



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	August 26, 2026 (R1)

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.

- 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 and other relevant training.
- 2.3. Campus and program administrators 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 academic dishonesty.

- 3.1. Instructors are expected to clearly communicate:

- 3.1.1. CNA's expectations for academic integrity within their course syllabus.
- 3.1.2. Due dates for all academic work in writing at the beginning of the semester.
- 3.1.3. Which materials or technologies are authorized or prohibited in advance of academic work.
- 3.2. Plagiarism and AI checkers have not been approved for use in reviewing or evaluating students' work. Any use of such technology is not permitted and may constitute a violation of a number of CNA policies, including but not limited to: Electronic Information Systems Use (IS-501), Intellectual Property (AC-111), Privacy Breach (PA-602), Employee Code of Conduct (HR-403), Records and Information Management (PA-603).
- 3.3. Students are expected to:
 - 3.3.1. Ask their instructors questions if they are unsure of whether something counts as academic dishonesty.
 - 3.3.2. Use online proctoring software in accordance with CNA's guidelines.

4.0 Intervention

When there is suspicion that a student has violated the Academic Integrity Policy, the following process 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.
 - 4.1.1. If academic misconduct is identified by an invigilator, the invigilator will notify the instructor, and the instructor will provide formal written notice to the student.
- 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 or program 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 an opportunity to explain their actions.
 - 4.3.1. The instructor may request that campus or program 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 or program administrator.
- 4.4. The campus or program administrator reviews the case.
 - 4.4.1. If the campus or program 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 or program administrator determines that academic misconduct has occurred, the campus or program administrator will complete an academic integrity incident form.
 - 4.4.2.1. The instructor will provide the campus or program 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 academic dishonesty;
 - 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 or program administrator will determine the sanction(s) for the offending student using the process outlined in the [*Academic Integrity Administration Guidebook*](#).
- 4.5.1. When assigning sanction(s), the following factors must be considered:
- 4.5.1.1. The severity of the academic dishonesty (i.e., a minor or major offense);
 - 4.5.1.2. The intentionality of the offense;
 - 4.5.1.3. The relative value or importance of the academic work;
 - 4.5.1.4. The context or mitigating circumstances of the offense; and
 - 4.5.1.5. The number and severity 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 revised 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 or reassessing an already-awarded grade for academic work where subsequent evidence establishes that the work involved academic dishonesty.
- 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 or program administrator will consider when the prior offence happened and the severity of the previous offence.
- 4.6. The campus or program administrator will record the assigned sanctions using the academic integrity incident form and submit it via PeopleSoft within three (3) business days.
- 4.7. The campus or program 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).
- 4.8.1. If the appeal is successful, the academic integrity form will be deleted from PeopleSoft within three (3) business days by the campus or program administrator.
- 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 and program administrators, 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
Revision 1	August 26, 2026