SUBJECT	ACADEMIC INTEGRITY PROCEDURE

PROCEDURE

I. PROCEDURE STATEMENT

Student success is a key priority at Northern College (Northern), and academic integrity is a cornerstone of student success.

Northern's academic integrity approach is grounded in guiding principles of academic freedom for faculty in their domain of expertise, transparency, accuracy, and fairness. These guiding principles enhance Northern's commitment to student success by delivering high-quality education while supporting a positive learning environment.

This procedure aims to ensure a high standard of academic integrity by offering a streamlined and centralized procedure. During this process, part-time and full-time faculty report academic integrity violations through the same channel to the academic integrity officer.

The academic integrity officer, assigned by the senior vice president of academics, receives all the evidence of alleged violations and the suggested sanction from the faculty. The student receives the academic integrity report alert simultaneously and is offered support during the process from advising. Ongoing support and professional development are offered to help faculty provide evidence and improve accuracy and fairness, especially regarding generative artificial intelligence. Appendix 7 of this document will provide best practices in providing evidence.

Northern is committed to using academic integrity violations as an educational opportunity. The first line of action after proven academic integrity violations is education and student support. The remediation stage ensures that the sequence of sanctions provided in section V is fair and effective. The detailed step-by-step of the process will be presented in the section IV.

II. Northern is committed to using academic integrity violations as an educational opportunity. The first line of action after proven academic integrity violations is education and student support. The remediation stage ensures that the sequence of sanctions provided in section V is fair and effective. The detailed step-by-step of the process will be presented in section IV.

III. SUPPORTING DOCUMENTS

- **Appendix A**: Academic Integrity Report
- **Appendix B**: Student Response to the Academic Integrity Report
- **Appendix C:** Academic Integrity Test/Exam Cover Page
- **Appendix D:** Definitions of Academic Integrity Breaches
- **Appendix E:** Academic Integrity Procedure Table
- **Appendix F:** Academic Integrity Flowchart

IV. ACADEMIC INTEGRITY PROCESS

When a breach of the Academic Integrity Policy is suspected, the following steps will be followed by the Faculty, Student, Support Staff, and the Deans.

Step 1:

Collect Evidence & Inform the student of the witnessed or suspected academic integrity offence within five (5) business days.

Faculty members have the autonomy to determine the most appropriate manner to address academic integrity breaches with students. However, at a minimum, this communication includes assigning a grade of zero for the assessment involved and providing feedback in Blackboard outlining the suspicion of dishonesty and that an academic integrity report has been triggered. This approach ensures that while faculty can tailor their responses to individual situations, preserving a positive teacher/student relationship, there is a consistent baseline in acknowledging and addressing academic dishonesty.

- If it is determined that no academic integrity violation has occurred, faculty will grade the assessment in question.
- If it is determined that an academic integrity violation did occur (after the evidence is collected or clarifying dialogue with the student), a report will be initiated via the Academic Integrity link available beside each course section on Faculty members' course sections page. This is accessed via the Employee Login.

Step 2:

If it is determined that an academic integrity violation did occur (after the evidence is collected or clarifying dialogue with the student), a report will be initiated.

Once a report is initiated, the student will receive an email to their college and personal email on file signaling that a report has been created and a copy of the report is available in their Student Portal.

Step 3:

Student Response with Additional Evidence or Meeting Request.

The Student has three 3) business days after the transmission of the Academic Integrity Report to:

1) Accept the report and sanction or provide a written description of events surrounding the incident in the Student Response to the Academic Integrity Report found in the Student Portal and/or provide additional documentation/evidence related to the suspected incident.

   and/or

2) to request a meeting with the AIO (in person or a web-interface). Both the Student, Faculty, and AIO may request a meeting to discuss the facts and documents pertaining to the suspected incident, however, a meeting is not required. If a meeting is requested within three (3) business days by any party, both parties must meet in a timely manner.

Step 4:

Decide on and Impose Sanction.

The AIO will administer the appropriate sanction based on the nature of the offense, the number of prior offenses, recommendations from faculty and in accordance with academic integrity procedure.

Any discrepancy between faculty recommended consequences and those recommended by the Academic Integrity Officer will require that these two (2) individuals communicate and come to consensus. If this cannot be achieved, the program Dean will make the final decision.

Step 5:

Finalize Step 4 of the Academic Integrity Report.

The AIO will provide the student with remediation and a warning or uphold the report in accordance with the academic integrity policy/procedure.

