

## Addressing Breaches of Academic Integrity

New Brunswick Community College is committed to promoting Academic Integrity throughout the college community and following a fair and collaborative process to handle suspected breaches.

### 1.0 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.

#### **Balance of Probability**

- the standard that must be met in order to demonstrate that it is “more probable than not” that there has been a violation of policy.

#### **Interim Measures**

- for the purposes of individual and community safety, non-disciplinary restrictions that are placed upon student(s) pending the completion of an investigation. These restrictions could include but are not limited to requiring a student to limit their participation in non-essential educational activities, limiting contact between individuals, and/or placing interim restrictions on access to campus locations or services.

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- presentation or submission of work or data (published or unpublished in any form), done in whole or in part by other persons, without citation or credit, as the student’s own work i.e., a group project, book, journal,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

#### **Procedural Fairness**

- the process that ensures that an individual who is alleged to be in violation of a policy is given fair consideration in the determination of responsibility.

#### **Support Person**

- a person who clarifies policies and processes, as well as provides assistance to the student.

### 2.0 PURPOSE and SCOPE

This document outlines the process to be followed when 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 and number of offenses that have occurred. The Instructor and Academic Chair will determine the type and category of the misconduct and use these guidelines for Student Assessment.

### 3.0 IMPLEMENTATION

College staff share responsibility for ensuring that students are aware of their responsibilities regarding NBCC policies, to provide clarification when questions arise related to policies and processes, and to ensure that breaches are dealt with in a reasonable timeframe and in a progressive manner.

NBCC has a responsibility to evaluate, investigate and adjudicate allegations of violations of Academic Integrity in a manner that adheres to the principles of procedural fairness. The process is designed to incorporate a developmental approach. NBCC Staff are committed to encouraging critical reflection, accountability, and learning. Where possible and appropriate, education and coaching shall be used to support student standing improvements and informal resolutions of minor misconduct.

### 4.0 GUIDELINES for STUDENT ASSESSMENT – IN PROGRAM

#### 4.1 Preliminary Inquiry

Instructors are responsible for evaluating and assessing a student's academic progress. When a concern exists regarding a suspected violation of Academic Integrity, instructors are expected to inform the student and explain the nature of the concern, allowing the student an opportunity to ask questions and share their experience.

After meeting with the student regarding the suspected violation, the instructor will meet with the Academic Chair to determine whether the violation is minor or major, reviewing the student's file for previous violations. (see chart below for examples of minor and major violations of academic integrity.

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

## **4.2 Informal Assessments**

### **4.2.1 First offenses**

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.

### **4.2.2 Subsequent offenses**

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

## **4.3 Formal Assessments**

Repeated minor and all major academic misconduct occurrences will be addressed according to the Formal Student Assessment process.

- 4.3.1 The Student Assessment Committee may consist of the following representatives:
  - Academic Chair of the program involved (or designate), who will serve as the Lead of the Assessment Committee.
  - A minimum of two additional academic personnel (Coordinating Instructor, Student Services representative, etc.), not directly involved in the incident.
- 4.3.2 The student shall be notified in writing by the Lead of the Student Assessment Committee a minimum of two days in advance that a formal meeting is requested to investigate a potential breach of Academic Integrity.
- 4.3.3 Student input and participation in the assessment process is valued and encouraged. The student is encouraged to speak with a member of the Student Services team or advocate prior to the assessment meeting. Students are advised that they can bring a support person to the meeting (Student Services team member, family member or NBCCSU advocate) and can request appropriate individuals as guests (i.e., sponsoring agency, co-op coordinator).
- 4.3.4 The student is encouraged to attend the assessment meeting. Both the student and faculty involved will have the opportunity to provide input at the meeting. In the event the student does not attend, the meeting will take place in their absence.
- 4.3.5 The Student Assessment Committee acts within the scope of the mandate of NBCC and its existing policies. The committee conducts an internal review of the suspected policy violation by ensuring that all relevant facts from all parties involved be reviewed and taken into consideration.

- 4.3.6 The student may be permitted to attend classes awaiting the decision of the Assessment Committee.

