

---

## Academic Integrity

---

Policy Number:	1111
Key Process Area:	Academic Planning & Evaluation
Owner:	VP AISA
Current Approved Date:	May 2024

---

### **POLICY STATEMENT**

New Brunswick Community College (NBCC) is committed to promoting academic integrity. Academic honesty and integrity are fundamental expectations and requirements of applicants and students as they assume responsibility for their learning and actions.

### **PURPOSE**

This policy outlines responsibilities of the NBCC Community in supporting academic integrity and provides a description of applicant or student actions that may represent minor and major misconduct.

### **SCOPE AND LIMITATIONS**

This applies to NBCC applicants and students.

### **1.0 DEFINITIONS**

#### **Academic Dishonesty**

- an intentional, reckless, careless, or improper act for the purpose of obtaining, for oneself, or a third party, academic advantage, credential, admission or credit by deception or fraudulent means.

#### **Academic Integrity**

- the requirement for all College applicants, students, and employees to conduct themselves in an honest and trustworthy manner in all aspects of their academic career.

#### **Academic Misconduct**

- a breach of the Academic Integrity Policy that may be considered a minor or major misconduct, based on individual circumstances. ([See Appendix A Examples](#))

#### **College Community Members**

-any person who studies, teaches, conducts research, or works at or under the auspices of the College, including, but not limited to any person who is an employee of the College; students at the College; visiting scholars, and any other persons while they are acting on behalf of or at the request of the College; and a contractor engaged by the College.

#### **Evaluation and Assessment**

- any teaching and learning activity in which the student is required to engage as part of the course of study and the objective is to measure learning. Examples include but are not limited to quizzes, tests, exams, assignments, and projects.

#### **Plagiarism**

- presentation or submission of work or data (published or unpublished in any form), done in whole or in part by other persons, without citation or credit, as the student's own work i.e., a group project, book, journal, electronic media, etc. ([See Appendix A Examples](#))

## 2.0 IMPLEMENTATION

Academic Integrity is an important aspect of academic education, scholarship and achievement that positively impacts the college and its students. It requires that members of the College Community be meticulously honest in all academic activities. Conduct falling short of this standard may amount to academic misconduct and be subject to investigation.

### 2.1 Education and Resources

Educational standards and expectations for academic integrity shall be clearly defined, with resources and supports provided. College requirements and resources for academic honesty and integrity are communicated and made available.

### 2.2 Responsibilities

#### 2.2.1 Responsibilities of the College:

- a) ensure that applicants and students are aware of their responsibilities regarding academic integrity
- b) ensure that applicants and students are aware of acceptable uses of artificial intelligence (AI)
- c) advise applicants and students of the consequences for breaches of academic integrity
- d) ensure that breaches of academic integrity are dealt with in a reasonable and progressive manner
- e) provide reasonable measures to ensure that opportunities for academic misconduct are minimized
- f) provide standards for the College Community that define the expectations and requirements for academic integrity

#### 2.2.2 Responsibilities of the Applicant/Student:

- a) to familiarize themselves with NBCC's expectations regarding academic integrity
- b) to obtain clarification from appropriate College employees when unsure if their actions constitute or have the potential to constitute academic misconduct
- c) understand and comply with the College's expectations regarding the acceptable uses of Artificial Intelligence (AI) tools
- d) cooperate with staff during investigations of academic misconduct

### 2.3 Addressing Breaches of Academic Integrity

Academic dishonesty and suspected breaches of academic integrity may result in Informal or Formal Assessment of the applicant's or student's action depending on the type of misconduct, category and number of offenses that have occurred. (Refer to Addressing Breaches of Academic Integrity Process).

### 2.4 Appeal

If an applicant or student believes they have been falsely accused, they may appeal using the steps outlined in the Student Appeal process.