Step 6:

Enter details in the MIS and Student Record System. The AIO will enter the upheld/not upheld offense in the MIS and provide a copy to Student Services to place a copy in Admin Connect. A copy of an upheld report will be sent to Advising Services.

NOTE:

- Correspondence (electronic, written and verbal) and conversations between all parties will be private and confidential.
- Both parties may be accompanied by a support person throughout the process. However, the support person's role is to support only, and not to speak or act on behalf of the student or faculty member.

V. SANCTIONS

If it is concluded that an academic integrity offence has occurred, the sanctions are determined on the frequency and severity of the offence and can fall anywhere in the following range:

- Remediation.
- Written warning or reprimand.
- 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 Senior Vice-President Academic.
- 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.

To ensure transparency, fairness, and consistency in the application of sanctions, it is advisable to follow this escalation process:

1. **First Offense:**
   Remediation, option of resubmitting for a partial grade (subject to the discretion of faculty).

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2. **Second Offense:**
   Zero on the assessment

3. **Third Offense:**
   Zero in the course

4. **Fourth Offense:**
   Suspension (can only be upheld by program dean)

All offenses will be recorded in the Student Records System.

VI. APPEAL

All offenses are appealable through the Academic Appeals Policy #A-5. Appeals related to an academic integrity sanction imposed by the Academic Integrity Officer will commence at Stage 3 of the Academic Appeals Procedure.

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APPENDIX A

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: Timmins

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: 1st ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th ☐

Was this current office upheld: YES ☐ NO ☐

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

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.

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 ☐

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

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: Moosonee / Timmins

Program Name: _____

Course Code: _____

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.

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/invigilator(s) during the evaluation. ***Any*** communication with others beyond the professor/invigilator(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/invigilator 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: _____

Definitions of Academic Integrity Breaches

1. **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).

2. **Academic Integrity Breach**:
   A variety of practices that include acts of deceit, misrepresentation, distortion of the truth in assignments, examinations, or other academic activities, or improper use of one's own or another person's effort to obtain an academic advantage.

3. **Academic Integrity Officer (AIO):**
   An individual appointed to provide information, education and guidance on the academic integrity process, good academic integrity practice, as well as investigate academic misconducts.

4. **Artificial Intelligence (AI):**
   Computing systems that can engage in human-like processes such as learning, adapting, synthesizing, self-correction and use of data for complex processing tasks (Popenici & Kerr, 2017, p. 2).

5. **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 including but not limited to generative artificial intelligence tools such as ChatGPT or Quillbot
   - using or possessing an examination question sheet, solution set, or a complete exam without permission from the instructor
   - procuring, distributing or receiving an examination, test or course material 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.

6. **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.

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

8. **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.

9. **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.

10. **Falsification:**
    The alteration or misrepresentation of data or information. 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

11. **Generative Artificial Intelligence (GenAI):**

Artificial intelligence that can generate new content (such as images or text) in response to a submitted prompt (such as a query) by learning from a large reference database of examples (Merriam-Webster, 2024).

12. **Impersonation:**
    The act of taking a test, an examination, or any other assessment on another individual's behalf, with their knowledge and consent.

13. **Official Transcript:**
    A detailed record of a student's academic history that carries an authorized signature and can be requested for a fee.

14. **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.

15. **Remediation:**
    The process of improving or correcting a situation (Cambridge Dictionary, 2024).

16. **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 remediation.

17. **Student:**
    This term applies to an individual that is registered at the College including post-secondary, skills, apprenticeship, upgrading, continuing education, etc.

18. **Self-Plagiarism:**
    The act of reusing materials that have been wholly or substantially submitted, presented, or graded in another course, without faculty authorization.

19. **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 Actin section 4 of the Student Handbook.

