

Addressing Breaches of Academic Integrity

New Brunswick Community College is committed to promoting academic integrity throughout the college community and following a process to handle suspected breaches.

DEFINITIONS

Academic Integrity

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

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 Misconduct

- a breach of the Academic Integrity Policy that may be considered a minor or major misconduct, based on individual circumstances.

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- presentation or submission of work or data (published or unpublished in any form), done in whole or in part by other persons, without citation or credit, as the student's own work i.e., a group project, book, journal,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

1.0 PURPOSE and SCOPE

This process provides guidelines in addressing breaches of Academic Integrity. Suspected breaches may result in Informal or Formal Assessment of the student's action depending on the type of misconduct, category and number of offenses that have occurred. The Instructor and/or Academic Chair will determine the type and category of the misconduct and use these guidelines for Student Assessment.

2.0 GUIDELINES for STUDENT ASSESSMENT

2.1 Guidelines for Student Assessment*

Type of Academic Misconduct	Category	Offense	Assessment
Plagiarism	Minor	First	Informal
		Second	Informal
		Third or Repeated	Formal
	Major	First	Informal/Formal
		Second	Formal
Academic	Minor	First	Informal
		Second or Repeated	Formal
	Major	All	Formal

** This table represents guidelines for Student Assessment only, refer to details below and Academic Integrity Policy-Appendix A.*

2.2 Minor Plagiarism

The Instructor must discuss details of the situation with the student. (*Refer to Appendix A*)

a) First offense

The Instructor is responsible to coach the student in minor breaches to ensure that the plagiarism is understood and resolved. Referral will be made to appropriate student services academic supports to ensure clarification (E.g., Library Commons, Learning Strategist).

The Instructor may offer the student an opportunity to resubmit the work on the first offense for full value.

b) Second offense

The Instructor will review the issue with an Academic Chair. If the student has already been coached on the same issue, a value of zero may be given with the Academic Chair's approval.

c) Third offense

Repeated minor violations will be referred to the Formal Student Assessment process.

2.3 Major Plagiarism

When a significant portion of the work is from alternate sources such as the internet, book, or another medium, it is classified as major plagiarism. The Instructor must discuss details of the situation with the student to determine the assessment process that will be followed. (*Refer to Appendix A*)

a) First offense

The Instructor is responsible to coach the student to ensure that the plagiarism is understood and resolved. Referral will be made to appropriate student services academic supports to ensure clarification (E.g., Library Commons, Learning Strategist).

The Academic Chair may approve a zero for the assessment. The Chair may also refer the offense to the Formal Student Assessment process.

b) Second offense

A repeated major violation will be referred to the Formal Student Assessment process.

2.4 Minor Academic Misconduct

The Instructor must discuss details of the situation with the student. This would include minor misconducts. (*Refer to Appendix A*)

a) First Offense

The Instructor is responsible to coach the student in minor breaches to ensure that the academic misconduct is understood and resolved. Referral will be made to appropriate student services academic supports to ensure clarification (E.g., Library Commons, Learning Strategist).

The Academic Chair may approve a zero for the assessment. The Chair may also deem the offense as a major misconduct and refer to the Formal Student Assessment process.

b) Second Offense

A repeated academic misconduct will be referred to the Formal Student Assessment process.

2.5 Major Academic Misconduct

All major academic misconduct occurrences will be addressed according to the Formal Student Assessment process.

3.0 Related Documents

Academic Integrity (1111)
Student Standing (1113)
Student Assessment (1115)
Student Appeal (1000.4809)
Student Code of Conduct (1112)
Instructor Standards (1109.5016)
Academic Chair Standards (1109.5022)