

Academic Integrity Procedures	
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ACADEMIC INTEGRITY PROCEDURES

PURPOSE

The purpose of this document is to outline the processes for addressing and documenting an allegation of academic misconduct and any appropriate response and/or sanctions. The document also outlines the process of appealing a decision regarding academic misconduct.

DEFINITIONS

The definitions in the *Academic Integrity Policy* E-1.08 apply to these Procedures.

PROCESS FOR ADDRESSING AND DOCUMENTING ALLEGATIONS OF ACADEMIC MISCONDUCT

Students, faculty, staff, and administrators are encouraged to seek advice about the *Academic Integrity Policy* and/or its procedures from Northern Lights College (NLC) employees such as Program Chairs (Chairs), Registrar, Deans, and Vice-President Academic & Research.

Responses to academic misconduct follow the progressive consequences outlined below, except when severe academic misconduct or multiple instances warrant proceeding to a higher step. Instructors may consult with their Chair (or designate) for clarification and dialogue regarding the best course of action.

NLC encourages the informal resolution of student academic misconduct situations where appropriate and believes that, in most cases, early discussion and education is the most effective way to resolve academic misconduct and to prevent the escalation of concerns.

Prior to making an allegation, an instructor must communicate with a student to raise concerns and/or clarify issues of academic misconduct. Chairs (or designates) may initiate conversation with a student at any time during the subsequent processes for the purpose of clarifying and/or resolving a matter of academic misconduct. The allegation(s) and the outcome(s) issued will be documented throughout the processes. The student must be given the opportunity to explain their actions.

Informal Process for Addressing Academic Misconduct

If an instructor alleges that a student has contravened the *Academic Integrity Policy*, then they may begin the **Informal Process** by contacting the student about the allegation. During contact, the instructor issues the student with an *Academic Integrity Letter of Information*. The letter outlines details of the allegation and states the instructor's proposed outcome for the breach of academic integrity. If and when possible, instructors and students are encouraged to meet in person to discuss the matter. The Instructor also sends a copy of the *Academic Integrity Letter of Information* to the Chair, who will review the allegation. If the issue is resolved, the documentation is sent to the Office of the Registrar for record keeping.

Instructors and/or Students are welcome to meet with the Chair about an allegation of Academic Misconduct at any time after the student is issued the *Academic Integrity Letter of Information*. The Chair may work with the Instructor and Student to explore alternative outcomes. The Chair's role is to ensure that educational standards and fair processes are followed.

If the Instructor and Student are in conflict regarding the outcome of the academic misconduct, the student may seek support from the Chair to resolve the conflict. If the conflict is not resolved, the student may seek a **Formal Process** within **ten (10) business days** of consulting with the Chair.

If either the Instructor or the Student do not agree with or engage in an **Informal Process** to resolve the academic integrity issue, the matter will be dealt with through the **Formal Process**.

Outcomes agreed to during an Informal Process will be documented and cannot be appealed to the Academic Appeals Panel.

In cases where the Instructor is also serving as the Chair and an allegation of academic misconduct occurs in their course, they must declare a conflict of interest, contact the Dean's Office, and request that an alternate member of the department faculty is designated to address the issue.

Formal Process for Addressing Academic Misconduct

A Formal Process for addressing academic misconduct is initiated if:

1. The student continues to breach the Academic Integrity Policy; OR
2. The nature of the academic misconduct is severe (Category 2 and Category 3 academic misconduct – see *Typologies of Academic Dishonesty, Misconduct, and Corresponding Outcomes*): OR
3. The Student is not satisfied by the outcome of the Informal Process or does not agree to participate in the Informal Process and seeks a formal review of the matter by the Dean.

A Student initiating a Formal Process must do so within **ten (10) business days** of being issued the Letter of Information or a meeting with the Chair.

The Dean will receive the allegation, including the *Academic Integrity Letter of Information* and any and all materials pertinent to the academic integrity matter from the Student, Instructor, and/or Chair. The Dean may meet with the Student, Instructor, Chair and any witnesses, as part of their investigation. If there is compelling information to support the allegation, the Dean shall contact the Registrar's Office to review the Student's record for any other confirmed academic integrity violations.

