



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL POLICY

TOPIC: ACADEMIC INTEGRITY

Policy No.	AC-123	Division	Academics and Applied Research
Related Procedure	AC-123-PR	Board Policy Ref.	n/a
Related Policies	SS-213 PA-603	Effective Date	August 26, 2026 (R1)

1. PURPOSE AND SCOPE

The purpose of the Academic Integrity Policy (the Policy) is to ensure a high standard of academic integrity is upheld in academic activities by:

- Communicating the principles of academic integrity through training and education;
- Identifying College of the North Atlantic (CNA) expectations for preventing academic misconduct; and
- Outlining the procedures to be followed when there is suspicion that a student has committed academic dishonesty as well as the consequences of breaching this Policy.

This Policy applies to the entire CNA community.

2. POLICY

Using a holistic model that integrates education, prevention, and intervention strategies, CNA fosters a teaching and learning environment that upholds the International Center for Academic Integrity's (2021) fundamental values of honesty, fairness, trust, respect, responsibility, and courage.

3. DEFINITIONS

Academic Integrity

Being honest and ethical in academic work, which is essential for learning and maintaining the values of honesty, fairness, trust, respect, responsibility, and courage in educational institutions.

Academic Dishonesty Any attempt to gain an unfair academic advantage by using dishonest or unfair practices. This includes the unauthorized use of generative artificial intelligence (GenAI) to complete academic work.

Practices of Academic Dishonesty include:

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| Cheating | The failure to follow defined instructions for the completion of academic work. Cheating may be intentional or accidental. It includes the unauthorized use of information, materials, devices, sources, or practices when completing academic work. |
| Collusion | Unpermitted cooperation between two or more students to complete work that is then submitted for assessment. Collusion involves working together with others, even when explicitly instructed to work individually, and each student then claims the work as their own. |
| Fabrication | The creation or misrepresentation of information, results, or references to support an author's work or to make it appear that the author has done work which they have not. |
| Falsification | The changing or modification of existing data or references to provide fraudulent benefits to the author. The main difference between falsification and fabrication relates to whether the original data or literature exists. |
| Impersonation | Asking another person to complete academic work. This can include sharing login information to complete academic work (which also violates the Electronic Information Systems Use Policy, IS-501) or paying someone to complete academic work, often referred to as ghostwriting or contract cheating. |

Plagiarism Using ideas, words, design, art, music, etc., in whole or in part without appropriately providing proper credit.

There are several types of plagiarism, and all are violations of academic integrity.

Accidental plagiarism is forgetting to identify the source of information, unintentionally misquoting sources by using similar words, groups of words, and/or sentence structure without identifying the source.

Direct plagiarism is copying work without identifying the source of information and without quotation marks.

Mosaic plagiarism is using phrases from the original text without quotation marks or finding synonyms for the original text while keeping the same general language structure and meaning.

Self-plagiarism occurs when a person submits their own academic work or mixes parts of previous work without permission from all involved parties (e.g., instructors).

Sabotage Disrupting or destroying another person's work so that they cannot complete an academic activity, including destroying another person's work, not participating in group work, and/or withholding information.

Academic Work Academic work refers to any material submitted by a student for evaluation, whether graded or ungraded. This includes but is not limited to assignments, discussion posts, exams, labs, quizzes, tests, presentations, projects, and reports.

Campus Administrator	A designated College of the North Atlantic official with responsibility for academic oversight at a campus. This may include a campus director or a campus manager in some circumstances.
Program Administrator	A designated College of the North Atlantic official responsible for the academic oversight and administration of a specific program or group of programs (i.e., Director of Teaching and Learning Innovation and Manager - Online Early Childhood Education) that does not fall under the scope of a particular campus.
College of the North Atlantic Community	A member of the College of the North Atlantic community includes, but is not limited to: • Affiliates: any individual working in collaboration with College of The North Atlantic for a business or academic purpose or an external community member, including all College of the North Atlantic graduates and alumni; • College of the North Atlantic Board of Governors: individuals forming the governing body of College of the North Atlantic; • Contractors: any individual or company (and its employees) who provides services to College of the North Atlantic under a service contract (i.e., a non-employee-employer relationship); • Employees: any individual who is currently employed by College of the North Atlantic or provides services to College of the North Atlantic under an employment contract. This includes all employees, regardless of status, as well as current employees who are on a leave of absence (i.e., paid/unpaid); • Students: any individual registered in College of the North Atlantic programs or otherwise participating in College of the North Atlantic courses, programs, events, and activities. This includes prospective students and recently accepted student applicants;

- Visitors: any individual visiting a College of the North Atlantic property and/or facility; and
- Volunteers: any individual performing work for College of the North Atlantic in an unpaid capacity.

Evidence	Materials or information used to support or dispel an allegation or finding of academic misconduct, including but not limited to student submissions, drafts, version history, metadata, comparison material, admissions of academic dishonesty, or other relevant documentation.
Generative Artificial Intelligence	Any form of artificial intelligence (AI) that creates content, including but not limited to text and pictures, in response to a user's prompt.
Sanction	An academic or disciplinary consequence imposed as a result of a confirmed breach of the Academic Integrity Policy, as determined through the established procedure.

4. VALUES

CNA endorses the “fundamental values” of the International Center for Academic Integrity (2021) as being key to academic integrity:

- Honesty to allow for and encourage the development of trust;
- Trust that academic work is honest and genuine and is developed by setting and adhering to clear guidelines that are applied consistently and fairly;
- Fairness to treat and be treated impartially and transparently while respecting and upholding policies and procedures;
- Respect for the collective responsibility to value diverse opinions, perform to the best of our ability, and provide honest feedback;
- Responsibility to hold ourselves and each other accountable to maintain the integrity of academic work by creating, following, and enforcing policies and procedures and asking questions when we do not understand them; and
- Courage to act in accordance with one's values and convictions, despite fear, and make decisions that demonstrate integrity as defined by the other values.

5. RESPONSIBILITIES

Administration and staff have a responsibility to:

- Model academic integrity in their professional work;
- Ensure the Policy and Procedure are applied equitably and consistently;
- Participate in professional learning opportunities related to academic integrity, where relevant; and
- Support good practice in academic integrity by educating, guiding, and providing resources to students and faculty.

Faculty have a responsibility to:

- Model academic integrity in their professional work;
- Familiarize themselves with the Policy and Procedure and ensure they are applied equitably and consistently;
- Participate in professional learning opportunities related to academic integrity;
- Provide clear expectations related to academic integrity and assessment methods to students; and
- Respond to, and report, incidents of academic misconduct.

Students have a responsibility to:

- Familiarize themselves with the Policy and Procedure;
- Participate in learning activities related to academic integrity;
- Ask for guidance when unsure about academic integrity or assessment expectations in a timely manner; and
- Demonstrate academic integrity when completing and submitting assessments.

6. PROCEDURE

The Vice President of Academic and Applied Research shall ensure that procedures are developed and implemented in accordance with the Policy.

7. WORKS CITED

[International Center for Academic Integrity](#) [ICAI]. (2021). The Fundamental Values of Academic Integrity. (3rd ed.).

Approval History

Approved by President
Revision 1

October 29, 2024
August 26, 2026