

Academic Integrity Policy
NorthBridge College (NBBT College)

Website: NBBTCollege.ca

Location: Moncton, New Brunswick

Compliance: Private Occupational Training Act (P-16.1) and Regulation 84-207, New Brunswick laws

Policy Title: Academic Integrity Policy

Approved by: Executive Director / College Administration

Last policy Review: Aug.2026

Next Review Date: On or Before 31. Dec.2029

1. Background & Purpose

NorthBridge College (NBBT College) is a **private career college** operating under the **Private Occupational Training Act (P-16.1)** of New Brunswick. As a private institution, we are committed to maintaining the highest standards of academic integrity and ethical conduct in all occupational training programs.

Academic dishonesty undermines the value of the credentials awarded by NorthBridge College and compromises the integrity of the learning environment. This policy defines rules regarding plagiarism, cheating, and the consequences of academic misconduct for all students enrolled at NorthBridge College.

This policy is submitted as part of the College's registration application under **Regulation 84-207, Section 3.1(1)(a)(vii)** of the Private Occupational Training Act, which requires training organizations to submit "the policies on grading, **academic dishonesty**, attendance, appeals, student dismissal, records, withdrawals and refunds and any other policies established."

2. Scope

This policy applies to all students enrolled in occupational training programs at NorthBridge College (NBBT College), including:

- Full-time students
- Part-time students
- International students on study permits
- Students in hybrid or online learning components
- Students on work placement or practicum

This policy applies to all academic work, including but not limited to:

- Examinations and tests
- Assignments and projects
- Presentations and demonstrations
- Laboratory and practical work
- Written reports and essays
- Digital submissions and online activities

3. Definition of Academic Dishonesty

Academic dishonesty is any act or attempt to obtain an unfair advantage in academic work by dishonest, deceptive, or fraudulent means.

3.1 Plagiarism

Plagiarism is the act of presenting someone else's work, ideas, or intellectual property as one's own without proper acknowledgment. This includes:

- Copying text, images, code, or other content from sources (books, websites, journals, etc.) without citation
- Submitting work created by another person (e.g., purchasing essays, using AI-generated content without permission or disclosure)
- Paraphrasing someone else's ideas without attribution
- Submitting the same work for multiple courses without instructor permission (self-plagiarism)
- Copying from another student's work with or without their knowledge
- Using unauthorized sources or materials in assignments

3.2 Cheating

Cheating is any dishonest behaviour related to academic assessments, including:

- Using unauthorized materials, notes, or devices during examinations
- Copying answers from another student's examination or assignment
- Communicating with others during examinations without permission
- Impersonating another student or allowing someone else to impersonate you
- Tampering with examination materials or grading records
- Collaborating on individual assignments without instructor approval
- Submitting work that is not your own (e.g., having someone else write your assignment)

3.3 Fabrication and Falsification

Fabrication and Falsification involves the creation or alteration of information with intent to deceive, including:

- Inventing data, sources, or research findings
- Altering grades or official academic records
- Forging signatures on academic documents
- Providing false information to instructors or administrators
- Falsifying attendance records or participation claims

3.4 Unauthorized Collaboration

Unauthorized Collaboration occurs when students work together on assignments or assessments that are designated as individual work, including:

- Working in groups on assignments without instructor permission
- Sharing answers or solutions with other students
- Posting course materials or assignment questions to external websites or forums
- Allowing others to copy your work

3.5 Facilitating Academic Dishonesty

Facilitating Academic Dishonesty involves helping or attempting to help another person commit an act of academic dishonesty, including:

- Allowing another student to copy your work
- Sharing examination questions or answers with others
- Providing unauthorized assistance to another student
- Knowingly participating in or enabling dishonest behaviour

3.6 Bribery and Academic Corruption

Bribery and Academic Corruption involves offering, giving, or receiving anything of value to influence academic outcomes, including:

- Offering money, gifts, or favours to instructors or staff for grades or concessions
- Accepting bribes to provide academic assistance or privileged information
- Attempting to intimidate or coerce instructors, staff, or other students

4. Prevention and Education

4.1 Student Orientation

All new students at NorthBridge College will receive orientation on academic integrity, including:

