



College Procedure

Revised: September 23, 2019
Approved: October 1, 1999

PROCEDURE TITLE: NC800 – Academic Misconduct

RELATED POLICY: NC800 – Academic Honesty

A. Definitions

Academic Misconduct: may take many forms including but not limited to, plagiarism, the use of

C. 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 score.
2. Should the Academic Misconduct be in the form of forged transcripts, credentials, or similar college documents, the Registrar 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 Enrolment Services.
4. Academic Misconduct records are retained by Enrolment Services for four (4) years.

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 academicmisconduct@niagaracollege.ca
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, Enrolment Services will record the incident and determine whether it is a first or subsequent offence.



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8. If a first offence and no further discipline is recommended by the faculty, Enrolment Services will inform the appropriate Associate Dean of the incident via email, and confirm the sanction to the student via email.
9. If a subsequent offence or further discipline is recommended, Enrolment Services will advise the appropriate Associate Dean and include the Academic Misconduct form.

Academic Administrator

10. The Associate Dean will review the Academic Misconduct form to 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 corequisites.
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 Associate Dean advises the student, via email, copying Enrolment Services at academicmisconduct@niagaracollege.ca. The email will also advise the student of their right to appeal the decision.

College Suspension or Expulsion

14. In the event that the Associate Dean's recommendation is to suspend or expel the student from the College for a period of more than one academic year, the Associate Dean will advise the Dean. The Dean is to seek approval of the Senior Vice President, Academic & Learner Services.
15. The Registrar will issue the communication to the student with copy to Dean, Associate Dean, and the Senior Vice President, Academic & Learner Services.
16. Enrolment Services updates the student record accordingly.

D. Related Documents

Policies: NC800 Student Academic Rights and Responsibilities
NC800 Appeal of Academic Decisions

Forms: Academic Misconduct Form