



Policy	#3-06
Approved By:	Education Council
Effective Date:	May 1, 2023
Approval Date:	April 14, 2023
Previous Version Approval Date(s):	May 12, 2018 November 13, 2015
Date to be Reviewed:	August 2027
Administrator Responsible:	Vice President Students & Community Engagement

COMMUNITY CODE OF ACADEMIC, PERSONAL AND PROFESSIONAL CONDUCT (CODE OF CONDUCT)

POLICY STATEMENT

North Island College (NIC) is a vibrant community involved in teaching, learning, applied research, and other educational activities. The college is committed to fostering a culture of integrity, mutual respect, and responsible behaviours to provide a welcoming, safe, and inclusive environment for all.

PURPOSE STATEMENT

The purpose of this policy is to describe the principles, definitions, expectations, and responsibilities that support a welcoming, safe and inclusive environment as they pertain to (but are not limited to):

- conduct against person or property;
- substance use;
- disruptive or disorderly conduct;
- misrepresentation or providing false information;
- unauthorized entry and/or presence on campus;
- theft, damage and destruction; and
- academic integrity.

SCOPE AND APPLICATION

1. This policy applies to academic and non-academic conduct by all members of the college community that occurs on campus, off-campus or online that is related to any NIC activity, including, but not limited to, practicums, field schools, classroom learning, labs and study abroad. Alleged misconduct that occurs outside of normal college learning activities and/or through digital mediums may be investigated if the incident or event creates an environment at NIC that is not safe, secure and free from forms of misconduct.
2. In the case of an alleged breach by an employee, appropriate procedures will be in keeping with Collective Agreements and NIC Human Resource policies and procedures.

3. This policy relates to all forms of student conduct except for those related to Human Rights (Policy #2-08) and Sexualized Violence Prevention and Response (Policy #3-34).
4. This policy applies to all students and family members living on campus and will be used in conjunction with housing policies, contracts and Community Standards.

PRINCIPLES

1. All members of the college community have the responsibility to create a welcoming, safe, and inclusive environment. As such, it is expected that all members will behave responsibly, respect the rights of others, treat others with dignity and respect and abide by laws and legislation.
2. This policy will be in keeping with the Canadian Charter of Rights and Freedoms, BC Human Rights Code, BC Freedom of Information and Protection of Privacy Act, the Criminal Code of Canada, and BC's Workers Compensation Act.
3. All parties have the right to a fair and unbiased process.
4. The college will act quickly and reasonably to investigate all reports of misconduct and will respond in a manner that is intended to minimize harm.
5. Where appropriate, alternate resolutions, including restorative justice practices will be implemented to mitigate and repair harm.
6. This policy shall not be used to infringe on academic freedom as it relates to course content and/or delivery.
7. Breaches of this policy will be addressed through the sanctioning processes outlined in the appendices of this policy with the intention of providing learning opportunities to avoid further transgressions.

DEFINITIONS

Academic Integrity

Behaving with honesty and truthfulness in all work presented towards an academic credential, publishing, reporting of transcripts, and other academic-related activities.

Academic Integrity Chair

The Chair supports the Academic Integrity Committee and oversees the process outlined in the code of conduct as it relates to academic integrity.

Academic Integrity Committee (AIC)

This committee is normally comprised of at least five (5) faculty members from each decanal area or division as appointed by the Dean, Associate Dean, or Director.

Academic Integrity Panel

This panel is comprised of three (3) faculty members who are normally external to the student's program area. Members are selected from the AIC by the AIC Chair.

Alternate Resolution

A voluntary and collaborative process used to resolve an issue without resorting to a formal investigation. The goal of an alternate resolution is to promote reconciliation, settlement, or understanding among those involved. An alternate resolution process will only be used if all parties agree to participate in good faith.

College Community

College Community members include all persons granted access to NIC property or resources including but not limited to:

- a) NIC students,
- b) all employees of NIC,
- c) contractors and third parties required by contract to comply with NIC policies and procedures,
- d) members of the NIC Foundation and donors,
- e) advising bodies and/or committees,
- f) members of the NIC Board of Governors,
- g) residents and guests of NIC Student Housing, and
- h) members of the broader community who access NIC services.

Controlled Substances

Any substances listed under the Controlled Drugs and Substances Act, S.C. 1996, c.19.

