

 <p>Policies & Procedures Manual</p>	# Pages: Page 1 of 5	Policy Number: AC-01-26
	Approved by: Learning Council	
Section: Academic - Student	Effective Date: April 24, 2018	
Title: Academic Integrity	Replaces: ACAD-01-19 Academic Honesty	

POLICY STATEMENT

Students will demonstrate Academic Integrity, will avoid all forms of Academic Misconduct, and will seek clarification from the University College of the North (UCN) instructional staff to ensure an understanding of the expectations for their Academic Work. UCN will take appropriate action when a student becomes involved in Academic Misconduct.

PURPOSE OF POLICY

Academic Integrity is critical in a learning environment and a fundamental core value of an academic institution. Academic evaluation must be representative of knowledge and skill level achieved by a learner as demonstrated through their Academic Work. Acts of Academic Misconduct make it impossible for accurate evaluation to occur.

UCN has a duty to maintain a high standard of Academic Integrity. This ensures that UCN's scholarship, research, certificates, diplomas and degrees remain credible.

DEFINITIONS

Academic Integrity – refers to the requirement for honesty and truthfulness in all UCN relationships, activities, and commitments. From these fundamental values of honesty and truth flow consistent, ethical behaviour when engaged in Academic Work, or any other academic activity.

Academic Misconduct – refers to all dishonest behaviour, whether deliberate or otherwise, related to Academic Work, or any other academic activity.

Academic Work – refers to all forms of student work intended to demonstrate the knowledge and skill a student has acquired during their studies. It refers to course work such as assignments and tests, materials or evaluations used to determine Recognition of Prior Learning, various forms of research, as well as applied learning. All work produced by students during the course of their academic studies with UCN is considered Academic Work, whether or not it is eligible to receive a grade or evaluation.

Instructor – refers to the instructor of the course in which the Academic Misconduct has occurred.

Dean – the Dean, an equivalent or designate(s) of the program in which the student accused of Academic Misconduct is a learner.

Members of the UCN Community – refers to students, staff or anyone else associated with UCN who may acquire knowledge of a specific incident of Academic Misconduct.

FORMS OF ACADEMIC MISCONDUCT

Plagiarism: Representing the words, ideas, research, or data created by, or belonging to, someone else as if it were your own.

Plagiarism may range from close imitation or paraphrasing the thoughts of another, to the submission of an entire Academic Work created by someone else. All forms of plagiarism share a common element: material is being presented as the student's original Academic Work, without acknowledgement, use of quotation marks, citations, or other references deemed appropriate by UCN staff. Plagiarism also includes submitting the same work for credit in more than one course. Students who want to submit work that was prepared for another course must first receive instructor permission.

Cheating: The use or distribution, or the attempted use or distribution, of unauthorized materials, equipment, information, or study aids when engaged in Academic Work.

Cheating includes being in possession of unauthorized material during testing, behaviour such as copying from another student, impersonation of a student in an examination or test, disguising one's own identity, or any other act by which a student attempts to misrepresent their demonstration of academic skills or knowledge.

False or Misleading Representation: Misrepresenting, exaggerating, withholding information or providing any false information for academic or financial benefit.

It may involve disclosing false, or withholding accurate, information in communication with UCN staff during the course of a student's studies, or in the application process. It may involve falsifying research, data, or information submitted as Academic Work. It may further involve forging or falsifying official UCN documents, such as grade reports, transcripts or other records.

Accommodation Under False Pretenses: Misrepresentation in order to receive any academic accommodation on disability-related or compassionate grounds.

This may include obtaining medical or other certificates under false or misleading pretenses, altering medical or other certificates, or presenting them in a manner meant to deceive to receive accommodation.

Collusion: Carrying out, or attempting to carry out, an agreement with any other person to commit an act of Academic Misconduct.

Unauthorized Collaboration: Submitting Academic Work that was created in collaboration with any other person, when such collaboration did not have the instructor's approval.

Sabotage: The deliberate destruction, disruption or tampering of another person's Academic Work or learning environment.

Inappropriate Use of Digital Technology: Forms of inappropriate use of digital technology may include but are not limited to:

- Unauthorized entry into a computer file for the purpose of using, reading or changing its contents;
- Unauthorized transfer of one or more files or part of the data contained within a file;
- Unauthorized use of another's identification and password; and,
- Use of computing facilities to interfere with, or alter the work of another student, faculty member, or UCN staff member.

