

Title: Academic Honesty and Plagiarism Policy
Type: Academic
Policy #: AC100-11
Responsibility: Academic Excellence
Approved by: Executive Team, September 2007
Revised:
Review date:

1. Purpose

Academic integrity is the foundation of a learning organization. Academic honesty is integral to the learning process and a necessary ingredient of academic integrity. This policy recognizes the general responsibility of Centennial College and its faculty members, and staff to ensure standards of academic conduct, and of its students to be aware of and comply with such standards. Therefore, suspected breaches of academic honesty will be investigated, principles of procedural fairness followed, and appropriate remedies and penalties applied.

2. Principles

- Presumption of innocence: a student charged with a breach of academic honesty is presumed innocent until proven otherwise through the processes outlined in this policy
- Procedural fairness.
- Reasonable and probable grounds based on evidence that a breach has occurred on a balance of probabilities.
- Penalties that reflect that a range of factors (listed on page 4) have been considered, weighed and balanced.
- Penalties that are not applied before a breach has been established and the process completed.

3. Scope

This policy applies to applicants to Centennial College and to students enrolled or formerly enrolled in Centennial College courses. A complaint may also be filed against Centennial College students for matters which arise at clinical and placement sites. In some cases the College's regulations in the *Student Code of Conduct* may also apply. If so, the Dean of Students should be consulted to determine which process will take precedence.

4. Definitions

- 4.1 **Student:** an individual enrolled or formerly enrolled at Centennial College in full- or part-time courses. Applicants to and graduates of the College found in breach of this policy will be subject to appropriate discipline.

- 4.2 **Breach of Academic Honesty:** in its broadest sense a breach of academic honesty refers to an intentional or unintentional or improper attempt to obtain academic advantage, an academic credential, or admission to a program through deception and/or fraudulent means. Specific examples of breaches of academic honesty are provided in Section 5.
- 4.3 **Suspension due to breach of academic honesty:** a variable but limited period during which the student may not register in the College. Suspension may be imposed for academic offences and only by the Dean of the School. A student who is otherwise eligible to graduate, but is suspended, may not apply to graduate until the suspension expires or is lifted.
- 4.4 **Expulsion due to breach of academic honesty:** permanently terminating a person's right to continue as a student in the College. This penalty may only be determined through a hearing.

5. Breach of Academic Honesty

Instances of academic honesty breaches include but are not limited to the following:

- 5.1 **Cheating:** the attempt to gain an improper advantage in academic endeavours. Forms of cheating include but are not limited to the following:
- Copying from another student or permitting another student to copy material;
 - Consulting an unauthorized source during an evaluation;
 - Using unauthorized aids or materials during an evaluation;
 - Dishonest or inappropriate behaviour or activities during a test or an examination;
 - Obtaining a copy of an examination or test in advance of the date and time for writing the examination or test;
 - Submitting the work one has done for one class or project to a second class, or as a second project, without the prior consent of the faculty member receiving the assignment;
 - Submitting work prepared in collaboration with another member(s) of a class, when collaborative work on a project has not been authorized by the faculty member;
 - Submitting work prepared in whole or in part by another person or source and representing that work as one's own;
 - Offering for sale essays or other assignments, in whole or in part, with the expectation that these works will be submitted by a student for appraisal; and
 - Preparing work in whole or in part, with the expectation that this work will be submitted by another student for appraisal.
- 5.2 **Plagiarism:** to present another person's ideas, writing, artistic work, creations, etc. as one's own. This includes the presentation of all or part of another person's work as something one has written, paraphrasing another's writing without proper

acknowledgement, or representing another's work or creation as one's own. Any use of the work of others, whether published, unpublished or posted electronically or on the web, attributed or anonymous, must include proper acknowledgement.

