_\_\_

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**Academic Integrity Report**

Program Dean's decision (including any actions, recommendations and/or sanctions):

Program Dean/Administrative  
Designate Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Note:**

- The completed Academic Integrity Report form will be submitted to the Registrar's office, program coordinator, and all other parties involved in an incident.
- For definitions of Academic Integrity violations or incident see, section II of the Academic Integrity Procedure A-24 PR-1
- For steps in reporting an academic integrity violation, see section III of the Academic Integrity Procedure A-24 PR-1
- For examples of academic integrity offence sanctions, see section IV of the Academic Integrity Procedure A-24 PR-1

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## Student Response to the Academic Integrity Report

Student completion of the Student Response to the Academic Integrity Report is optional. Completion and submission of this report to the Program Dean must adhere to the timelines listed in section IV in the Academic Integrity Procedure.

### Step 1 – GENERAL INFORMATION

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

Student Northern College Email: \_\_\_\_\_

Student Personal Email: \_\_\_\_\_

Faculty Name: \_\_\_\_\_ Campus: \_\_\_\_\_

Program Name: \_\_\_\_\_

Course Code: \_\_\_\_\_

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The above named student alleged to have committed an Academic integrity incident/violation as defined by Academic Integrity Policy and in the circumstances described below:

### Step 2 – INCIDENT INFORMATION

Date Incident Occurred: \_\_\_\_\_

Student's Description of the Incident:

I \_\_\_\_\_ Have read the above description and agree that it  
(Student Name)

Represents my account of the incident.

By signing below, I acknowledge the statement made herein to be accurate, complete and truthful, and that the panel may conduct an in depth investigation into my academic history, my use of student services, and seek further clarification from any person(s) or parties listed in both levels of the appeal. Sanctions and/or penalties (determined by the Academic Integrity Committee) imposed; refer to the Academic Integrity Offences – Sanctions

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Northern College student email address will be accepted as the authorized student signature when submitted electronically.

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## Academic Integrity for Testing/Exams at Northern College

### Test / Exam – Cover Page

The evaluation of a student through a test, examination, or other means is built on the premise that work submitted by the student is their own work.

- Take precautions to ensure that you have eliminated all possible means to cheat for this evaluation. Consult your professor before testing begins if you have any questions on what defines authorized materials permitted for this test.
- Ensure that your person and workspace (desk, lab bench, computer desk) are free and clear of anything that could be perceived as a means to cheat (e.g. phones, smart watches, water bottles, hats, unauthorized calculators, etc.). All backpacks, textbooks, notebooks, cellphones etc. are to be placed at the front of the classroom unless other specific directions have been provided.
- Do not communicate with any person(s) other than the professor/invigator(s) during the evaluation. **Any** communication with others beyond the professor/invigator(s) – even translating or explaining a question to another student -- is an act of academic dishonesty.
- You are to cease further writing on the test/examination when the professor/invigator says time is up. The test/exam is to be handed in promptly. Failure to do so will result in a loss of marks.

**By providing the information below and signing this page, I acknowledge that I understand the above information and agree to abide by it.**

Course Code and/or Name: \_\_\_\_\_

Student Name (Print): \_\_\_\_\_

I pledge on my honor that I have not given or received any unauthorized assistance on this test/examination.

Student Signature: \_\_\_\_\_

Student ID #: \_\_\_\_\_ Date: \_\_\_\_\_

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