



Procedure

Procedure Name	<i>Academic Integrity Procedure</i>		
Procedure #	SR 1.03	Parent Policy	SR 1.0 Student Rights and Responsibilities
Policy Owner	Vice President – Academic	Effective Date	August 25, 2017
Procedure Owner	Associate Vice President – Campus Life	Review Date	July 1, 2020
Approved by	Associate Vice President – Campus Life	Approval Date	July 26, 2017

1.0 Purpose/ Background

This procedure serves as a guide to members of the NAIT community to define and explain Academic Integrity and address instances where students engage in behaviours that are contrary to the NAIT principles of Academic Integrity. This procedure applies to individuals who are applicants or students at NAIT. This procedure also applies to graduates in cases where the academic misconduct occurred during their NAIT program but was discovered after their graduation.

2.0 General Principles

Academic integrity is critical to the educational mission of NAIT. NAIT programs and courses are based on specific learning outcomes that students are required to achieve. Programs and courses offer regular evaluations (tests, assignments, practical exams, etc.) to assess student learning. These evaluations allow students to demonstrate their ability to achieve the outcomes and require a student to achieve a certain level of competency to be given credit for a course.

Academic Integrity is demonstrated by students taking steps to make sure that their instructor can accurately assess a student's skill level for a given topic. This means that the work students submit must be their own, within the parameters of the assigned work to be assessed, and any part of that work that is not their own is appropriately attributed.

Students also demonstrate Academic Integrity by taking steps to ensure that their efforts are not used by other students to misrepresent their skills during assessment. In other words, supporting others in violations of the principles of Academic Integrity is itself a violation of these principles.

When students, intentionally or not, obfuscate, deceive, or hinder the ability of NAIT instructors and programs to assess their performance they will be considered to have violated the NAIT principles of Academic Integrity. While other conduct is considered "Non-Academic" misconduct

and is governed by other procedures under the Rights and Responsibilities Policy, the context of academic misconduct is the same as non-academic misconduct. The goal of any procedure relating to misconduct at NAIT is to repair harms, educate the students, and to only use punitive approaches when restorative or educational approaches are not feasible.

3.0 Definitions

Term	Definition
Academic Integrity	The quality and practice of a student who ensures an instructor or other evaluator has an accurate and truthful representation of a student's skills and abilities on all assignments, submissions, and coursework.
Alternative Dispute Resolution	Pathways to resolve a dispute that typically have some level of collaboration or cooperation between both a complainant and a respondent. Resolutions are recorded on a student's conduct file, which is a record housed with the Student Resolution Office. Failure to abide by the terms of an Alternative Resolution, or repeated behaviour requiring alternative resolutions, may result in a Formal Adjudication Procedure taking place.
Balance of Probabilities	The evidentiary standard used at NAIT. This standard requires that when all available evidence is reviewed, whatever the evidence suggests is <i>most likely</i> to have happened is considered to be true. Also known as Preponderance of Evidence.
Complainant	The person who brings forward information that a violation of this Policy may have occurred OR who was primarily impacted by the violation.
Formal Adjudication	The process whereby an alleged violation has taken place and cannot be resolved via Alternative Dispute Resolutions, or where an Alternative Dispute Resolution has tried and failed. The violation is investigated and a decision of responsibility is rendered along with sanctions as appropriate.
Learning Environment	The physical and virtual space where learning takes place including but not limited to classrooms, hallways, common areas, labs, digital learning resources like Moodle, practicum locations, all social media platforms, and other spaces on campus.
Not Responsible	A declaration or determination that a student did not engage in the commission of a negative behaviour or harm.
Respondent	A person who is alleged to have violated the policy.
Responsible	A declaration or determination that a student did engage in the commission of a behaviour or harm.
Sanction	Binding requirements that a student must follow resulting from formal adjudication of misconduct that recorded on a student's conduct file.
Violation	Behaviour that is contrary to one or more of the rights, or negligent of one or more of the responsibilities, listed in this Policy.

4.0 Procedures

4.1 Violations of Academic Integrity

- 4.1.1 An instructor who suspects a student has engaged in behaviour contrary to the NAIT principles of academic integrity will discuss the matter with the student. The instructor should be prepared to specifically explain the reasons violation of

the principles of Academic Integrity are suspected, and should first seek clarification from the student.

