Academic Honesty Policy and Procedure

A. General Statement
Academic honesty is a matter of concern to everyone connected with the National Labor College. A clear and carefully thought-out policy and set of procedures guide students and faculty members toward the accomplishment of academic honesty. Communication of these procedures is made through the following sources:

1. All course catalogues and course outlines will contain at least the statement:
   
   “**Academic honesty, as defined in the College Catalog, is expected of all students.**”

2. A statement of Policies and Procedures will be contained in the Faculty and Student Handbooks.

3. By logging in to online learning management system and beginning their coursework, students acknowledge agreement to abide by the NLC’s academic honesty policy.

B. Definition

NLC students are held accountable to the Academic Honesty Policy, which prohibits plagiarism, as defined below:

**Plagiarism**
Plagiarism includes the following: copying verbatim all or part of another’s written work; using phrases, charts, figures, or illustrations without citing the source; and paraphrasing ideas, conclusions, or research without citing the source. When using another’s ideas either: (1) quote exactly as written within quotation marks and cite the source or (2) write in your own words and cite the source.

Plagiarism is involved in all of the following practices:

- Copying all or parts of a paper without using quotation marks and/or academic citation.
- Submitting a paper that the student has not composed.
- Paraphrasing improperly, which involves unacceptable borrowing of another writer’s phrasing without quotation marks, even if a citation is offered.
- Using another writer’s phrasing without quotation marks in a paper that is mostly original.
- Using another writer’s analogies, allusions, or other figures of speech without proper citation.
Presenting another writer’s opinions as one’s own, or borrowing specific facts without acknowledging the sources.

In addition to those listed above, using the same paper for more than one course without the explicit approval of the instructors involved is academically dishonest even if the paper is entirely original. The National Labor’s College’s Academic Review Committee makes recommendations to the Dean and President in the event of an alleged case of academic misconduct.

C. Penalties
As the NLC expects academic honesty, there are procedures for dealing with infractions of the Academic Honesty Policy.

Faculty members may use their discretion in approaching academic honesty issues from a learning perspective in cases where faculty infer that students are attempting to follow academic citing conventions but fail to do so.

**Level 1**
For a level 1 infraction of the Academic Honesty Policy the faculty member may determine the penalty based on how serious s/he feels the infraction to be. The instructor will provide informational counselling, may require the student to re-do the assignment, and will explain the consequences and implications of this infraction. This action could result in a lower final grade for the assignment. The faculty member will complete a Notification of Academic Dishonesty form and submit it to the Dean.

**Level 2**
A level 2 infraction of academic honesty, either in the same course or in another course, will result in an automatic “F” for the assignment. The faculty member will complete a Notification of Academic Dishonesty form and submit it to the Dean. In cases where the infraction occurs in the same course, the faculty member will notify the student and explain the reason for the “F” on the assignment. In cases involving two courses, the Dean will notify the student of the “F” on the assignment and apprise the student of the implication of the infraction.

**Level 3**
A level 3 infraction of academic honesty, either in the same course or in another course, will result in an automatic “F” in the course in which the third infraction occurred. The student will be barred from further class participation. The faculty member will complete the Notification of Academic Dishonesty form and submit it to the Dean. In cases where the infraction occurs in the same course, the faculty member will notify the student and explain the reason for the “F” in the course. Otherwise, the Dean will notify the student of the “F” in the course. The Dean will notify the Registrar that the student is to receive an “F” for the course.
Level 4

A level 4 infraction of academic honesty, either in the same course or in another course, will result in an automatic “F” in the course in which the infraction occurred. The student will be barred from further class participation. The faculty member will complete the Notification of Academic Dishonesty form and submit it to the Dean. In cases where the infraction occurs in the same course, the faculty member will notify the student and explain the reason for the “F” in the course. Otherwise, the Dean will notify the student of the “F” in the course. The Dean will notify the Registrar that the student is to receive an “F” for the course. A level 4 instance of plagiarism or any behaviour involving an infraction of the Academic Honesty Policy will result in disciplinary action as determined by the Dean, in consultation with the NLC’s President and Academic Review Committee.

Details about a student’s opportunity to appeal are recorded in the Academic Review Committee guidelines in the NLC catalog.

The NLC administration has expressed strong support for faculty members who identify academic honesty infractions and pursue remediation. The Academic Advising Department and the Academic Standards Committee will be available to provide counselling support to the faculty members when necessary. The NLC Academic Standards Committee encourages a no tolerance stance on plagiarism.