

POLICY GROUP: NCT 100 – Student Records, Rights & Responsibilities

POLICY TITLE: Academic Honesty

A. Background and Definitions

Academic Honesty means that all College students will conduct themselves in an honest and trustworthy manner in all aspects of their academic career. Engaging in any form of academic dishonesty to obtain any type of academic advantage or credit is an offense under this policy and will not be tolerated.

Falsification of an Academic Credential/Information: Submission or use of an academic credential or information such as a transcript, diploma, degree, or test results that have been falsified, tampered with or modified in any way.

Plagiarism: The use of someone else’s work and presenting it as one’s own without properly documenting the source. This includes, but is not limited to; words, images, ideas, phrases, signatures and/or computations.

B. Purpose

To produce high quality graduates, the College must maintain the highest standards of Academic Honesty.

C. Scope

This policy applies to all Niagara College students registered and attending classes at the Niagara College - Toronto (NCT) campus.

D. Policy Statements

1. Academic misconduct is a serious offence and will not be tolerated. Forms of academic misconduct include, but are not limited to:

Examinations (Exams) and Tests

- a) Impersonation of a candidate in an exam or test;
- b) Copying from another student or making information available to another student knowing that this is to be submitted as the borrower’s own work;
- c) Possession of unauthorized material and/or devices during a test or exam;

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- d) Submission of a take-home exam written by someone else;
- e) Fraudulent submission or inappropriate submission of content.

Laboratories (Labs)

- a) Copying a lab report or allowing someone else to copy one's report;
- b) Using another student's data unless specifically allowed by the Faculty;
- c) Allowing someone else to complete the lab work on one's behalf;
- d) Using direct quotations or sections of paraphrased material in a lab report without appropriate acknowledgement and/or citation;
- e) Faking a report or fabricating data.

Essays and Assignments

- a) Submitting an essay written in whole or in part by someone else, as one's own;
- b) Preparing an essay or assignment for submission by another student;
- c) Copying an essay or assignment, or allowing one's essay or assignment to be copied by someone else;
- d) Using direct quotations or sections of paraphrased material without appropriate acknowledgement and/or citation;
- e) The buying or selling of essays or assignments;
- f) Submitting the same piece of work in more than one course without the permission of the faculty;
- g) Submitting all or part of a computer program without major modifications of one's own.

In addition, other examples not listed above, but in conflict with the spirit of Academic Honesty at the College will also be subject to penalty.

2. To support Academic Honesty at the College, all work submitted by students may be reviewed for authenticity and originality utilizing software tools and/or third party services.
3. The minimum penalty for a first offense is a mark of zero (0) for the work involved. However, the College reserves the right to assess academic misconduct penalties up to and including course, program or college suspension or expulsion, depending on either the nature of the incident or the cumulative effect of other incidents of academic misconduct. The student will be formally notified of any penalties.

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4. Students who disagree with the decision of guilt in relation to the Academic Honesty policy, or with the severity of the penalty, have the right to appeal via the Appeal of Academic Decisions procedure.

5. Academic misconduct should be distinguished from cooperation and collaboration. Often, students may be permitted or expected to work on assignments collectively and to present the results either collectively or separately. This does not constitute academic misconduct as long as it is clearly understood whose work is being presented.

E. Related Documents

Policies: NCT 100 Student Rights & Responsibilities
 NCT 300 Copyright Compliance

Procedures: NCT 100 Academic Misconduct
 NCT 100 Appeal of Academic Decisions

F. Document History

Date	Approval/Review/Key Change(s)
March 3, 2023	New