### 3.0 OTHER RELATED DOCUMENTS

[Academic Integrity - Plagiarism & Citation - Library Learning Commons at New Brunswick Community College \(libguides.com\)](#)

[Addressing Breaches of Academic Integrity \(1111.5349\)](#)

[Recognition of Prior Learning \(1310\)](#)

[Student Appeal \(1000.4809\)](#)

[Student Code of Conduct \(1112\)](#)

[Student Standing \(1113\)](#)

## Appendix A – Examples of Academic Misconduct\*

\*NBCC examples of academic misconduct include but are not limited to the following. The College Registrar (or designate), Instructor and/or Academic Chair will determine the type and category of the misconduct.

### Examples of Minor Misconducts

- Copying the work of another person for any evaluation and/or assessment. *(depending on the portion of work copied, this may constitute major misconduct)*
- Permitting or assisting another student to copy work for any evaluation and/or assessment.
- Plagiarism. Examples of plagiarism may be intentional or unintentional and include but are not limited to:
  - submitting written work in whole or in part by another person as if it were one's own
  - downloading material from the internet, then quoting or paraphrasing it in whole or in part, without properly acknowledging or citing the original source
  - using any graphics or artistic content, or parts thereof that you did not create (such as pictures, diagrams, charts, tables, graphs, or videos) in any assessed course element (written or oral) without properly acknowledging the source
  - using any parts of any artistic work, literary work and/or dramatic work created by another person and submitting it as one's own without properly citing the reference
  - paraphrasing (using someone else's ideas but putting them in one's own words), or summarizing part of another writer's work without properly acknowledging the source
  - restating a catchy phrase or slogan directly from another writer without properly acknowledging the source
  - using someone else's line of thought, argument, arrangement, supporting evidence, or conclusions without properly acknowledging the source
  - copying another student's work and submitting the work as if it were one's own
  - submitting substantially identical work after group collaboration on an assignment that will be assessed individually
- Doing work for another student or having another student do one's own work.
- Collaborating on work that is assigned to be done independently.
- Using an electronic device (mobile phone, laptop, etc.) during an assessment without prior approval from the instructor.

### Examples of Major Misconducts

- Copying a significant portion of work from another person for any evaluation and/or assessment. *(depending on the portion of work copied, this may constitute minor misconduct)*
- Taking a test or participating in any evaluation and/or assessment for and in the place of another student.

*Any document appearing in paper form is uncontrolled and must be compared to the electronic version.*

- Having another student take a test or participate in any evaluation and/or assessment on your behalf.
- Obtaining a copy of or answers to an evaluation and/or assessment in an unauthorized way. For example, from a student who has taken the evaluation and/or assessment.
- Providing evaluation and/or assessment questions or answers to a student in advance of the evaluation and/or assessment, except where permission has been provided by the appropriate NBCC employee.
- Giving answers to a student in advance of an evaluation and/or assessment for the purpose of providing that student with an unfair advantage.
- Falsifying evaluation and/or assessment documents and/or results for the purpose of having a change of grade.
- Falsifying anything on an evaluation and/or assessment.
- Dishonesty, lying, fraud, deceit.
- Damaging the work of another student.
- Interfering with the right of other students to pursue their studies.
- Failing to follow instructions related to evaluation and/or assessment processes (start/stop times, etc.).
- Attempting to influence a person to alter a grade through inappropriate means.
- Forgery, alteration or unauthorized possession of College documents or electronic resources.
- Using or consulting any unauthorized source, materials, or electronic device during an evaluation and/or assessment.
- Using one's own work for more than one class without disclosure and/or permission.
- Offering work for sale with the expectation that other students will use it to meet academic requirements on behalf of themselves or a third party.
- Impersonating another student or employee for any purpose relating to completion of course requirements.
- Requesting special consideration based on false statements for the purpose of obtaining an advantage in relation to an application for recognition of prior learning, admission to a College program, or the completion of course requirements.
- Submitting any falsified or altered documents either for the purpose of gaining access or admission to any NBCC course or program, for completion of any course requirement or to receive credit for prior learning
- Interfering with another student's ability to access resources.
- Helping or supporting anyone in their efforts at academic dishonesty, plagiarism, etc.
- Undisclosed conflict of interest