Evaluation Process

This activity includes student evaluation (as per Policy #3-33 Evaluation of Student Performance) and the provision of grades and notations on transcripts.

Interim Measure

A temporary measure implemented by the responsible administrator pending an investigation, informal resolution, or outcome. An interim measure, other than a suspension, is not appealable.

Misconduct

Non-compliance with NIC's expectations of respectful behaviours and/or violation of legislation, NIC's policies and/or collective agreements.

Risk Assessment and Prevention Team (RAPT)

A team comprised of trained individuals who meet as required to investigate reports of possible threats to the campus community.

Student

A person the registrar recognizes to be enrolled in or applying to be enrolled in a course or program of studies at the College.

Student Case Management Team (SCMT)

A team comprised of NIC representatives who meet regularly to discuss concerning student behaviours and to develop supportive interventions. Referrals can be made through earlyassist@nic.bc.ca.

Students' Union Advocate

A representative from North Island Students' Union (NISU) who may be the support person for the student in addressing fairness issues and resolving disputes.

Support Person

A person who may be present during meetings at the request of either party. This person will not participate or provide comment during meetings and must not be in conflict of interest.

Suspension

The removal of a student from the college for a period of time in accordance with the BC College and Institute Act.

Teaching and Learning Environment

Any activity that is related to instruction or the evaluation process, including but not limited to classroom instruction (digital or in-person), communication regarding instructional matters, practical instruction, field trips, and meetings with faculty.

GUIDELINES

1. 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.
2. Members of the college community are encouraged to report concerning, threatening or unusual behaviours or circumstances to the Director, Student Affairs or the Director, Facilities, Safety and Security.
3. When the Code of Conduct is breached, appropriate steps will be taken to investigate and respond in accordance with the procedures described in the appendices to this policy. In the case of an alleged breach from an employee, appropriate steps will be taken to investigate and respond in accordance with the appropriate collective agreement and NIC Human Resource policy and procedures.
4. Misconduct that takes place in or related to NIC student housing will be investigated by the Manager, Student Housing in collaboration with the Associate Director, Student Life.
5. Supports will be provided to those involved in investigative and disciplinary processes as available and as required.
6. Students may appeal decisions made under the jurisdiction of this policy through the processes described in Student Appeals Policy 3-30 except for the recommendation for suspension. Appeals related to decisions of student suspension can be appealed through the Board of Governors (Board of Governors Bylaw No. 3 and Board of Governors Policy GP-9 Student/Employee Appeals to the College Board of Governors).

Legislative and Collective Agreement References:

BC College and Institute Act

https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96052_01

BC Freedom of Information and Protection of Privacy Act

https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96165_00

BC Human Rights Code

https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/00_96210_01

BC Sexual Violence and Misconduct Policy Act

https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/16023_01

Guide to the Canadian Charter of Rights and Freedoms

<https://www.canada.ca/en/canadian-heritage/services/how-rights-protected/guide-canadian-charter-rights-freedoms.html>

Canadian Human Rights Act

<https://www.canada.ca/en/canadian-heritage/services/how-rights-protected/guide-canadian-charter-rights-freedoms.html>

Workers Compensation Act, WorkSafe BC, 2013

<https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/workers-compensation-act>

North Island College Collective Agreements

<https://www.nic.bc.ca/about-us/employment-opportunities/collective-agreements/>

Cross-Referenced NIC Policies:

[Acceptable Use of Information Technology #5-08](#)

[Human Rights Policy #2-08](#)

[Sexualized Violence Prevention and Response Policy #3-34](#)

[Student Appeals Policy #3-30](#)

[Student Complaint Resolution Policy #3-31](#)

[Evaluation of Student Performance Policy #3-33](#)

[Animals and Pets on Campus Policy #7-06](#)

[Student/Employee Appeals to the College Board of Governors](#)

APPENDIX A

PERSONAL AND PROFESSIONAL CONDUCT PROCEDURES

The purpose of these procedures is to support Policy #3-06, Community Code of Academic, Personal and Professional Conduct. This appendix contains the procedures for addressing non-academic misconduct. For procedures relating to Academic Integrity matters, see Appendix B.

1.0 PROHIBITED CONDUCT

The following is a non-exhaustive list that provides examples of misconduct that may be addressed under this policy.