- Overview of this Academic Integrity Policy
- Examples of plagiarism, cheating, and other forms of academic misconduct
- Instruction on proper citation and referencing techniques
- Access to academic writing support resources

4.2 Course-Level Expectations

Instructors will clearly communicate academic integrity expectations in:

- Course outlines and syllabi
- Assignment instructions and rubrics
- Examination guidelines and protocols

4.3 Academic Integrity Declaration

Students may be required to sign an **Academic Integrity Declaration** affirming that:

- They understand the College's academic integrity standards
- They will not engage in any form of academic dishonesty
- They understand the consequences of violating this policy

5. Detection and Reporting

5.1 Detection Methods

Academic dishonesty may be detected through:

- Instructor observation during examinations or class activities
- Plagiarism detection software (e.g., Turnitin, SafeAssign)
- Similarities between student submissions
- Inconsistencies in writing style or skill level
- Reports from other students or staff
- Post-submission investigations or interviews

5.2 Reporting Process

Any member of the NorthBridge College community (instructors, staff, students) who suspects academic dishonesty must report it to:

- The course instructor (if the reporter is a student or staff member)
- The Program Coordinator or Executive Director (if the instructor is unavailable or the reporter is uncomfortable approaching the instructor)

Reports should include:

- Name of the student(s) involved
- Description of the suspected misconduct
- Date and location of the incident
- Supporting evidence (e.g., copies of plagiarized work, examination irregularities)

5.3 Documentation

All suspected cases of academic dishonesty must be documented, including:

- Written description of the incident
- Copies of relevant evidence (assignments, examinations, correspondence)
- Notes from interviews or meetings with the student(s)
- Timeline of events

6. Investigation Process

6.1 Initial Review

Upon receiving a report of suspected academic dishonesty, the instructor or designated investigator will:

1. Review the evidence and documentation
2. Determine if there is sufficient basis to proceed with a formal investigation
3. Notify the student in writing of the allegation and the investigation process
4. Schedule a meeting with the student within **5 business days** of notification

6.2 Student Meeting

The student will be invited to a meeting to discuss the allegation. The student has the right to:

- Be informed of the specific allegations and evidence
- Present their side of the story
- Provide supporting documentation or witnesses
- Be accompanied by a support person (e.g., friend, family member, advisor)

Note: The support person may not speak on behalf of the student but may provide moral support.

6.3 Determination

After the meeting, the instructor or designated investigator will determine whether academic dishonesty occurred based on:

- The evidence presented
- The student's explanation and any supporting documentation
- The balance of probabilities (i.e., is it more likely than not that the misconduct occurred?)

The student will be notified of the determination in writing within **5 business days** of the meeting.

6.4 Appeal of Determination

If the student disagrees with the determination, they may appeal under the **Student Complaint and Appeal Policy** (submitted under Regulation 84-207, Section 3.1(1)(a)(vii)).

7. Consequences of Academic Dishonesty

7.1 Level 1 Offences (First-Time, Minor Violations)

Examples:

- Minor plagiarism (e.g., missing citations in a small portion of an assignment)
- Unauthorized collaboration on a low-stakes assignment
- Inadvertent cheating due to misunderstanding of rules

Consequences:

- **Zero (0) on the specific assessment or assignment**
- Mandatory completion of an **Academic Integrity Workshop** or module -Video or some interactive presentation
- Written warning placed in the student's file
- Educational counselling with the instructor or Academic Advisor
- Opportunity to resubmit the assignment (if deemed appropriate by the instructor) for a reduced grade (maximum 60%)

7.2 Level 2 Offences (First-Time, Serious Violations or Repeat Minor Violations)

Examples:

- Significant plagiarism (e.g., copying large portions of an assignment or entire assignment)
- Cheating on a major examination
- Using unauthorized materials or devices during an examination
- Submission of work created by another person (e.g., purchased essay, AI-generated content without permission or disclosure)
- Second Level 1 offence

Consequences:

- **Fail (F) grade for the entire course**
- Notation on the student's transcript indicating academic dishonesty
- Academic probation for the remainder of the program
- Mandatory meeting with the Executive Director or designated administrator
- Ineligibility for academic awards, honours, or leadership positions
- Possible suspension from the College for a defined period (e.g., one term)
- No opportunity to resubmit the assignment

