



## **ACADEMIC HONESTY AND STANDARDS**

**#3-26**

Revised (from Policy 3-06):	March, 2009	by: Education Council
Revisions Approved:	June 24, 2009	by: Board of Governors
Date to be Reviewed:	2014	

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### **POLICY**

**North Island College is a place of education, training and academic inquiry. Our professional ethics require us as individuals and as an institution to adhere to principles of academic integrity. North Island College undertakes to review and inquire into allegations of academic misconduct in a timely, impartial, and accountable manner and take appropriate action when it finds that academic misconduct has occurred.**

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### **PURPOSE**

The purpose of this policy is to describe a learning environment that respects academic honesty and standards. The policy describes the procedure to follow with a student who does not conduct him/herself in accordance with the guidelines outlined in this policy. The College reserves the right to take appropriate actions when student actions conflict with these expectations.

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### **GUIDELINES**

#### **Responsibility Statements**

##### **1.1 Student Responsibilities**

- It is the student's responsibility to become informed about College policies and to ensure they are responsible and accountable for their academic conduct (honesty and standards).
- Each student is responsible to clearly understand what constitutes academic honesty. If the student is unsure, it remains the student's responsibility to gain clarification from the course instructor.

##### **1.2 Department and Instructor Responsibilities**

- Each Department or instructional unit has a responsibility to establish consistent and clear expectations of what constitutes academic honesty and processes for investigation in their respective field/area.
- At the beginning of the course or program, each instructor has a responsibility to communicate through the course outline and/or program regulations specific information about what constitutes academic honesty.
- Each instructor has the responsibility to uniformly apply the standards of her/his department, this policy, and these procedures within the learning environment and each instructor is normally responsible for initiating the disciplinary process outlined in the procedure section.

### **1.3 College Responsibilities**

- The College has a responsibility to provide students with information concerning the students' academic rights and responsibilities. This policy and appropriate summaries will be available to students in the NIC calendar, during student orientation and on the College Internet site.

### **Academic Honesty**

Academic honesty and standards are essential to learning and ensure that grades received truly reflect a student's achievements. Dishonest practices undermine the integrity of the learning community. Dishonest practices include but are not limited to plagiarism, cheating, or misrepresentations.

### **Academic Dishonesty – Investigation and Consequences**

1. In the event that an instructor suspects a student of academic dishonesty, the instructor is required to conduct an investigation.
2. After an investigation of the incident by the instructor, that finds evidence supporting a charge of academic dishonesty, the instructor will discuss the incident with the student. If the charge of academic dishonesty is substantiated, the consequences include the following:
  - The instructor may assign a score of zero or grade of "F" for the course component.
  - The instructor will inform the student in writing with a copy to the student's Student Records file.
  - In every instance of a substantiated investigation the instructor must inform their Department Chair, or equivalent, in writing.
3. In deciding on the seriousness of academic dishonesty, consideration may be given to the following:
  - The extent of the misconduct
  - Whether the act in question is an isolated incident or part of repeated acts of misconduct
  - The student's awareness of the inappropriateness or seriousness of the acts
  - Any other mitigating or aggravating circumstances
4. In the case of a repeat incident or a sufficiently serious first incident, the instructor is required to notify the Department Chair and the Instructional Dean or Campus Principal:
  - The Administrator responsible will satisfy him/herself that the appropriate processes have been followed and the rights of the student and faculty have been observed.

- Having done so, the Administrator responsible will discuss the incident with the student and may remove the student from the course and assign a score of zero or grade of “F.” The student will be so advised and provided with a written reason(s) for the decision with copies to the instructor and student file.
  - Furthermore, the Instructional Dean or Campus Principal may recommend to the President that a student be suspended from a program or the College. Should the President decide to suspend the student from North Island College, the student will be advised in writing, and the report shall include reasons for the decision and a clear statement on the length of the suspension. Copies of the decision will also be provided to the Dean, the instructor and the student’s Student Records file.
5. All documentation relating to a substantiated claim of academic dishonesty that results in course failure or suspension will be stored securely by the appropriate Dean until the last opportunity to appeal the claim has passed.
  6. The Office of the Registrar will ensure that all communications with regard to any substantiated investigation will be included in the student’s Student Records file.
  7. No student shall be allowed to withdraw from a course, or a program, or the College, to avoid expulsion based upon academic misconduct. A withdrawal under such circumstances shall result in an 'F' grade being recorded on the student transcript for the course(s) in question. Documentation with regard to substantiated claims will also be included in the student’s Student Records file.

## **Appeals**

If the application of this policy results in a failing grade, students may use Student Final Grade Dispute Resolution Policy #4-03 to appeal. If the application of their policy results in other forms of discipline, students may use Student Complaint Resolution Policy #2-09 to appeal. For formal appeal in either case, students should use Student Appeal Policy #4-12.

## **Definitions**

**Principles of Academic Integrity** are broadly understood to incorporate honesty, fairness, responsibility, trust, and respect. Together, these demand that:

- We respect the work done by others
- Take responsibility for crediting the work of others
- Never claim as one’s own work anything that was produced by another.

**Academic Dishonesty** includes, but is not limited to acts of the following:

- Plagiarism
- Cheating
- Misrepresentation

**Plagiarism** includes, but is not limited to:

- Presenting another person’s language, ideas, data, structures or product as original without adequate/accurate acknowledgement that part or all of it was created by someone else
- Using a quoted reference from a non-original source while implying, indicating, or including reference to the original source

**Cheating** includes, but is not limited to:

- Giving or taking unauthorized information by any means during any examination, test or assignment
- Using unauthorized devices (e.g., but not limited to the following - calculators, PDAs or smart phones, access to network /stored files on PDA devices, text messaging)
- Obtaining or providing, without authorization, questions or answers relating to any examination or test prior to the time of the examination or test
- Using unauthorized information during any examination or test
- Inventing or using falsified information with the intent to deceive
- Assisting others to cheat
- Asking or arranging for another person to take an examination or test in one's place

**Misrepresentation** includes, but is not limited to:

- Submitting papers that have been composed by another person, as one's own
- Submitting the same essay, presentation, or assignment more than once whether the earlier submission was at this or another institution unless prior approval has been obtained

**Suspension:**

- Suspension is the removal of student privileges and rights for a specified period of time.
- This may include exclusion from instruction and any other specific service or all services the College provides.
- Only the President or designate may suspend a student.

**Course Component:**

- Course component include assignments, presentations, exams, quizzes or any component of evaluation within a course or program.

**Cross Reference**

See also Student Conduct Policy #3-06

See also Student Complaint Resolution Policy #2-09

See also Protection of Employees from Violence in the Workplace Policy #2-10

See also Emergency Response to Inappropriate, Disruptive or Threatening Behavior Policy #2-11

See also Student Final Grade Dispute Resolution Policy #4-03

See also Student Appeal Policy #4-12

See also Email Policy #5-04