## **4.4 Formal Student Assessment – Decision & Sanctioning**

After an assessment meeting occurs, the Student Assessment Committee meets to decide if there is a violation of a policy and what sanctions will be applied.

- 4.4.1 The Student Assessment Committee weighs all information available from the investigation and meeting to determine if there is a policy violation based on the balance of probability.
- 4.4.2 Where there is no finding of violation based upon information and evidence provided, the Lead will send a formal decision letter indicating so.

Where a policy violation is confirmed, sanctions will be decided. These can be developmental, restorative, or disciplinary and should be reasonable and progressive in nature.

- 4.4.3 The Student Assessment Committee decisions may include but are not limited to any of the following sanctions:
- additional requirements established for program completion
  - a developmental or educational assignment
  - a restorative agreement
  - a reprimand so that the student is advised of unacceptable behaviour with formal notification that continuation of such behaviour will result in disciplinary action
- 4.4.4 Committee decisions are made through a consensus decision-making process. To comply with fairness principles, including a meaningful right of appeal, the decision must include the following elements when issued to the student:
- factual findings that were key to the decision
  - reasons/clear explanation how the factual behaviour is deemed to constitute misconduct
  - confirmation of the level/nature of the misconduct identified (minor misconduct, major misconduct)
  - sanction imposed
  - reasons/clear explanation why the imposed sanction is deemed to be appropriate
- 4.4.5 In addition to sanctions, the Committee will determine any change in Student Conduct Standing:
- change in student standing because of repeated minor misconduct (i.e. Conduct Probation, Conduct Suspension)
  - change in Student Standing because of major misconduct (i.e. Conduct Probation, Conduct Suspension, Expulsion)

Decisions by the committee to impose extended suspension and expulsion outcomes may require consultation with the Academic Dean.

- 4.4.6 The Lead advises the student of the Committee's decision within two (2) academic days of the Student Assessment meeting. At the time of student advisement, the student is also informed of their right to appeal. (See [Student Appeal](#).)
- 4.4.7 A copy of the Student Assessment Meeting decision letter is sent to the Registrar's Office, and sponsor (if applicable).

## **4.5 Formal Student Assessment –Student Follow-up & Records**

- 4.5.1 When possible, a Coordinating Instructor will conduct a follow-up meeting with the student to support developmental or restorative outcomes being completed. If developmental or restorative sanctions have been completed, the student is sent an email after the check-in meeting as a record of the sanctions being fulfilled.
- 4.5.2 If developmental or restorative sanctions are not completed within the timelines outlined in the decision letter, a disciplinary sanction may be issued by the initial Student Assessment Committee.
- 4.5.3 Records of the meeting, outcomes and other relevant documentation are confidentially maintained by the Lead in a secure location for the current academic year. For meetings resulting in a change in student standing, records become part of the official student record. The Lead notifies the Registrar to add the appropriate notation to the official student record.
- 4.5.4 Students who have been suspended for misconduct reasons will be readmitted to a class or program only after the time frame specified, and conditions of the assessment committee decision have been met.

NOTE: Timelines for meeting invitations and outcome letters, as set out in the procedures within the policy, are those to which the College expects normally to be able to adhere. It is anticipated, however, that there may be occasions when it is not feasible for a full and thorough investigation to be carried out within those normal timescales, where a longer period is therefore required. These may include, but are not restricted to:

- Periods when NBCC is closed (e.g. Statutory Holidays and the Christmas/New Year period)
- Periods when key staff are absent from the College due to work commitments, scheduled or unscheduled leave, sickness, or other good reason
- Other extenuating circumstances.

Where it is apparent that the stated deadlines cannot be met, the student will be informed at the earliest opportunity.

## **5.0 GUIDELINES for STUDENT ASSESSMENT – RECOGNITION OF PRIOR LEARNING**

### **5.1 Preliminary Inquiry**

When assessing applications for the Recognition of Prior Learning (RPL) the College has the right to request additional documentation to confirm the authenticity of any part of a student's application. If the RPL Coordinator suspects a violation of Academic Integrity, they will contact the student within 5 academic days to discuss the concern.