In all cases, campus security/facilities or RCMP should be contacted if there is an immediate risk to safety.

Incidents of violence against persons or property must be reported to the responsible administrator (student affairs and facilities). These incidents may be forwarded to RAPT for review as necessary.

Residents of NIC student housing are required to adhere to their Community Standards of Living guidelines, agreements and contracts.

1.1 Misconduct against Persons

Acts of Violence

An act involving physical force intended to intimidate or harm, including physical contact or aggressive behaviors like shouting or gestures.

Bullying

This includes harassment and any type of violence that can cause physical, psychological, or emotional harm or interferes with one's right to a respectful learning environment. Bullying does not include reasonable action taken by a supervisor or instructor relating to classroom management, teaching, campus events, or workplace activity.

Cyberbullying

This includes using electronic media and other forms of digital communication that could cause psychological and/or emotional harm, whether intended or not.

Discrimination

This includes unintentional or intentional unfair treatment of individuals or groups as prohibited under the BC Human Rights Code.

Endangering the Health, Safety or Well-Being of Others

This includes conduct that potentially or actually endangers the safety, health or well-being of any person. In the interest of safety, all members of the college community are required to comply with all applicable NIC safety plans and protocols and current Public Health Office (PHO) requirements.

Harassment

This includes improper conduct by an individual that is directed at and offensive to another person when the individual knew or ought reasonably to have known would cause offence or harm.

Threats

The communication of a direct or implied intent to cause physical, emotional, or reputational harm to a person, group, or property.

1.2 Misconduct against Property

Theft or Attempted Theft

This includes any actual or attempted misappropriation of college property or the property of a member of the college community.

Vandalism/Intentional Damage of College or Personal Property

This includes any intentional altering of, or damage to college property or to the property of any member of the college community.

1.3 Other Misconduct

Disruptive or Disorderly Conduct

This includes any conduct that interferes with the provision of college services or instruction or that interferes with the rights of any member of the college community.

Failure to Comply with Directions of College Employees

This includes any failure to comply with a reasonable request of any authorized college employee issued in order to protect the interests of the college or the rights, privileges or safety of any member of the college community.

Making False, Frivolous or Vexatious Complaints

This includes any complaint pursuant to this or any other college policy that is intentionally made by a person who knows it is false, frivolous, or vexatious.

Misrepresentation or Providing False Information

This includes falsification, alteration or misuse of personal identification, records, or documents.

Misuse of Information Technology

Prohibited uses of Information Technology Resources are outlined in [Policy 5-08 Acceptable Use of Information Technology](#).

Unauthorized Entry and/or Presence on Campus

This includes unauthorized entry, attempted entry, or presence on any college property or at any college sanctioned activity.

Unauthorized Possession or Use of Weapons or Dangerous Objects

This includes the possession or use of real or replica firearms (including registered firearms) or other weapons, explosives (including fireworks), ammunition, or other dangerous objects on college premises or at a sanctioned college event.

Illegal Substances

This includes the manufacture, sale, delivery, possession, or use, in any amount, of any illegal substance.

Smoking & Cannabis Consumption

Smoking, including cigarettes, pipes, vaping and e-cigarettes is permitted in designated areas only.

Alcohol

Consumption of alcoholic beverages is not permitted on college campuses nor at college sanctioned events, except as permitted by the college and in compliance with provincial regulations.

1.4 Academic Misconduct

For procedures related to academic misconduct, see Appendix B.

Cheating

This includes but is not limited to:

- copying, or allowing the copying of assignments, tests, exams, and other forms of academic evaluations;
- using unauthorized devices of any sort when presenting work for evaluation, including, but not limited to, tests and exams;
- using unauthorized information during any evaluation process;
- obtaining or providing without authorization, questions or answers relating to any examination or test prior to the test;
- work that is submitted as one's own work but has been created through collaboration or editing by another person to the extent that it no longer reflects the submitter's knowledge and effort;
- communication of any kind either verbal or non-verbal with another student during an examination, quiz or test; and
- failure to properly cite sources used, including the failure to cite one's own work from a previous assignment (also referred to as plagiarism).

Fabrication

This includes but is not limited to:

- falsifying of findings and data,
- providing citations that are not from the sources provided, and
- providing counterfeit or forged documents, including medical notes or credentials.

