

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

1. Policy

Refer to policy number AC100-11

2. Procedures

The following procedures shall be used whenever a breach of academic honesty is suspected.

2.1 Investigating Potential Breaches of Academic Honesty

When a breach of academic honesty is suspected, it is the responsibility of the faculty member or evaluator (if applicable), to collect or assist in the collection of the necessary information, to aid in the investigation to determine proof of misconduct, and to subsequently inform the Program Chair. A standard reporting form, the Breach of Academic Honesty Form is to be used for this purpose.

The following procedures apply:

- 2.1.1 Course assignments, essays, etc.: the faculty member or evaluator will retain possession of the suspect material, complete the Breach of Academic Honesty Form, and submit this to the Program Chair along with the confiscated material.
- 2.1.2 In an examination or test where breaches of academic honesty are suspected, the invigilator will confiscate any suspect material and document the incident, noting the time and details. No further action is to be taken during the examination or test, except that the student may be asked to take another seat. In all cases, the student will be allowed to complete the examination. The invigilator will provide a written report to the Program Chair along with any confiscated material.
- 2.1.3 In cases of suspected impersonation in an examination or test, the faculty member or invigilator will attempt to identify the student and/or ask the student to remain after the examination to re-check appropriate College identification. Where there is sufficient reason to believe that impersonation took place, the invigilator will provide a written report to the Program Chair along with any additional material.
- 2.1.4 The faculty member will meet with the student first for an exploratory meeting. If the student admits to the breach, the faculty member may resolve the matter directly with the student. The faculty member must complete the Breach of

Academic Honesty Form to describe the breach and the recommended remedy or penalty. The student must also sign the form. The faculty member will then send the completed form to the Program Chair.

Once the Chair receives the Breach of Academic Honesty Form, the Chair will check for prior breaches of academic honesty. The Chair will also ensure that the faculty member's recommendation is consistent with College policy. The Chair will decide whether to endorse the decision (by sending the signed Breach of Academic Honesty Form to the Dean's Office of the student's home School for records keeping) or call a subsequent meeting with the faculty member and the student for further exploration.

OR

- 2.1.5 If the faculty member elects not to meet with the student first, he/she will complete the Breach of Academic Honesty Form detailing the alleged breach and submit this to the Program Chair along with any evidence gathered. The Chair will decide whether to proceed and if so, will call a meeting. The student is notified in writing (or electronically) by the Chair that a meeting with the Program Chair and the faculty member is to be held, the reasons for the meeting, the circumstances surrounding the complaint, the date, time, and location for the meeting, and whether a hold has been placed on any enrolment activity¹. A copy of the Breach of Academic Honesty Form will be included. The Chair must provide a minimum of five (5) working days notification for the meeting, unless all parties agree to meet earlier. *Since it has not been established that a breach has occurred and therefore no penalty or remedy yet considered, the Program Chair will not check for any prior offences at this time.*

On the conclusion of the meeting, the Chair will determine if a breach of academic honesty has occurred. Once the Chair determines that a breach has occurred, the Chair will check for prior breaches of academic honesty. The Chair will also ensure that the faculty member's recommendation is consistent with College policy and then forward the signed Breach of Academic Honesty Form to the Dean's Office of the student's home School for records keeping.

- 2.1.6 The recommended penalty will be applied at the conclusion of the investigation. Where the recommended penalty is a suspension, the Dean will apply the penalty. If it is a notation on the transcript, the Chair will inform the registrar who will apply it. If the recommended penalty is expulsion, the recommendation will be forwarded to the College Hearing Committee.²

¹ The Chair will determine whether to place an immediate block on enrolment activity by the student in the affected course. If so, the Chair will notify Enrolment Services via email. The student may not drop or be deregistered from the course for any reason, nor may transcripts be released to the student until a final decision is reached. A request by a student for a transcript to be sent to another institution or to a potential employer will be processed, but if the student is found guilty of a breach of academic honesty, then Enrolment Services will be notified to send an updated transcript to the recipients.

² Details of the membership and terms of reference of the College Hearing Committee can be found in the Student Code of Conduct – Hearings and Appeals.

- 2.1.7 For a suspected breach of academic honesty that occurs or has occurred during the admission process, regardless of when the breach was detected, the Registrar or designate, in consultation with the Program Chair of the department in which the student is enrolled/will be enrolled, will be responsible for the investigation and assessment of a penalty. For suspected breaches during assessment testing, the Dean of Students or designate, in consultation with the Program Chair of the department in which the student is enrolled/will be enrolled, will be responsible for the investigation and assessment of a penalty.

