

PROCEDURE TITLE: NCT 100 Academic Misconduct

RELATED POLICY: NCT 100 Academic Honesty

A. Definitions

Academic Misconduct: may take many forms including but not limited to, plagiarism, the use of unauthorized aids in assignments, evaluations or examinations (exams), and the willful distortion or fabrication of research results or data.

B. Procedure Purpose

Student Academic Misconduct is a serious offence and will not be tolerated. The College reserves the right to assess Academic Misconduct penalties up to and including course or program suspension, or college expulsion depending on the nature and severity of the incident and/or the cumulative effect of other incidents of Academic Misconduct.

C. Scope

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

D. Procedure Statements

1. Typically, penalties for Academic Misconduct are progressive; first offence - a mark of zero for the work involved, second offence - a mark of zero or unsatisfactory in the course, third offence - program suspension, and fourth offence - college expulsion. However, as per policy, the College also has discretion to assess the nature of the offence and recommend a more or less punitive outcome.
2. Should the Academic Misconduct be in the form of forged transcripts, credentials, or similar college documents, the Academic Director, or designate will assess the penalty. Intentional misconduct of this kind may result in college expulsion.
3. Any change of a final grade or student status as a result of Academic Misconduct penalty will be applied in the system by Retention and Records.
4. Academic Misconduct records are retained by Retention and Records for four (4) years.

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Faculty

5. If a faculty member has evidence that Academic Misconduct has occurred, the faculty member will complete the Academic Misconduct form and submit it to the Academic Director.
6. Faculty are responsible for identifying the Academic Misconduct at hand and assigning a mark of zero for the work involved (e.g., assignment, test, exam, etc.) as noted on the form.

Enrolment Services

7. Upon receipt of the Academic Misconduct form, Academics will record the incident and determine whether it is a first or subsequent offence.
8. If a first offence and no further discipline is recommended by the faculty, the Academic Director will inform the appropriate Academic Administrator of the incident via email and confirm the sanction to the student via email.
9. If a subsequent offence or further discipline is recommended, the Academic Director will advise the appropriate Academic Administrator and include the Academic Misconduct form.

Academic Administrator

10. The Academic Director will review the Academic Misconduct form, determine the appropriate penalty, and indicate their decision on the Academic Misconduct form.
11. If the penalty is a grade of zero in the course, it includes the student's immediate removal from the course and its co-requisites.
12. If the penalty is program suspension, the program suspension is effective immediately, includes a grade of U in all enrolled courses, and must include the time after which the student is eligible to re-enroll.
13. The Academic Director advises the student, via email, copying Retention and Records. The email will also advise the student of their right to appeal the decision.

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College Suspension or Expulsion

14. In the event that the Academic Director’s recommendation is to suspend or expel the student from the College for a period of more than one academic year, the Academic Director will seek approval of the Dean.

15. The Academic Director will issue written communication to the student with a copy to the Dean and Registrar.

16. Retention and Records will update the student record accordingly.

E. Related Documents

Policies: NCT 100 Student Academic Rights and Responsibilities
 NCT 100 Appeal of Academic Decisions

Forms: Academic Misconduct

F. Document History

Date	Approval/Review/Key Change(s)
March 2, 2023	New