



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL PROCEDURE

TOPIC: ACADEMIC INTEGRITY

Procedure No.	AC-123-PR	Division	Academics and Applied Research
Related Procedure	AC-123	Board Policy Ref.	n/a
Related Policies	SS-213 PA-603	Effective Date	January 6, 2025

1.0 PROCEDURE

College of the North Atlantic (CNA) uses a multi-faceted approach to ensuring academic integrity. This will include education, prevention, and intervention, while recognizing the overlap between all three strategies.

2.0 EDUCATION

All members of the CNA community are expected to participate in educational offerings on academic integrity as described on CNA's academic integrity website.

- 2.1. All registered CNA students must complete a short online academic integrity module by the end of their first semester.
- 2.2. Faculty and other relevant staff must complete professional learning on academic integrity, including the ALTI Promoting Academic Integrity course (MI1290), guest speakers, and other relevant training.
- 2.3. Campus administration must complete training on academic integrity, the procedure for assessing academic integrity complaints, and how to use the reporting software.

3.0 PREVENTION

All members of the CNA community are expected to prevent plagiarism.

- 3.1. Instructors are expected to clearly communicate:

- 3.1.1. CNA's expectations for academic integrity clearly within their course syllabus.
- 3.1.2. Due dates for all assessments in writing at the beginning of the semester.
- 3.1.3. Which materials or technologies are authorized or prohibited in advance of each assessment.
- 3.2. Students are expected to:
 - 3.2.1. Ask their instructors questions if they are unsure of whether something counts as academic dishonesty.
 - 3.2.2. Use text-matching software to analyze submissions to ensure that it does not contain any plagiarism.
 - 3.2.3. Online assessments may be invigilated using online proctoring software in accordance with CNA's guidelines.
- 3.3. Text-matching software has not been approved for checking students' work; if this circumstance changes in the future, the CNA community will be notified accordingly.

4.0 INTERVENTION

When there is suspicion that a student has violated the Academic Integrity Policy, the following procedure must be followed:

- 4.1. The instructor who identifies or is informed of possible academic misconduct shall provide written notice to the student via email to inform them of the alleged violation and to request a meeting to discuss the situation. This email should be sent as soon as possible, normally within three (3) business days of the discovery.
- 4.2. The student has three (3) business days to respond from the date the instructor's email was sent. If the student does not respond or refuses to meet, the campus administrator will attempt to contact the student before proceeding with an incident report.
- 4.3. At the initial meeting between the instructor and student, the instructor will describe the alleged violation and provide the student the opportunity to explain their actions.

- 4.3.1. The instructor may request that campus or school representatives attend this meeting.
- 4.3.2. The student may request that a peer or a representative from student services attend this meeting.
- 4.3.3. If information is provided during this meeting which dispels all suspicion of a violation, the investigation can be terminated, and no further action is necessary.
- 4.3.4. If the student's explanation does not resolve the issue, the instructor will contact the campus administrator.
- 4.4. The campus administrator reviews the case.
 - 4.4.1. If the campus administrator determines that no misconduct has occurred, this is communicated to the instructor and the student within three (3) business days. No further action is necessary.
 - 4.4.2. If the campus administrator determines that academic misconduct has occurred, the campus administrator will begin to complete an academic integrity incident form.
 - 4.4.2.1. The instructor will provide the campus administrator with the necessary information for the incident report, including a copy of the student's work (where applicable).
 - 4.4.3. Information collected for the incident report includes:
 - 4.4.3.1. Student name and number;
 - 4.4.3.2. Term;
 - 4.4.3.3. Campus;
 - 4.4.3.4. Program;
 - 4.4.3.5. Course;
 - 4.4.3.6. Date of incident;

- 4.4.3.7. Type of assessment;
 - 4.4.3.8. Value of assessment;
 - 4.4.3.9. Type of offense;
 - 4.4.3.10. Whether the student admitted to committing the academic offense;
 - 4.4.3.11. Whether the course is an online course;
 - 4.4.3.12. Evidence submitted; and
 - 4.4.3.13. Sanctions imposed.
- 4.5. The campus administrator will determine the sanction(s) for the offending student using the process outlined in the *Campus Administrator Guidebook on Academic Integrity*.
- 4.5.1. When assigning sanction(s), the following factors must be considered:
 - 4.5.1.1. The intentionality of the offense;
 - 4.5.1.2. The severity of the academic misconduct (i.e., a minor or major offense);
 - 4.5.1.3. The relative value or importance of the offending assessment;
 - 4.5.1.4. The context or mitigating circumstances of the offense; and
 - 4.5.1.5. The number of prior offenses of academic misconduct.
 - 4.5.2. Possible sanctions include, but are not limited to:
 - 4.5.2.1. Participation in educational seminars (e.g., Study skills, time management, plagiarism);
 - 4.5.2.2. Resubmission of a new piece of work;
 - 4.5.2.3. Partial loss of marks on the assessment;

- 4.5.2.4. Grade of zero (0) for the assessment;
 - 4.5.2.5. Grade of zero (0) for the course;
 - 4.5.2.6. Loss of scholarships/bursaries;
 - 4.5.2.7. Suspension for two (2) terms;
 - 4.5.2.8. Expulsion; and
 - 4.5.2.9. Rescinding the awarded credential.
- 4.5.3. Sanctions will be more severe for students who commit multiple offences or those who engage in academic dishonesty on high-value assessments.
- 4.5.3.1. When considering whether a student has committed a prior offence, the Campus Director will consider when the prior offence happened and the level of severity of the previous offence.
- 4.6. The campus administrator will record the assigned sanctions on the academic integrity incident form and submit it via PeopleSoft within three (3) business days.
- 4.7. The campus administrator will email both the student and instructor with the investigation results and any sanction(s) that result.
- 4.8. The student has the right to appeal the result of the investigation and/or sanction(s) within ten (10) calendar days of the result, through the procedures outlined in the Student Appeals - Academic Policy (SS-213).
- 4.9. In conjunction with the Academic Team, The Director of Academic Development and Planning will prepare an annual report on academic integrity for distribution to relevant stakeholders, including Executive, Campus Management, and Deans.
- 4.10. The Registrar's office is responsible for the modification, maintenance, and retention of student records in accordance with the Records and Information Management Policy (PA-603).

Approval History	
Approved by President	October 29, 2024