3. Exploratory Meeting

The exploratory meeting is held to determine whether or not a breach of academic honesty has occurred and if so, to assess or recommend penalty. If the student elects not to attend the meeting, the meeting may proceed without the student present. If the student brings an advocate from the Centennial College Student Association, that will need to be noted in the minutes of the meeting. The meeting will result in one of the following:

- 3.1 Agreement by all parties that no breach of academic honesty occurred. No records of the matter shall be retained. The matter shall conclude.
- 3.2 Student admits to a breach of academic honesty (intentional or unintentional):
- 3.2.1 Discussion then moves to penalty. The student is asked to disclose prior **documented** offences against academic honesty. If the student states that there are none the Chair will verify the information after which, the student, faculty member and Chair will proceed to discuss the penalty. If the student acknowledges a documented prior offence, or the Chair finds that there was a prior offence, a meeting to address the penalty may be scheduled after the documentation of the prior offence has been reviewed or if the documentation is available, the meeting may proceed and the penalty discussed.
- 3.2.2 If **the penalty is agreed upon**, this is recorded on the Breach of Academic Honesty Form and signed by the student, the faculty member, and the Chair. The form is then forwarded to the Dean's Office of the student's home School to verify that no prior offenses are on record, and for confidential record-keeping. The form may also be sent to Enrolment Services for grade change and/or transcript notation. The student is provided with a copy of the Breach of Academic Honesty Form.

Failure on the student's part to disclose prior offences at this stage may mean that the penalty will be re-addressed by the Dean.

OR

- 3.2.3 If **no agreement is reached on penalty**, the Breach of Academic Honesty Form will be signed by the student, the faculty member, and the Program Chair and forwarded to the Dean's Office of the School handling the matter. The Breach of Academic Honesty Form will include the admission, a summary of the matter and individual submissions by the student and faculty member as to the penalty.

AND

- 3.2.4 The Dean will determine the penalty, after having checked for prior convictions with the Dean's Office of the student's home School. The Dean may elect to meet with all the parties (the student, the faculty member, the Program Chair) prior to determining the penalty. The Dean must provide a minimum of five (5) working days notification for such meeting unless all parties agree to meet earlier.

The decision is then recorded on the Academic Offences Form, with copies to the student, faculty member and Chair, and the Dean's office of the student's home School for confidential record-keeping. As well, the student will be provided with information on the College Appeal Board should they wish to appeal the penalty. The form may also be sent to Enrolment Services for grade change and/or transcript notation.

The Dean may determine a penalty up to and including suspension with a notation on the transcript. If contemplating expulsion, the Dean should refer the matter, with the recommendation, to the College Hearing Committee.

- 3.3 Student does not concur with the evidence of a breach of academic honesty (intentional or unintentional):

If the student does **not** concur with the evidence of the alleged breach of academic honesty, the Academic Offences Form will be signed and forwarded by the Program Chair to the Dean. The Academic Offences Form will contain a written summary of the proceedings to date. The Dean will meet with all the parties (the student, the faculty member, the Program Chair). If the student still does not concur with the evidence of an alleged breach of academic honesty, the Dean will make the determination and if appropriate, assign a penalty. As well, the student will be provided with information on the College Appeal Board should they wish to appeal the decision and/or the penalty.

4. Factors to Consider when Considering Academic Penalties

Specific offences against academic honesty vary in terms of severity and intent. Upon investigation, some instances of academic dishonesty may constitute minor infractions while others represent the most extreme form of violation.

Penalties should suit the offence and reflect that a range of factors have been considered, weighed and balanced such as:

- 4.1 the nature of the offence;
- 4.2 the intent behind the offence (involves an assessment of the measure of premeditation involved);
- 4.3 the extent of the breach (includes a determination of other parties affected by the breach);
- 4.4 the level and extent of the student's academic experience (e.g. whether it is the first semester or a final semester of study, etc.) and knowledge of the Academic Honesty and Plagiarism policy;

- 4.5 the advantages sought or potentially gained by the student (e.g. admission to a program, a financial award, enhanced grades, etc. For the latter, the worth of the assignment, test or examination should be a factor when assigning penalty);
- 4.6 instances of prior breaches. If the offence is a second or subsequent one, and/or is in combination with another offence, then a more severe penalty or penalties should be considered; and
- 4.7 familiarity with and previous communication about the academic honesty.

A written letter indicating the offence and expected student behaviour will be issued by the Chair of the department to the student with a copy filed at the office of the Dean of the student's home school. It will also include the notice that repeat violations of the academic honesty and plagiarism policy will lead to progressive increments in penalty.

The following chart provides some guidance on the range of penalties that would be suitable after weighing the above factors.

