



**SUBJECT**

**Academic Dishonesty**

**BACKGROUND**

Northern College maintains the highest standards of academic behaviour. Northern College is committed to supporting, nurturing and celebrating our students' contributions and accomplishments. We assure that we are open, consultative and accountable and that we act with personal responsibility and integrity. In any academic activity at the College, students are responsible and accountable for academic integrity as well.

Procedures have been established to promote mature and honest behaviour. Academic dishonesty will be disciplined according to the severity of the offence. Those who are found to have repeated offences will be progressively disciplined.

Forms of dishonest academic practices include but are not limited to: plagiarism, cheating, falsification of data, and facilitating academic misconduct. An academic penalty may range from assigning a grade of zero (Fail) and extend to and include suspension from a program/course or expulsion from the College.

- Plagiarism is the act of submitting as your own, material that is in whole or in substantial part, someone else's work. Students are expected to acknowledge the sources of ideas, direct quotations, or large sections of paraphrased materials.
- Cheating means the misrepresentation by a student of his/her performance in a college course for the purpose of obtaining credit to which he/she is not entitled on the basis of his/her actual performance in that course. Cheating can include the use of inappropriate, unallowable, or unacknowledged materials, information, or aids in any academic work (e.g. books, notes, calculators, electronic technology such as email, digital cameras, and camera phones, and conversation with others).
- Falsification of data and information means altering or misrepresenting data or information.
- Facilitating academic misconduct occurs when a student knowingly or negligently allows his/her work or portions of his/her work or drafts of his/her work to be used by other students or who otherwise aid others in committing academic misconduct.

ISSUE DATE	SUPERSEDES	REFERENCE	SECTION	PAGE OF	
2008-03-28	2005-09-01	B-3	ACADEMIC	1	1



**SUBJECT**

**Academic Dishonesty**

**POLICY**

Academic dishonesty will not be tolerated at 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.

- Copying information from another student or making information available to other students while knowing that this information is to be submitted as one's own work.
- Submitting a take-home exam written by someone else.
- Copying a report or allowing someone else to copy one's report.
- Using another student's data without the professor's permission.
- Allowing someone else to do assigned work.
- Using direct quotations or large sections of paraphrased material without acknowledgment in a report.
- Submitting essays, assignments, computer programs, etc., written in whole or in part by someone else.
- Preparing essays, assignments, etc., for submission by another student.
- Buying/selling/lending/borrowing of term papers/assignments/projects etc.
- Falsifying data or information.
- Using notes, calculators, digital cameras, camera phones, etc., when they have been forbidden.

**NOTE**

Work that is submitted for credit as a group will normally receive a grade that is recorded identically for each member of the group. If academic misconduct is identified for group work, the process will proceed individually for every member of the group, except in cases where one or more members of the group (a subset of the group) are identified as responsible for the misconduct. This may occur by an admission of responsibility by a subset of the group and a denial of responsibility by the other members, or may be determined by discovery of fact and a decision based on balance of probability. In this situation, the process continues only for, and penalties are applied only to, the

ISSUE DATE	SUPERSEDES	REFERENCE	SECTION	PAGE OF	
2008-03-28	2005-09-01	B-3	ACADEMIC	2	2



**SUBJECT**

**Academic Dishonesty**

responsible subset of the group. If such a subset is not identified to be responsible, the group as a whole has collective and individual responsibility for the misconduct (as it has benefit for the credit) and the process and penalties are applied to each individual member of the group.

**Penalty**

<b>First Offence</b>	<b>Mark of "0" in the work being evaluated</b>
<b>Second Offence</b>	<b>Mark of "0" in the course</b>
<b>Third Offence</b>	<b>Mark of "0" for the course and expulsion from the College for 1 calendar year</b>
<b>Fourth Offence</b>	<b>Mark of "0" for the course and expulsion from the College for 2 years*</b>
<b>Fifth Offence</b>	<b>If the student is found to be guilty of academic dishonesty on one more occasion, he/she will be ineligible to enroll in further studies indefinitely.</b>

**PROCEDURE**

A student who commits an offence of academic dishonesty will be dealt with in the following manner:

1. When a Professor/Invigilator discovers an offence has occurred, he/she shall immediately complete the Academic Dishonesty Form and meet with the student(s) within five (5) calendar 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. If the situation is shown, to the professor's satisfaction, to be free from academic dishonesty, no record of the incident will be kept. If the allegation is upheld the appropriate penalty will be levied.

If the student disagrees with the decision rendered, the professor will forward the Academic Dishonesty Form along with the documentation collected to the Executive

<b>ISSUE DATE</b>	<b>SUPERSEDES</b>	<b>REFERENCE</b>	<b>SECTION</b>	<b>PAGE OF</b>
2008-03-28	2005-09-01	B-3	ACADEMIC	3 3



<b>SUBJECT</b>	<b>Academic Dishonesty</b>
<p>Regional Director/Associate Regional Director/Director within five (5) calendar days. A copy of the Academic Dishonesty Form will be given to the student(s).</p> <p>2. The Executive Regional Director/Associate Regional Director/Director, professor and student(s) will meet to discuss the allegation within five (5) calendar days of receipt of the Academic Dishonesty Form. All parties will be allotted time to present their arguments. The Executive Regional Director/Associate Regional Director/Director will make a determination of the allegation, based on presentations and the documentation, complete the appropriate section of the Academic Dishonesty 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.</p> <p>The decision of the Executive Regional Director/Associate Regional Director/Director is final and binding. <b>There is no access to appeal the decision under any other College policies.</b></p>	
<p><b><u>NOTES</u></b></p>	
<p>Correspondence (written and verbal) and meetings between all parties will be carried out in a private and confidential manner.</p>	
<p>Both parties may be accompanied by a representative throughout the process.</p>	
<p><b>The term “student” applies to any individual that is registered at the College including post-secondary, skills, apprenticeship, upgrading, continuing education, etc.</b></p>	
<p>Record of offences will be 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 <u>Freedom of Information and Protection of Privacy Act</u>.</p>	
<p>Reference to this policy will be placed in all Course Outlines.</p>	

ISSUE DATE	SUPERSEDES	REFERENCE	SECTION	PAGE OF	
2008-03-28	2005-09-01	B-3	ACADEMIC	4	4