After meeting with the student regarding the suspected violation, the RPL Coordinator will meet with the Head of Admissions. The Head of Admissions will review the student's file for previous violations.

All violations of Academic Integrity relating to Recognition of Prior Learning will be considered major violations and will follow the formal assessment meeting process.

### **5.2 Formal Assessments**

- 5.2.1 The Student Assessment Committee may consist of the following representatives:
  - The Head of Admissions, who will serve as the Lead of the Assessment Committee.
  - The RPL Coordinator.
  - A minimum of two additional academic personnel (Coordinating Instructor, Student Services representative, etc.), not directly involved in the incident.
- 5.2.2 The student shall be notified in writing by the Lead of the Student Assessment Committee a minimum of two days in advance that a formal meeting is requested to investigate a potential breach of Academic Integrity.
- 5.2.3 Student input and participation in the assessment process is valued and encouraged. The student is encouraged to speak with a member of the Student Services team or advocate prior to the assessment meeting. Students are advised that they can bring a support person to the meeting (Student Services team member, family member or NBCCSU advocate) and can request appropriate individuals as guests (i.e., sponsoring agency, co-op coordinator).
- 5.2.4 The student is encouraged to attend the assessment meeting. Both the student and staff involved will have the opportunity to provide input at the meeting. In the event the student does not attend, the meeting will take place in their absence.
- 5.2.5 The Student Assessment Committee acts within the scope of the mandate of NBCC and its existing policies. The committee conducts an internal review of the suspected policy violation by ensuring that all relevant facts from all parties involved be reviewed and taken into consideration.

- 5.2.6 The student may be permitted to attend classes awaiting the decision of the Assessment Committee.

### **5.3 Formal Student Assessment – Decision & Sanctioning**

After an assessment meeting occurs, the Student Assessment Committee meets to decide if there has been a breach of Academic Integrity.

- 5.3.1 The Student Assessment Committee weighs all information available from the investigation and meeting to determine if there is a policy violation based on the balance of probability.
- 5.3.2 Where there is no finding of violation based upon information and evidence provided, the Lead will send a formal decision letter indicating so.
- 5.3.3 Where a policy violation is confirmed, sanctions will be imposed according to the Recognition of Learning Policy 1310: the application will be denied, and all previous RPL applications will be subject to review and re-evaluation. In addition, the student will not be permitted to submit any future Credit Transfer or Credit Equivalency applications.
- 5.3.4 The Lead advises the student of the Committee's decision within five (5) academic days of the Student Assessment meeting. At the time of student advisement, the student is also informed of their right to appeal. (See [Student Appeal](#) policy.)
- 5.3.5 A copy of the Student Assessment Meeting decision letter is sent to the Registrar's Office, and sponsor (if applicable).

### **5.4 Formal Student Assessment – Student Follow-up & Records**

Records of the meeting, outcomes and other relevant documentation are confidentially maintained by the Lead in a secure location for the current academic year. For meetings resulting in a change in student standing, records become part of the official student record. The Lead notifies the Registrar to add the appropriate notation to the official student record.

NOTE: Timelines for meeting invitations and outcome letters, as set out in the procedures within the policy, are those to which the College expects normally to be able to adhere. It is anticipated, however, that there may be occasions when it is not feasible for a full and thorough investigation to be carried out within those normal timescales, where a longer period is therefore required. These may include, but are not restricted to:

- Periods when NBCC is closed (e.g. Statutory Holidays and the Christmas/New Year period)
- Periods when key staff are absent from the College due to work commitments, scheduled or unscheduled leave, sickness, or other good reason
- Other extenuating circumstances.

Where it is apparent that the stated deadlines cannot be met, the student will be informed at the earliest opportunity.

## 6.0 RELATED DOCUMENTS

[Academic Integrity \(1111\)](#)

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

[Student Appeal](#)

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

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

[Academic Chair Standards](#)



## **Appendix A – Examples of Academic Misconduct\***

*\*NBCC examples of academic misconduct include but are not limited to the following. The 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.
- 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 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

## Appendix B-Process Map

### ACADEMIC INTEGRITY PROCESS MAP (IN PROGRAM)