The Dean will then review the allegation and:

- a) Dismiss the allegation; OR
- b) Uphold the Instructor's outcome; OR
- c) Issue a different outcome.

The Dean has **five (5) business days** from receiving the allegation to issue a response to the student, instructor, and Chair. The Dean has **ten (10) business days** after issuing the response to issue a final decision.

Any decision and outcome resulting from an academic integrity violation will be accompanied by a letter from the Dean responsible for issuing the outcome. The letter stating the outcome will be sent to the Student, the Instructor, and the Chair. A copy, along with all other related documentation, will be included in the record maintained by the Office of the Registrar.

A Student has the right to appeal the Dean's decision to the Academic Appeals Board.

If the Dean recommends and the President approves suspension or expulsion from the College, the Student has a right of appeal to the Board of Governors.

PROCESS: APPEALS TO ACADEMIC APPEALS PANEL

A Student wishing to appeal the Dean's decision on a matter of academic integrity must do so within **five (5) business days** of the decision being issued by the Dean.

RESPONSIBILITIES

Defines who is responsible, actions, accountabilities, requirements, etc.

Responsibility	Action
College community: students, faculty, staff, administrators	It is the responsibility of the college community to be familiar with this policy, and to adhere to the standards of conduct outlined in this policy document.
Students	It is the responsibility of Students to conduct themselves with Academic Integrity, learn about appropriate academic conduct, and comply with the Academic Integrity Policy E-1.08 and the related Procedures.
Instructor	Instructors are responsible for educating Students on Academic Integrity and the College's expectations about appropriate academic conduct.

	Instructors are also responsible for informing Students of the College's resources on Academic Integrity and including information on Academic Integrity in their course curriculum and course syllabi. Instructors are responsible for informing Students of any acceptable use of artificial intelligence in their class. If the use of artificial intelligence is permitted in an Instructor's course or program, they are also responsible for educating Students on risks associated with this technology. For Category 1 Incidents, Instructors may issue Corrective Consequences (where they determine that the Student may not have reasonably known that the conduct was in violation of the Policy or in cases of minor infractions. In such instances, the Instructor may implement Corrective Consequences to provide the Student with education on Academic Integrity and to prevent future Academic Misconduct. Such corrective consequences may include: • Failing grade on an evaluation • Reduced grade on educational assignemnt, activity • Option to redo-repeat the evaluation Instructors are responsible for letting students know the supports available to them in the case of an alleged academic misconduct. For category 2 or 3 incidents, as part of the submission of documentation, the he Instructor recommend a Sanctionwhich can include: • Temporary suspension from the College • Notation on the transcript • Failing grade for the course • Any of Category 1 outcomes
Program Chair (or designate)	Program Chairs support Instructors and offer guidance regarding how to educate students about academic integrity and how to implement the Academic Integrity Policy and Procedures.

	Chairs are responsible for letting students know the supports available to them in the case of an alleged academic misconduct. If the alleged misconduct is a third or serious offence, the Program Chair (or designate) forwards the matter to the Dean/Associate Dean.
Dean/Associate Dean	Deans provide guidance to Chairs and Instructors regarding the Academic Integrity Policy and Procedures and how to implement it fairly. Deans are responsible for letting students know the supports available to them in the case of an alleged academic misconduct.
Registrar	Responsible for storing academic misconduct records and sharing the information as appropriate according to privacy legislation and NLC policy on student records.
Vice President Academic & Research	Responsible for issuing a new and final outcome if Academic Appeals Panel determines that the Student's ground for appeal have merit. Adjudicating appeals in case of findings that lead to a loss of College credit/award.
President	The President has delegated authority to administer student conduct and discipline. The President is responsible for adjudicating any recommendations regarding students' suspension or expulsion from the College.
Board of Governors	The Board of Governors may become involved if there is an appeal or if the issue rises to strategic or risk level requiring Board awareness.

LINKS TO RELATED POLICIES, DOCUMENTS, AND/OR WEBSITES

- Academic Integrity Policy E-1.08
- Academic Integrity Letter of Information
- Guide to Academic Misconduct and How to Address It
- Typologies of Academic Dishonesty, Misconduct, and Corresponding Outcomes
- Student Appeal Policy E-2.12 (under review)