



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL POLICY

TOPIC: ACADEMIC INTEGRITY

Policy No.	AC-123	Division	Academics and Applied Research
Related Procedure	AC-123-PR	Board Policy Ref.	n/a
Related Policies	SS-213 PA-603	Effective Date	January 6, 2025

1. PURPOSE AND SCOPE

The purpose of the Academic Integrity Policy (the Policy) is to ensure a high standard of academic integrity is upheld in academic activities by:

- Communicating the principles of academic integrity through training and education;
- Identifying College of the North Atlantic (CNA) expectations for preventing academic misconduct; and
- Outlining procedures to be followed when there is suspicion of student academic misconduct as well as the consequences of breaching this Policy

This Policy applies to the entire CNA community, including students, faculty, college administration, and staff.

2. POLICY

Using a holistic model that integrates education, prevention, and intervention strategies, CNA fosters a teaching and learning environment that upholds the International Center for Academic Integrity's fundamental values of honesty, fairness, trust, respect, responsibility, and courage.

3. DEFINITIONS

Academic Integrity

Being honest and ethical in academic work, which is essential for learning and maintaining the values of honesty, fairness, trust, respect, responsibility, and courage in educational institutions.

Academic Dishonesty	Any attempt to obtain benefits that are not rightfully theirs to claim using deceptive or unfair practices to gain an unfair advantage in their studies or impede other students. This includes any unauthorized use of generative artificial intelligence (GenAI) to complete academic work. Practices of Academic Dishonesty include:
Cheating	The failure to follow defined instructions for the completion of academic work. Cheating may be intentional or accidental. It includes the unauthorized use of information, materials, devices, sources, or practices when completing academic work.
Collusion	Unpermitted cooperation between two or more students to complete work that is then submitted for assessment. Collusion involves working together with others, even when explicitly instructed to work individually, and each student then claims the work as their own.
Fabrication	The creation or misrepresentation of information, results, or references to support an author's work or to make it appear that the author has done work which they have not.
Falsification	The changing or modification of existing data or references to provide fraudulent benefits to the author. The main difference between falsification and fabrication relates to whether the original data or literature exists.
Impersonation	A form of cheating whereby a person other than the person assigned completes the academic work. This can include asking someone else to complete academic work, sharing login information to complete academic work (which also violates the Electronic Information Systems Use Policy (IS-501)), or asking someone else to complete academic work, often referred to as ghostwriting or contract cheating.

Plagiarism	<p>Using ideas, words, design, art, music, etc., in whole or in part without appropriately providing proper credit.</p> <p>There are different types of plagiarism, and all are violations of academic integrity.</p> <p>Direct plagiarism is copying work without identifying the source of information and without quotation marks.</p> <p>Mosaic plagiarism occurs when a person uses phrases without using quotation marks or finds synonyms for the original text while keeping the same general language structure and meaning.</p> <p>Accidental plagiarism occurs when a person forgets to identify the source for their information, misquotes their sources, or unintentionally paraphrases a source by using similar words, groups of words, and/or sentence structure without identifying the source.</p> <p>Self-plagiarism occurs when a person submits their own academic work or mixes parts of previous work without permission from all involved parties (e.g., instructors).</p>
Sabotage	<p>Disrupting or destroying another person's work so that they cannot complete an academic activity, including destroying another person's work, not participating in group work, and/or withholding information.</p>
Academic Work	<p>Academic work refers to any material submitted by a student to the college for evaluation, whether graded or ungraded. This includes but is not limited to assignments, discussion posts, exams, labs, quizzes, tests, presentations, projects, and reports.</p>
College of the North Atlantic (CNA) Community	<p>A member of the CNA community includes, but is not limited to:</p>

- Affiliates: any individual working in collaboration with CNA for a business or academic purpose or an external community member, including all CNA graduates and alumni.
- CNA Board of Governors: individuals forming the governing body of CNA.
- Contractors: any individual or company (and its employees) who provides services to CNA under a service contract (i.e., a non-employee-employer relationship).
- Employees: any individual who is currently employed by CNA or provides services to CNA

Generative Artificial Intelligence

Any form of artificial intelligence (AI) that creates content, including text and pictures, in response to a user prompt.

4. VALUES

CNA endorses the “fundamental values” of the International Center for Academic Integrity (2021) as being key to academic integrity:

- Honesty to allow for and encourage the development of trust;
- Trust that academic work is honest and genuine and is developed by setting and adhering to clear guidelines that are applied consistently and fairly;
- Fairness to treat and be treated impartially and transparently while respecting and upholding policies and procedures;
- Respect for the CNA community is a collective responsibility where we value diverse opinions, perform to the best of our ability, and provide honest feedback;
- Responsibility to hold ourselves and each other accountable to maintain the integrity of academic work by creating, following, and enforcing policies and procedures and asking questions when we do not understand them; and
- Courage to act in accordance with one’s values and convictions, despite fear, and make decisions that demonstrate integrity as defined by the other values (ICAI, 2021).

5. RESPONSIBILITIES

Administration and staff have a responsibility to:

- Model academic integrity in their professional work;
- Ensure the academic integrity policy and procedure is applied equitably and consistently;
- Participate in professional learning opportunities related to academic integrity, where relevant; and
- Support good practice in academic integrity by educating, guiding, and providing resources to students and faculty members.

Instructors have a responsibility to:

- Model academic integrity in their professional work;
- Familiarize themselves with CNA's academic integrity policy and procedures and ensure they are applied;
- Participate in professional learning opportunities related to academic integrity;
- Provide clear expectations related to academic integrity and assessment methods to students; and
- Respond to and report incidents of academic misconduct.

Students have a responsibility to:

- Familiarize themselves with CNA's academic integrity policy;
- Participate in learning activities related to academic integrity;
- Ask for guidance when unsure about academic integrity or assessment expectations in a timely manner; and
- Demonstrate academic integrity when completing and submitting assessments.

6. PROCEDURE

The Vice President, Academics and Applied Research shall ensure that procedures are developed and implemented in accordance with the Policy.

7. WORKS CITED

International Center for Academic Integrity [ICAI]. (2021). The Fundamental Values of Academic Integrity. (3rd ed.). www.academicintegrity.org/the-fundamental-valuesof-academic-integrity

Approval History	
Approved by President	October 29, 2024