Impersonation

This includes taking a test, examination, or other assessment for another person or having another person take a test, examination, or assessment on one's behalf.

Plagiarism

This includes representing someone else's work, ideas, findings, facts, opinions, and/or theories as one's own, through improper and/or incomplete citation of work submitted.

2.0 REPORTS OF MISCONDUCT

2.1 Students

When a report of a conduct violation comes forward involving students, depending on the location or type of misconduct that has taken place, the following processes will be followed:

2.1.1 Violations occurring outside the teaching and learning environment.

- a) Violations occurring outside of a teaching and learning environment will be addressed by the director, student affairs within the scope of this policy. Any person becoming aware of a violation should report the occurrence to the Director, Student Affairs.
- b) The Director, Student Affairs will meet with the involved parties to investigate and determine the appropriate course of action which will be consistent with the sanctions described at the end of Appendix A.

2.1.2 Violations occurring within and/or related to the teaching and learning environment.

Violations related to the Teaching and Learning environment include, but are not limited to the classroom, emails, meetings, telephone conversations or other online media.

- a) Violations occurring within and/or related to the teaching and learning environment are expected to be addressed by the instructor unless safety is a concern.
- b) The instructor will meet with the student as soon as possible, and preferably prior to the next class meeting, to advise the student of the unacceptable behaviours and determine appropriate sanctions, with the support of the Chair/Coordinator as described in 3.1.
- c) Instructors may consult with the Department Chair/Coordinator, Dean/Associate Dean/Director, and/or Director, Student Affairs as appropriate.
- d) If the matter cannot be resolved by the instructor and Department Chair/Coordinator, the concern must be referred to the Dean/Associate Dean/Director for the development of an appropriate course of action.
- e) The Director, Student Affairs should be consulted regarding sanctions other than a verbal reprimand.
- f) Dismissal from the teaching and learning environment (e.g. asking the student to leave a class) is appropriate when the instructor determines that the teaching and learning environment is compromised (e.g. shouting, threatening gestures, etc.). In some cases, if the student will not leave, it may be appropriate to dismiss the class).
- g) Following a student's dismissal from the teaching and learning environment, the student must meet with the Instructor and Department Chair/Coordinator of the program (or Dean/Associate Dean/Director if the instructor is the Department

Chair/Coordinator) prior to returning to the teaching and learning environment. This meeting will be initiated by the instructor and should occur as soon as possible and preferably prior to the next scheduled teaching and learning time to determine an appropriate course of action.

- h) Unless safety is a concern the student may return to the learning environment, pending a decision from the Dean/Associate Dean/Director and/or RAPT.

2.2 Employees

Violations of this policy will be addressed through collective agreements and NIC Human Resources policies.

2.3 Other members of the College Community

If the principles and guidelines described within this policy are violated by a visitor, the incident will be referred to the appropriate authority for resolution (e.g. RCMP, Director, Facilities, Safety and Security).

3.0 SANCTIONS (Students)

Student violations of Policy #3-06 will result in reparations and sanctions that are designed to support those impacted and to provide the opportunity for learning for the responsible party or parties.

Escalating levels of disruption normally result in increasing levels of reparations and sanctions. The Director, Student Affairs may be consulted by any of the parties, as needed, to assist with process.

3.1 Informal Sanctions

In some situations, informal sanctions, such as a verbal reprimand, will be determined by the Instructor and Department Chair/Coordinator. This does not form part of a student record.

3.2 Formal Sanctions

Depending on the incident, the Dean/Associate Dean/Director and/or RAPT and/or the Director, Student Affairs will determine and communicate in writing to the student and other parties as needed, an appropriate course of action which may include but is not limited to the following:

- behaviour contract prepared by the Director, Student Affairs;
- remuneration for damages, including breaches of contract for use of college equipment;
- ban from some or all non-academic activities and locations on campus;
- restricted access to campus;
- no contact order;
- loss of NIC computer and campus internet usage;
- removal from a specific course or program; and/or
- recommendation for suspension to the president.

3.3 Alternate Resolution

Alternate resolution is a voluntary and collaborative process used to resolve an issue without resorting to a formal investigation. The goal of an alternate resolution is to promote reconciliation, settlement, or understanding among those involved. An alternate resolution process will only be used if all parties agree to participate in good faith.