- 4.1.2 The instructor must listen to and document the student's explanation of the alleged academic misconduct.
- 4.1.3 The instructor will decide if it is possible to resolve the violation within the confines of the immediate learning environment. In making this decision, the instructor should consider the student's intent to deceive (if any exists) and whether or not the student accepts responsibility for the conduct.
 - 4.1.3.1 Instructors must consult with their Program Chair to ensure consistency within their program on issues of academic integrity and to determine which of the following resolutions or sanctions is most appropriate.
 - 4.1.3.2 The instructor can offer one or more of the following resolutions:
 - Grade Reduction for the sections of the assignment that are in question
 - Opportunity to submit corrected or new assignment for re-grading
 - In the context of an examination or test, removal of the material used to engage in violations of the principles of Academic Integrity, remove the work done thus far and grading of only the remaining work, or provision of a new test or exam for the student to complete.
 - 4.1.3.3 The resolution should be documented for the Student and the Student Resolution Office to ensure accurate records of the incident.
- 4.1.4 The instructor may, at any time, escalate an incident to a complaint with the Student Resolution Office. However, once the matter has been resolved by the student and instructor, it is considered 'closed' and cannot then be escalated to a complaint without evidence of further misconduct.

4.2 Alternative Resolutions and Academic Integrity

- 4.2.1 Should the Instructor be unable to resolve the issue of academic integrity within the learning environment, a complaint must be filed with the Student Resolution Office. The complaint will be evaluated to determine eligibility for an Alternative Dispute Resolution process, which will be the preferred method of managing issues of academic integrity. Both staff and students are encouraged to engage fully in Alternative Dispute Resolutions. This process will be facilitated by the Student Resolution Office or designate.
- 4.2.2 If the Student Resolution Office identifies academic misconduct as part of a pattern of behaviour, or if the issue cannot be resolved using an Alternative Dispute Resolution process, the Student Resolution Office may trigger a formal complaint to be evaluated with a Formal Adjudication Process.
- 4.2.3 Alternative Dispute Resolutions are an agreement between the Instructor and the Student, therefore there is no appeal.

4.3 Formal Adjudication of issues relating to Academic Integrity

- 4.3.1 Should a Formal Adjudicated Process be required, the Student Resolution Officer or designate will engage in an information gathering process as described in SR 1.04: Formal Adjudication Procedure.

- 4.3.2 When the designated investigator has collected relevant information, a decision of “responsible” or “not responsible” will be made by the Student Resolution Office (or designate) based on a balance of probabilities.
- 4.3.3 The final authority for sanctions rests with the Dean of the respondent’s school (or designate) based on a report detailing information and findings by the designated investigator. Reports will be in writing with clear reasons supporting their findings.
 - 4.3.3.1 In instances where the Dean (or designate) has prior knowledge of the case, pre-existing relationships with complainants or respondents, or any other conflict of interest, the Dean (or designate) should refer the matter to an unbiased decision maker such as the Student Resolution Officer.
 - 4.3.3.2 The Dean (or designate) should consult with the Student Resolution Office to try and maintain consistency in sanctions between all schools at NAIT.
 - 4.3.3.3 Sanctions should be assessed according to the principles and guidelines in SR 1.04: Formal Adjudication Procedure.
- 4.3.4 If a student wishes to appeal this decision, they may do so according to SR 1.05: Student Appeals Procedure.

4.4 Academic Integrity after Graduation

- 4.4.1 NAIT reserves the right to rescind any degree or certification (even after conferral) if an investigation under this procedure determines that a student obtained that degree or certification by misrepresenting any aspect of their application, qualifications, or skills.
- 4.4.2 The authority to rescind a qualification rests with the Provost, on the recommendation by the Student Resolution Officer. This recommendation should be based on an investigation into the allegations of misconduct, either by the SRO or a qualified external investigator, which demonstrates, on a balance of probabilities, that the individual(s) in question are responsible for the misconduct.
 - 4.4.2.1 The Provost may order an additional investigation before rendering a decision.
 - 4.4.2.2 The Provost may reject the recommendation of rescission by the Student Resolution Officer and assign a lesser sanction as deemed appropriate.

5.0 Exceptions to the Procedure

- 5.1 Exceptions to this procedure must be documented and formally approved by the Policy Lead.
Procedure exceptions must include:
 - The nature of the exception
 - A reasonable explanation for why the procedure exception is required
 - Confirmation that the exception aligns with the general principles
 - Any risks created by the procedure exception and how they will be managed.

6.0 Related Documentation

- SR 1.0: Student Rights and Responsibilities Policy
- SR 1.01: Student Resolution Office Activation Procedure
- SR 1.02: Alternative Resolution Procedure
- SR 1.04: Formal Adjudication Procedure
- SR 1.05: Student Appeals Procedure

Document History

<i>Date</i>	<i>Action/ Change</i>
July 26, 2017	Approved by AVP Campus Life, Karen Bennett