- 5.3 **Impersonation:** to have someone impersonate oneself in class, in a test, examination or interview, or at any stage in the admission process, or in connection with any other type of assignment or placement associated with a course or academic program. Both the impersonator and the individual impersonated will be subject to discipline.
- 5.4 **Falsification, Fabrication, or Modification of an Application, Supporting Documentation, Assignment, etc.:** to falsify, fabricate or in any way modify, either through omission or commission, an application and supporting documentation to the College and any of its departments. *Application* is used in its broadest sense to include an application for admission, job placement, a petition or appeal, or any other such endeavour. *Supporting documentation* includes academic transcripts, academic credentials, letters of recommendation, a physician's letter/form or any other document used in support of an academic application, record, petition/appeal, etc. Fabrication includes presenting false information as factual whether this is part of an application, document or class assignment and forging another person's signature for any purpose.
- 5.5 **Aiding and abetting:** to encourage, enable or cause others to do or attempt any of the above with intent to mislead a faculty member, academic unit, program, office or committee as to a student's academic status, qualifications, actions or preparation, or knowingly assisting anyone in a breach of academic honesty.
- 5.6 **Inappropriate Use of Computer Technology:** to use another person's identification and/ or password, or unauthorized entry into a computer file for the purpose of using, reading, changing or deleting its contents, or the unauthorized transfer in whole or part of files for academic gain. In addition to academic honesty policies and procedures, refer to the College's Computer Use Policies and the Code of Conduct for further information regarding restrictions on the use of College technology.
- 5.7 **Unauthorized Removal, Defacing, and Destruction of Materials from the Learning Resource Centres/Related Facilities:** depriving other students of academic resources is considered a breach of academic honesty.

6. Jurisdiction Governing Breach of Academic Honesty

Each School will ensure that its procedures are consistent with this policy and are reflected in course outlines and program handbooks. As well, these policies will be publicized in other College documents.

Suspected breaches of academic honesty will be dealt with by the School offering the course, and will be communicated to the student's home School at the point of determining penalty and for the purpose of records-keeping. If a breach has occurred during the College admissions process, the Registrar, or designate, is responsible for taking appropriate action. Guidelines for joint programs with other institutions are established by each program.

Where allegations arise in more than one School at the College, the student's home School will take precedence.

7. Penalties for Breach of Academic Honesty

After due process, breaches of academic honesty may lead to one or more of the following remedies or sanctions:

- 7.1 Written reprimand or warning.
- 7.2 Lower grade on the original assignment, test, or examination.
- 7.3 A failing grade in the assignment, test, or examination, or practicum.
- 7.4 Lower grade overall in the course.
- 7.5 Failure in the course or practicum.
- 7.6 Failure in the course with permanent record of grade on the transcript, even if the course is successfully repeated.
- 7.7 A ban from reapplying to the College for a specified period of time or permanently.
- 7.8 Notation on the transcript that indicates that a breach of academic honesty has occurred.
- 7.9 Suspension from the College due to breach of academic honesty, for a minimum of one full academic year. The student may apply for re-admission consideration prior to the suspension's end date as long as the semester for which the student is reapplying begins after the suspension is served.
- 7.10 In cases of suspension, a transcript notation may be recommended for a specified period of time: *Student suspended due to a breach of academic honesty*. Once the time period has elapsed, the student may apply to the Dean for removal of the transcript notation.

The following penalties, if recommended, shall be forwarded to the College Hearings Committee (CHC):

- 7.11 Expulsion from the College, due to breach of academic honesty.
- 7.12 In cases of expulsion, a transcript notation may be recommended: *Student expelled due to a breach of academic honesty*.
- 7.13 Revoking of a Centennial College academic credential, credit, award, etc.

A written letter indicating the offence and expected student behaviour will be issued by the Chair of the department. It will also include the notice that repeat violations of the Academic Honesty and Plagiarism policy will lead to progressive increments in penalty.

8. Cross References to Other Existing Policies or Regulations

This Policy is complementary to and does not alter a student's rights or responsibilities under:

- The laws of Canada, Ontario, or municipal governments
- The Ontario Human Rights Code
- The College's Student Code of Conduct
- Policies or Regulations of Practicum Sites
- The College's Acceptable Computer Use Policy
- The Academic Regulations of Centennial College and the Academic Appeal Process
- Other College Policies

9. Procedures

Refer to procedure number AC100-11