When a request for an alternate resolution is received, the request and related information will be reviewed by Director, Student Affairs to determine if an alternative resolution is suitable and appropriate in the situation. If an alternate resolution process is appropriate, the Director, Student Affairs will coordinate participation and process.

If a resolution on the matter is reached, a written record of the agreement will be prepared and signed by the parties. The parties will receive a copy of the agreement. The original record will be maintained by the Director, Student Affairs.

An alternative resolution process may include, but is not limited to, coordination or facilitation of one or more of the following:

- a) separate meeting with the individuals involved to review the issue,
- b) joint meeting with the individuals involved to facilitate a conversation aimed at understanding and resolving the issue,
- c) a review of policy and expectations with individuals involved to clarify and reinforce expectations of appropriate conduct,
- d) training and/or coaching to enhance understanding of appropriate conduct,
- e) negotiating an agreement between the individuals involved regarding future conduct, and/or
- f) follow-up with individuals involved after the alternate resolution process to ensure commitments to respectful conduct are being adhered to.

If the agreement of an alternate resolution is breached, formal sanctions may be applied.

APPENDIX B

ACADEMIC INTEGRITY

The purpose of these procedures is to support Policy #3-06, Community Code of Academic, Personal and Professional Conduct.

1. STUDENTS

A. Instructor Suspects Academic Misconduct

1. If a student is suspected of academic misconduct, the instructor will discuss the concern with the student normally within two (2) business days upon discovery of the suspected infraction.

Note (a): An instructor has the option of discussing a suspected infraction with the AIC Chair before initiating a formal process. If the case discussed during this consultation goes to panel, the AIC Chair will normally act as a non-voting panel member and may add an additional panel member to avoid a draw vote. In this case, the other panel members will determine if the allegations are valid and whether academic misconduct has occurred.
2. If the Instructor believes, after discussion with the student, that academic misconduct has occurred, the case will be referred to the AIC normally within five (5) business days after the initial meeting. The referral will be a letter to the AIC Chair (email: academicintegritychair@nic.bc.ca) which will describe the allegation(s) and include supporting documents. The student will be copied on this letter.
3. The AIC Chair will attempt to contact the student normally within two (2) business days (using the student's most recently provided contact information) to advise them of the allegations of academic misconduct against them. If the student requires support regarding the specific allegations the student should be referred to an NIC counsellor, the Director, Student Affairs, and/or the NISU. The AIC Chair will communicate to the student their choices for process as follows:
 - 3.1 Student Case Heard by an AIP
 - Student advises the AIC Chair within three (3) business days of being contacted that they wish to proceed with the panel process and advises whether they will attend in person/digitally, provide a written statement, or do both.
 - If the student chooses to submit a written statement, this must be sent to the AIC Chair normally within three (3) business days but not more than five (5) business days after being notified by the AIC Chair of the allegations.
 - 3.2 Student agrees they committed academic misconduct and waives the panel process. This option is only available for allegations of a first infraction.
 - Student advises the AIC Chair within three (3) business days of being contacted that they do not wish to dispute the charge and agree to waive the panel process.

- The AIC Chair refers the case to the Dean/Associate Dean/Director for sanctioning.
- 3.3 Student does not respond to the AIC Chair
- If the student does not respond to the AIC Chair regarding their choice of 3.1 or 3.2 normally within three (3) business days, the AIC Chair has the discretion of bringing the case to the panel or referring the case directly to the Dean/Associate Dean/Director for determination and, where appropriate, sanctioning.

B. Panel Proceedings

The Academic Integrity Panel (AIP) is normally scheduled once per week. Cases are heard in the next available convening of the panel.

1. If a student chooses to attend the panel meeting, the student will be advised of the time and location. The panel meeting will either be online or in-person, at the discretion of the Chair. The instructor will also be invited but may choose not to attend. If the student and/or instructor chooses not to participate in the meeting, the AIP will either accept or dismiss the allegations based on evidence received to date. In the event the allegations are accepted, the AIP will forward the case to the Dean, Associate Dean or Director for sanctioning.