Type of Offence	Recommended Range of Penalties
Cheating on Assignment	<ul style="list-style-type: none"> • Lower grade in assignment • Failure in assignment • Lower grade in the course • Failure in the course • Suspension due to breach of academic honesty* • Expulsion due to breach of academic honesty** • Notation on Transcript***
Cheating on Test	<ul style="list-style-type: none"> • Failure in the test • Lower grade in the course • Failure in course • Suspension due to breach of academic honesty* • Expulsion due to breach of academic honesty** • Notation on Transcript***
Cheating on Final Examination	<ul style="list-style-type: none"> • Failure in the examination • Lower grade in the course • Failure in the course • Suspension due to breach of academic honesty* • Expulsion due to breach of academic honesty** • Notation on transcript***

Plagiarism of portions of assignment / entire assignment	<ul style="list-style-type: none"> • Warning/Reprimand • Lower grade in assignment/make-up • Make up assignment with a failure in original assignment • Lower grade in the course • Failure in the course • Place student on academic probation • Suspension due to breach of academic honesty* • Expulsion due to breach of academic honesty** • Notation on Transcript***
Impersonation	<ul style="list-style-type: none"> • Suspension due to breach of academic honesty* • Expulsion due to breach of academic honesty** • Revoking of credential/award ** • Notation on Transcript*** <p><u>A penalty should be applied to the impersonator, if a Centennial College student, and the student benefiting from the act.</u></p>
Falsification of Transcripts	<ul style="list-style-type: none"> • A ban from reapplying to the College • Suspension due to breach of academic honesty* • Expulsion due to breach of academic honesty** • Notation on Transcript*** • Revoking of credential/award**
Aiding and Abetting	<ul style="list-style-type: none"> • Warning/Reprimand • Lower grade in assignment • Failure in assignment • Lower grade in the course • Failure in the course • Suspension due to breach of academic honesty* • Expulsion due to breach of academic honesty** • Notation on Transcript***
Inappropriate use of computer technology (as it applies to academic honesty)	<ul style="list-style-type: none"> • Loss of Computer privileges and/or: • Failure in Assignment • Failure in Course • Suspension due to breach of academic honesty* • Expulsion due to breach of academic honesty** • Notation on Transcript***
Unauthorized removal, destruction of Learning Resource Centre materials (as it applies to academic honesty)	<ul style="list-style-type: none"> • Lower grade in assignment • Failure in assignment • Lower grade in the course • Failure in the course • Restitution • Suspension due to breach of academic honesty* • Expulsion due to breach of academic honesty** • Notation on Transcript***

* Suspension up to a maximum of one year will be determined by the Dean.

** Expulsion may be recommended but determined only by a hearing panel.

*** Chair will notify the Registrar.

5. Hearings and Appeals of Academic Honesty

In cases of breaches of Academic Honesty, the College recognizes that the jurisdiction governing breach lies within each School and, in cases of breach during the admission or assessment testing process, with the appropriate Officer in consultation with the School.

The College Hearing Committee (CHC) will hear allegations of breaches of academic honesty where:

- the recommended penalty is expulsion;
- revoking of a credential or an award.

The College Appeal Board (CAB) will review appeals on the basis of any one or more of the following grounds:

- evidence of an error in procedures; or
- evidence that the breach was unsupported by the facts; or
- evidence that the penalty imposed was unduly harsh or lenient; or
- new evidence that could not have reasonably been supplied earlier.

6. Records Keeping

Records of academic misconduct will be kept and safeguarded by the Dean's Office of a student's home School. Records will be kept in sealed envelopes marked confidential in a student's file and shall only be accessed by the Dean or designate. Where access to a record(s) of prior academic breach is required by the College Hearing or Appeals Committee, such record(s) will be provided by the Dean or designate of the student's home School.