7.3 Level 3 Offences (Severe Violations or Repeat Serious Violations)

Examples:

- Fabrication or falsification of academic records or credentials
- Bribery or attempted bribery of instructors or staff
- Impersonation during examinations
- Organized cheating rings or large-scale academic fraud
- Third or subsequent offence of any level
- Severe violations that compromise the integrity of the College or its credentials

Consequences:

- **Academic dismissal (expulsion) from NorthBridge College** under the Student Dismissal Policy
- Permanent notation on the student's transcript indicating academic dishonesty and dismissal
- Ineligibility for re-admission to NorthBridge College
- Notification to relevant professional bodies or employers (if applicable to the program)
- For international students: Reporting to Immigration, Refugees and Citizenship Canada (IRCC) as required

7.4 Additional Financial Consequences

Students who fail a course or are dismissed due to academic dishonesty:

- Are **not eligible for tuition refunds** for the failed course or program
- Must pay all applicable fees for course repeats (if permitted to repeat)
- May be required to pay for additional administrative costs associated with the investigation

8. Special Considerations**8.1 International Students**

International students on study permits should be aware that academic dishonesty may have immigration consequences:

- Academic dismissal may result in loss of study permit status
- The College is required to report serious academic misconduct to IRCC through the IRCC Portal
- This may affect future study permit applications and immigration pathways

8.2 Students with Disabilities

Students with documented disabilities may be eligible for accommodations during the investigation process under:

- The College's **Accessibility and Accommodations Policy**
- Provincial and federal human rights legislation

Accommodations may include extended meeting times, alternative communication formats, or support person attendance.

8.3 Cultural and Language Differences

NorthBridge College recognizes that some international students may come from educational cultures with different understandings of academic integrity. In such cases:

- First-time minor violations may be treated as educational opportunities rather than disciplinary offences
- Additional support and instruction on Canadian academic integrity standards will be provided
- However, repeated or serious violations will still result in the full consequences outlined in this policy

9. Record-Keeping and Confidentiality

9.1 Student Records

Under **Regulation 84-207, Section 15.1(1)(e)**, NorthBridge College is required to maintain a student record on each student that includes "**a record of any disciplinary action taken against the student.**"

All academic dishonesty cases will be documented in the student's file, including:

- The nature of the offence
- The investigation process and findings
- The consequences imposed
- Any appeals and their outcomes

9.2 Record Retention

Records of academic dishonesty will be retained for a minimum period as required by the **Private Occupational Training Act** and applicable privacy legislation.

- For students who complete the program: Records will be retained for **50 years** after graduation
- For students who are dismissed: Records will be retained for **50 years** after dismissal
- Severe violations (Level 3 offences) may be retained permanently on the student's transcript

9.3 Confidentiality

All academic dishonesty proceedings will be conducted in accordance with applicable privacy legislation. Information will be shared only with:

- The student involved
- The instructor(s) and administrators directly involved in the case
- Relevant staff members who need to know for administrative purposes (e.g., Academic Advisor, Executive Director)
- External bodies as required by law or accreditation standards

10. Appeals Process

10.1 Right to Appeal

Students who disagree with the determination of academic dishonesty or the consequences imposed have the right to appeal.

- Appeals must be submitted within **10 business days** of receiving written notification of the determination or consequences
- Appeals must be submitted in writing to the **Executive Director** or designated **Appeals Officer**
- Appeals must follow the College's **Student Complaint and Appeal Policy** (submitted under Regulation 84-207, Section 3.1(1)(a)(vii))

10.2 Grounds for Appeal

Appeals may be based on the following grounds:

- **Procedural Error:** The investigation process did not follow this policy
- **New Evidence:** New information has come to light that was not available during the original investigation

- **Disproportionate Penalty:** The consequences imposed are too severe given the nature of the offence
- **Bias or Discrimination:** The determination was influenced by bias, discrimination, or personal animosity

Note: Appeals cannot be based solely on disagreement with the instructor's professional judgment.

10.3 Appeal Requirements

The appeal must include:

- A clear statement of the grounds for appeal
- Supporting documentation (e.g., assignments, correspondence, evidence)
- Any relevant witness statements or additional evidence
- The desired outcome (e.g., reversal of determination, reduction of penalty, etc.)

