

Automated Academic Integrity Reporting Procedure

1. Navigate to your Employee Login page: https://secure.northernnc.on.ca/employee/nph-CimsConnect.pl?act=list_faculty_sections and log in.

(This is the same page that you enter the information for the attendance and student success audits at the beginning of the semester.)



Please enter your username and password.

Username:

Password:

[Change Password](#)

2. Select **Course Sections** from the list on the left (if your sections aren't already displayed). Once you have located your course sections, you should click on the **Academic Integrity** link that appears next to the correct course section. This link is located between the *View* and *Student Success* links.

Faculty Resources

- Course Sections
- Part Time Faculty Review
- Full Time Faculty Review
- Student Timetables
- Timetabling
- Transfer Credit and RoA

Blackboard Tools

- Academic Integrity Modules
- Text to Test

[Change Password](#)

[Log Out](#)

Academic Year

Semester

Campus	Course	Section	Title	
PC	BU3253	201	Management of Technology	View Academic Integrity Student Success
PC	BU3253	202	Management of Technology	View Academic Integrity Student Success

Course Sections

3. After accessing the class list, find the student and use the Submit AI Form widget.

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Academic Integrity Forms

***Note: Once submitted, a copy of the form will be available to the student in the student portal*

Date: 2024-04-01 09:37:16
 Faculty: Shannon Arsenault
 Campus: PC


Student	Lastname	Firstname	Date Enrolled
202302291	Amrit Kaur	Amrit Kaur	2023-12-22
202204267	Arshdeep Kaur	Arshdeep Kaur	2024-01-08
202200653	Baljit	Baljit	2023-12-22
202302744	Chasmawala	Zulfikarali	2023-12-22
202301432	Chavda	Ashaben H	2023-12-22

Course: BU3253
Section: 201

Submit AI Form

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4. Please note that Step 1 is completed automatically. To begin the incident reporting process, move forward to **Step 2** and fill out the **Incident Information section**. In this section, select the date on which you discovered the incident, the date on which the student was notified, provide a brief description of the incident, explain any communication you had with the student regarding the incident, and offer your recommendation for the incident. Finally, attach the student's assignment submission, a screenshot of their Respondus Lockdown browser test or their SafeAssign report. Note that only one file in pdf, png, jpeg, gif, or bmp format can be attached. Convert Word files to PDF and use a screenshot in lieu of a video. **NOTE: DO NOT ADD periods (.) to your file names.**


Academic Integrity Report

Step 1, 2 and 3 on the Academic Integrity Report will be completed by the faculty member within the specified timelines listed in section IV in the Academic Integrity Procedure. [A copy of this report will be available to the student in their student portal on submission.](#)

Step 1 - GENERAL INFORMATION

Student Name: Amrit Kaur Amrit Kaur	Student ID: 202302291
Northern College Email: AMRITKAURAM8@NORTHERNC.ON.CA	Campus: Timmins
Personal Email: amritsatari@gmail.com	Program Name: B313 - Global Business, Entrepreneurship and
Course: BU3253 - 201 MANAGE TECH	

Step 2 - INCIDENT INFORMATION

Date Incident Occurred: * Date Student Informed: *

Brief Description of the incident: *

Communication with student: *

Faculty recommendations for resolution of the incident: *

Please attach supporting document * No file chosen

**acceptable files include pdf, jpg, png, jpeg, gif, bmp

5. Proceed to **step 3 - Background Information**. Any previous recorded offenses on record will auto-fill. Check the **Faculty Signature** box to sign and date the form, then click the **Submit** button at the bottom.

Step 3 - BACKGROUND INFORMATION

Registrar's Office contacted for previous incidents * Yes No Date Contacted:

Previous incidents on file:

No previous incidents on file

If not the student's first incident, briefly summarize the previous sanctions:

An email will be sent to the student and they will be asked to log into the student portal to complete their portion. If the student does not agree with the Academic Integrity Report, the student has the option to select the "disagree" radio button and provide an explanation. In this case, the Academic Integrity Report and supporting documentation will be submitted to the program Dean.

The program Dean may decide to meet with incident stakeholders to review submitted reports and/or supporting documentation.

- Academic Integrity Report
- Student Response to the Academic Integrity Report (optional)
- Academic Integrity Incident - Supporting Evidence

Faculty Signature: Date: *

Note:

- The completed Academic Integrity Report form will be submitted to the registrar's office, program coordinator, and all other parties involved in an incident.
- For definitions of Academic Integrity violations or incident see, section II of the Academic Integrity Procedure A-24 PR-1
- For steps in reporting an academic integrity violation, see section III of the Academic Integrity Procedure A-24 PR-1
- For examples of academic integrity offence sanctions, see section IV of the Academic Integrity Procedure A-24 PR-1

Northern College student email address will be accepted as the authorized student signature when submitted electronically.