7. Cross References to Other Existing Policies or Regulations

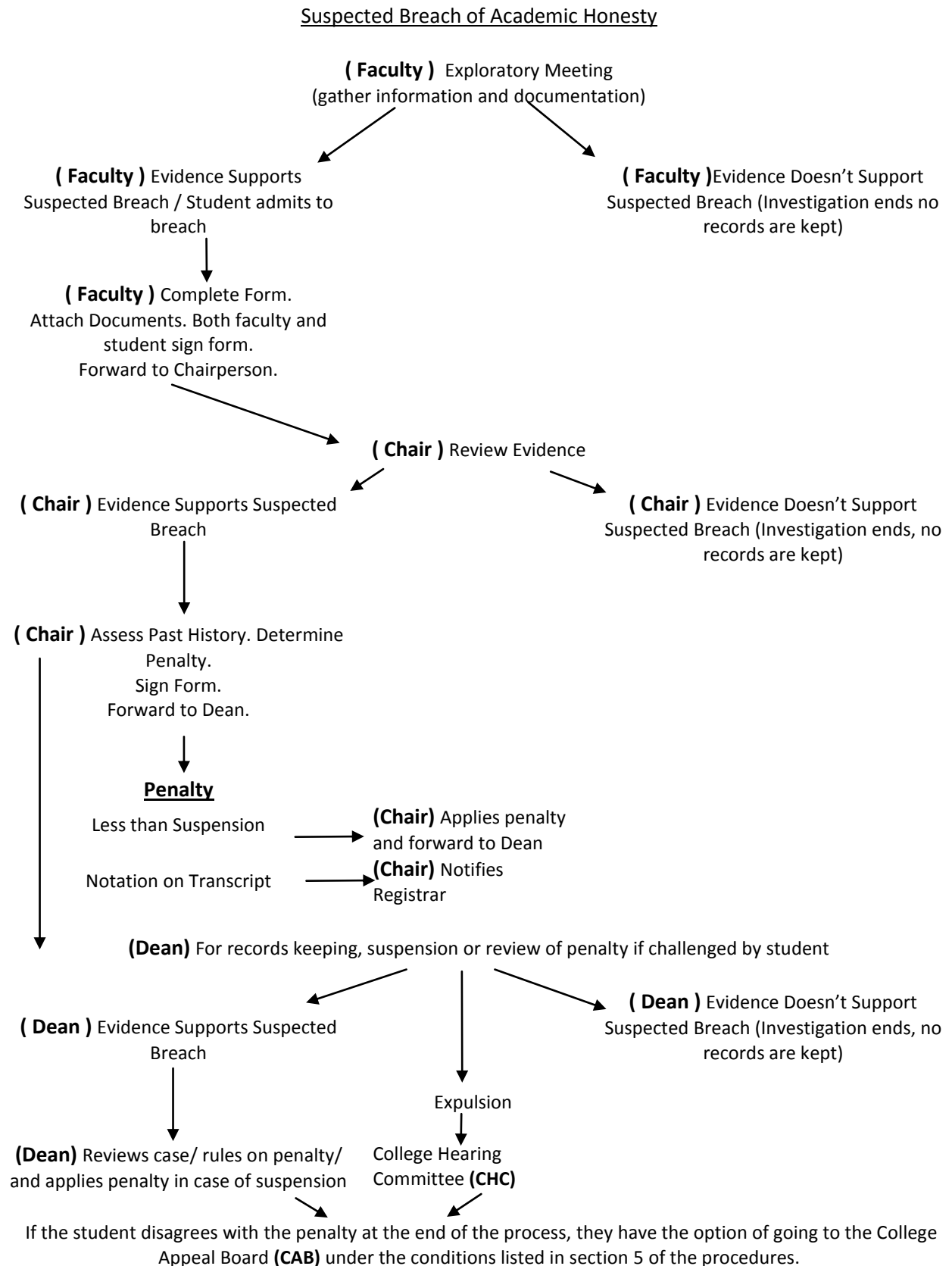
This Policy is complementary to and does not alter a student's rights or responsibilities under:

- 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

8. Appendices

- Breach of Academic Honesty Chart
- Breach of Academic Honesty Form

Breach of Academic Honesty Chart



Dear (Student Name),

Breach of Academic Honesty and Plagiarism Policy

Academic integrity is the foundation of a learning organization. Academic honesty is integral to the learning process and a necessary ingredient of academic integrity. The Academic Honesty and Plagiarism 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.

Every student is expected to abide by the College's policy on academic honesty and plagiarism. The attached form documents any breach of academic honesty that occurs at the College.

You are receiving this form because you have allegedly violated the Centennial College Policy on Academic Honesty and Plagiarism.

Copies of the policy are available on myCentennial, and it is your responsibility to familiarize yourself with all aspects of the policy. Please note that repeat violations of the Academic Honesty and Plagiarism Policy will lead to progressive increments in penalty. A copy of this form will be sent to your program Chair.

Thank you.

Breach of Academic Honesty Report Form

Student Name:	
Student Number:	
Department/Program enrolled in:	
Course Code:	
Name of Faculty/ Instructor/ Invigilator:	
Date of Incident:	
Description of the Incident: (Please attach evidence if applicable)	
Name(s) and Student Number(s) of other(s) involved:	
Decision of Faculty/ Instructor/ Invigilator:	
Decision of Chair:	
Chair's Signature:	
Decision of the Dean where needed:	
Dean's Signature:	
Faculty /Instructor/ Invigilator Signature and date:	
I have received a copy of this breach of academic honesty report form.	Student Signature and Date:
I agree with the penalty assigned as a result of this breach of academic honesty.	Yes <input type="checkbox"/> No <input type="checkbox"/>

❖ If you would like to provide an explanation of the incident, we encourage you to use the attached form.

Student Name:	
Student Number:	
Date of Incident:	
Description/ Explanation of what happened:	
Name(s) of other(s) involved:	
Student Signature and Date:	