10.4 Appeal Review Process

1. The Executive Director or designated Appeals Officer will review the appeal within **5 business days** of receipt
2. The student and instructor may be requested to attend an appeal meeting (in person or via video conference)
3. A written decision will be provided to the student within **10 business days** of the appeal submission
4. The decision of the Appeals Officer may include:
 - Upholding the original determination and consequences
 - Overturning the determination (no academic dishonesty found)
 - Modifying the consequences (e.g., reducing a dismissal to suspension)
 - Ordering a new investigation

10.5 Unsuccessful Appeals

- Students who file an appeal and are unsuccessful are subject to the original determination and consequences
- Further appeals beyond the College's internal process may be filed through the complaints mechanism established under the **Private Occupational Training Act, Section 6.8**
- Students may contact the **Private Occupational Training Branch** at:
 - Email: LFPSP-POTA@gnb.ca
 - Phone: (506) 453-2597

11. Related Policies

This policy should be read in conjunction with the following NorthBridge College (NBBT College) policies:

Policy Name	Purpose
Student Code of Conduct	Expected behaviour and community standards
Grading Policy	Evaluation metrics, passing scores, and final grade calculation

Policy Name	Purpose
Academic Standing and Progression Policy	Minimum academic requirements for continuation
Attendance Policy	Minimum attendance requirements and consequences
Student Dismissal Policy	Grounds and procedures for dismissal from the College
Tuition Refund Policy	Refund calculations and procedures upon withdrawal/dismissal
Student Complaint and Appeal Policy	Formal process for raising concerns and appeals
Privacy and Confidentiality Policy	Protection of student personal information

12. Policy Distribution and Acknowledgment

- This policy will be provided to all students **before signing the student contract** as required under **Regulation 84-207, Section 9.1**.
- Students will be required to acknowledge receipt and understanding of this policy during orientation.
- The policy will be published on the College website (NBBTCollege.ca) and made available in the Student Handbook.
- Staff and faculty will receive training on the implementation of this policy.

13. Legislative Compliance

This policy is developed in compliance with:

- **Private Occupational Training Act (P-16.1)**, New Brunswick
- **Regulation 84-207 (General)**, New Brunswick, particularly:
 - Section 3.1(1)(a)(vii): Requirement to submit academic dishonesty policy
 - Section 15.1(1)(e): Requirement to maintain records of disciplinary action Section 9.1: Student contract requirements
- 2024 Legislative Amendments to POTA (Student Protections)

14. Definitions

Term	Definition
Academic Dishonesty	Any act or attempt to obtain an unfair advantage in academic work by dishonest, deceptive, or fraudulent means
Plagiarism	Presenting someone else's work, ideas, or intellectual property as one's own without proper acknowledgment
Cheating	Dishonest behaviour related to academic assessments, including using unauthorized materials or copying from others
Fabrication	Creating or altering information with intent to deceive (e.g., inventing data, falsifying records)

Term	Definition
Unauthorized Collaboration	Working together on assignments or assessments designated as individual work without instructor permission
Facilitating Academic Dishonesty	Helping or attempting to help another person commit an act of academic dishonesty
Academic Dismissal	Expulsion from the College due to severe or repeated academic dishonesty
Academic Probation	A conditional status imposed on students who have committed serious academic dishonesty, requiring improved conduct to avoid dismissal

15. Important Note for NorthBridge College

NorthBridge College (NBBT College) is a private career college operating under the Private Occupational Training Act of New Brunswick. We are not a publicly funded or community college.

As a private institution, we have the authority and responsibility to:

- Set our own academic integrity standards within the framework of POTA and Regulation 84-207
- Enforce consequences for academic dishonesty, up to and including dismissal
- Report serious violations to relevant authorities (e.g., IRCC for international students, professional bodies for accredited programs)
- Maintain the integrity and value of the credentials we award

This policy reflects our commitment to providing high-quality occupational training while maintaining rigorous academic standards that protect the value of NorthBridge College credentials for all graduates.

Contact Information

For questions regarding this policy, contact:

NorthBridge College (NBBT College) Administration

Moncton, New Brunswick

Website: NBBTCollege.ca

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