PROCEDURES

1. Members of the UCN community who have reason to believe that Academic Misconduct has occurred, or who are in possession of evidence that may indicate Academic Misconduct has occurred, will relay such information as follows:
 - (a) if the allegation is in regards to a specific course, the Instructor of that course will conduct a review and provide findings to the Dean;
 - (b) if the allegation involves actions that are not associated with a specific course, or that are associated with several courses, to the Dean of the program in which the student is a learner, to conduct an investigation; or
 - (c) if the allegation concerns forging or falsifying official UCN documents, including but not limited to, grade reports, transcripts, certificates, diplomas, and degrees, to the Registrar's Office to conduct an investigation in accordance with paragraph 7.
2. Following an investigation under 1 (a) or (b), the Dean will meet with the student and present the evidence of the possible Academic Misconduct that has occurred.
3. The student may submit a written submission in response to the allegations within three (3) working days.
4. The Dean will review the student's submission and the following action will be taken:
 - (a) if the Dean finds that no Academic Misconduct has occurred, then no further action will be taken, and no record of the incident will be kept;
 - (b) if the Dean finds that Academic Misconduct has occurred:
 - (i) the Dean will contact the Registrar's Office to determine whether the student has a history of Academic Misconduct;
 - (ii) the Dean will direct a reprimand be issued to the student which may include directions; and,

- (iii) the Dean may take further action, considering the nature, severity and frequency of the Academic Misconduct including one or more of the following:
- require the student complete a paper or assignment on Academic Integrity, including self-reflection on the incident in question;
 - require the student redo and re-submit the Academic Work in question (program directives regarding late submissions may apply);
 - issue a lowered grade on the Academic Work in question; and,
 - any other appropriate disciplinary action provided for in the Student Discipline policy, up to and including a recommendation for suspension or expulsion. Appropriate action may include a consequence that affects a student's grade, or denying of credit.
5. An oral reprimand will be issued by a staff member with date and circumstances documented. A copy of this documentation will be sent to the Registrar's Office.
6. A staff member will issue a written reprimand if:
- (a) the student fails to comply with the directions of the oral reprimand; or,
 - (b) in the judgement of the staff member, the circumstances of the Academic Misconduct constitutes serious misconduct and warrants a written reprimand. A copy of a written reprimand will be sent to the Registrar's Office.
7. Where the suspected Academic Misconduct concerns forging or falsifying official UCN documents, including but not limited to, grade reports, transcripts, certificates, diplomas, and degrees, the Registrar's Office will conduct an investigation:
- (a) during the investigation, the student may provide the Registrar's Office with an explanation; and,
 - (b) following the investigation, the Registrar's Office will consider all relevant evidence including the student's written submission and determine whether Academic Misconduct has occurred.
8. If the Registrar's Office finds that no Academic Misconduct has occurred, no further action will be taken, and no record of the incident will be kept.
9. If the Registrar's Office finds that Academic Misconduct has occurred, the Registrar's Office:
- (a) will issue a written reprimand to the student; and,
 - (b) may take any other appropriate disciplinary action provided for in the Student Discipline policy, up to and including a recommendation for suspension or

expulsion. Appropriate action may include a consequence that affects a student's grade, or denying of credit. A copy of the written reprimand will be retained in the student's file housed in the Registrar's Office.

10. The Student Discipline policy applies to students found to have committed an act of Academic Misconduct in their application to UCN. UCN may rescind an offer of admission, impose conditions on future application, or take any other action it deems reasonable if a student is found to have committed an act of Academic Misconduct.
11. The Student Discipline policy applies to students who are no longer studying at UCN, or who have graduated from UCN, and who are found to have committed an act of Academic Misconduct. The act of Academic Misconduct may have occurred in activities associated with UCN before, during or after their studies at UCN. UCN may act upon the discovery of Academic Misconduct, regardless of when such discovery is made. In addition to sanctions that may be imposed in applying the policy for Student Discipline, UCN may do one or more of the following:
 - (a) place a notation on a student's official transcript indicating an act of Academic Misconduct had occurred,
 - (b) rescind credit for courses; or,
 - (c) rescind the credential conveyed upon the student.

APPEALS OF DECISIONS

Students have the right to appeal any decisions made pursuant to this policy under AC-01-06 Academic and Disciplinary Appeals Policy.

Related Policy:

AC-01-27 Student Discipline
AC-01-28 Student Code of Rights and Responsibilities
AC-01-06 Academic and Disciplinary Appeals