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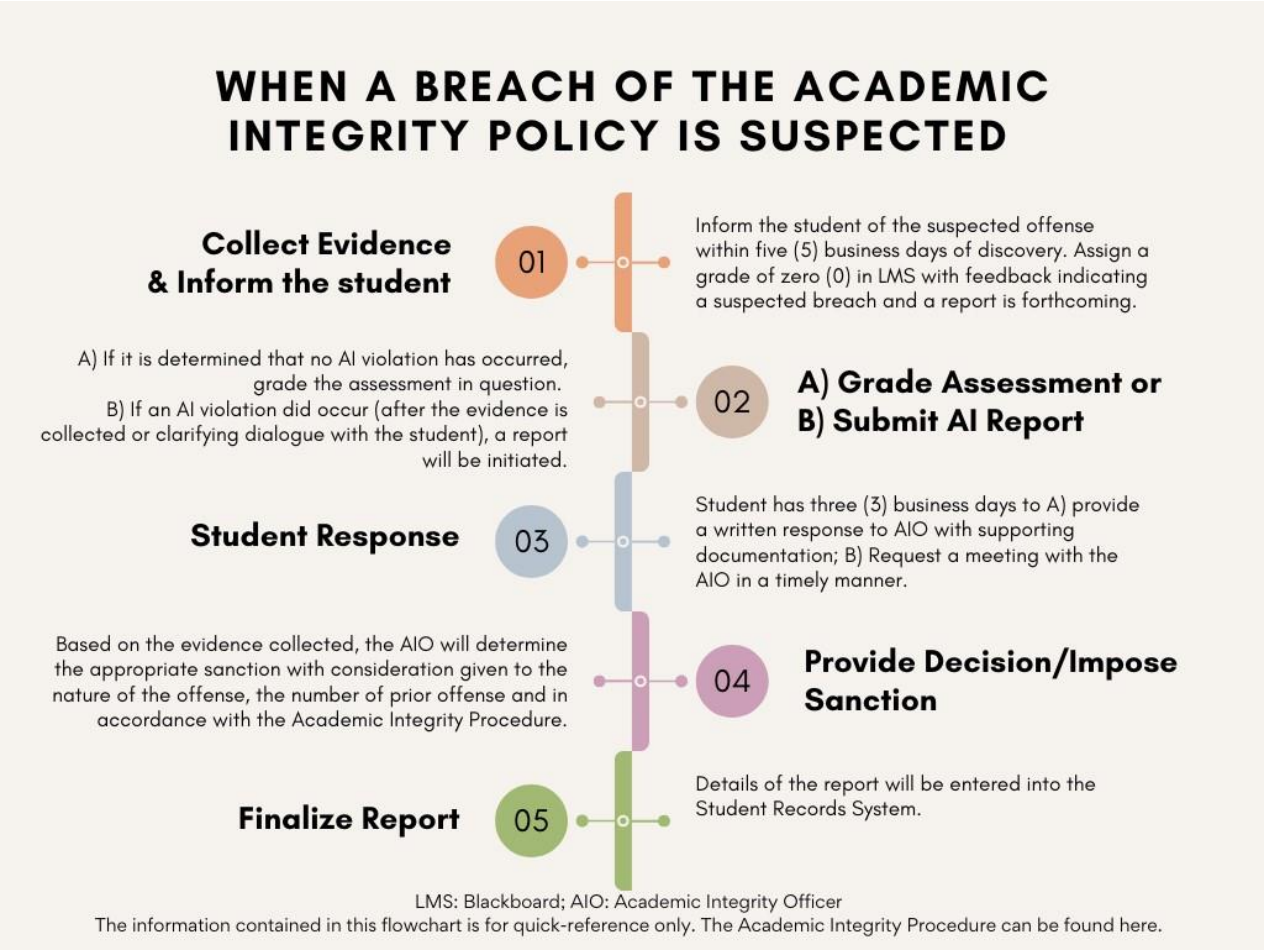
APPENDIX E

Academic Integrity Procedure Table

Refer to Academic Procedure #A-24 PR-1 for a detailed description of the steps.

ACTION	DURATION UNLESS EXTENUATING CIRCUMSTANCES ARISE	RESPONSIBILITY
Step 1 **Collect Evidence & Inform the student of the witnessed or suspected academic integrity offence.** The method of communication with the student is left to the discretion of the faculty member. Communication can be in person, by email or in Gradebook feedback in Blackboard.	Within five (5) business days of discovery	Faculty
Step 2 **If it is determined that no academic integrity violation has occurred, faculty will grade the assessment in question.** **If it is determined that an academic integrity violation did occur** (after the evidence is collected or clarifying dialogue with the student), **a report will be initiated.**	Within five (5) business days of discovery	Faculty
Step 3 **Student Response with Additional Evidence or Meeting Request.** The Student has three (3) business days after the transmission of the Academic Integrity Report to accept the sanction, provide a description of the incident or meet with the AIO to discuss the incident further.	Within three (3) business days of receipt of AI report	Student
Step 4 **Decide on and Impose Sanction.**	As soon as practically possible	AIO
Step 5 **Enter details in the Student Record System.**	As soon as practically possible	AIO

Academic Integrity Flow Chart