Note: The student and instructor may bring along a support person or NISU advocate. Neither the support person nor NISU advocate will address the AIP and must not be in conflict of interest (for example must not be a current instructor of the student or an instructor in the student's program).

2. If in attendance, the AIP will hear the case from both the student and the instructor.
3. The instructor and the student, including the support person or NISU advocate, if present will be asked to leave the meeting once all information has been presented. The AIP will determine if the allegations are valid and academic misconduct has occurred.
4. Within three (3) business days of the hearing, the AIP Chair or the Chair of the AIC will forward a letter, including the evidence provided, to the Dean/Associate Dean/Director stating the panel's determination. The student and instructor will be copied on this letter.

C. Dean/Associate Dean's Responsibilities

1. Upon receiving notification about the case from the AIP or the AIC Chair, the Dean/Associate Dean/Director will consider whether there has been previous academic misconduct.
2. In the case where there has been no panel, the Dean/Associate Dean/Director will review the information provided and make the determination for sanctions.
3. In the case where a panel has met, the Dean/Associate Dean/Director will review the panel's determination and consider appropriate sanctions.
4. In the event the Dean/Associate Dean/Director does not accept the AIP's determination, the Dean/Associate Dean/Director must meet with the student and the instructor to make a decision regarding the allegation.

5. The Dean/Associate Dean/Director will determine sanctions consistent with those described in section D.
6. The Dean/Associate Dean/Director will forward the decision in writing to the student and copy the instructor, and the AIC Chair normally within five (5) business days of having received notification of the case. The registrar will place a copy of the letter on the student's record.
7. The Dean/Associate Dean/Director will advise the student in writing with the decision and of their right to appeal and will be referred to the Policy #3-30 Student Appeals.

D. Sanctions

Sanctions will be consistent with those described below with the intention of providing education to avoid further violations. Sanctions will progress in severity based on the number of infractions recorded on the student record. Should a student commit multiple infractions that come forward for sanctioning at the same time, the Dean/Associate Dean/Director will determine whether they are treated as repeat infractions and sanctioned accordingly. In all cases, students will be encouraged to seek counselling and/or other support services. Students may not withdraw from the course or college to avoid sanctions resulting from academic integrity violations.

1st infraction

- A student will normally receive a zero on the assignment or test in question.
- A letter from the Dean/Associate Dean/Director outlining the misconduct and sanctions will be sent to the student. The letter will be copied to the student's record, the AIC Chair and the instructor.
- The student will meet with a member of the AIC to discuss academic integrity standards and will complete an online seminar in academic integrity.
- The student will be informed of the academic and personal support services available on their campus.

2nd infraction

- Failure in the course.
- A letter from the Dean/Associate Dean/Director outlining the misconduct and sanctions will be sent to the student. The letter will be copied to the student's record, the Director, Student Affairs, the AIC Chair and the instructor.
- The student will meet with the Director, Student Affairs and the AIC Chair. In addition to information about the academic and personal support services available on their campus, the student will be given a verbal reminder of the consequences of receiving a 3rd infraction.

3rd infraction

- Failure in the course.
- Letter on the student record.
- The Dean/Associate Dean/Director will normally make a recommendation to the College President for suspension.
- The student will be asked to meet with the Dean/Associate Dean/Director and the Director, Student Affairs. At this meeting, the student will be provided with

a letter outlining the misconduct and sanctions as well as a referral to appropriate services. The letter will be copied to the student's record, the Director, Student Affairs, the AIC Chair and the instructor.

- If the Dean/Associate Dean/Director recommends that the student be suspended, the letter will also be sent to the President's office.

E. Alternate Measures

In some cases, based upon the recommendation of the Dean/Associate Dean/Director, in consultation with the Director, Student Affairs, it may be appropriate to facilitate alternate measures such as restorative justice in lieu of the sanctions described above. In those situations, an agreement will determine the sanctions, but may not result in a higher than minimum passing grade on either the assignment/test in question or the full course; whichever is deemed appropriate by the Dean/Associate Dean/Director for the situation.

F. External Agencies and Professional Bodies

A student who has violated a policy of an external agency during an NIC course may also be subject to the sanctions administered by the external agency.

2. EMPLOYEES

Suspected academic misconduct by employees should be reported to the employee's direct supervisor. Violations of this policy will be addressed through collective agreements and NIC Human Resources policies.