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	Responsibility:	Academic Dean
	Policy Number:	7210-31
Title: Cheating and Plagiarism		

PURPOSE:

This policy is intended to promote and educate students about academic integrity, and to protect the interests of students, faculty and the College. Cheating and plagiarism are violations of academic integrity and are considered to be very serious academic offenses. They undermine the legitimacy of the academic degrees awarded by the College and deny honest students of some of the rewards of their efforts.

DEFINITIONS:

3.1 Students' Original Work:

All students must complete their own original course work and assignments. Unless otherwise indicated by the teacher, students must assume that any course work or assignment is to be completed individually and presented using their own original writing, including text, formulas, diagrams, and calculations.

3.2 Plagiarism:

Plagiarism is submitting or presenting work in a course as if it were the student's own original and individual work done expressly for that course when, in fact, it is not. Plagiarism includes, but is not limited to, the following:


- a) Copying in whole or in part from published material, electronic sources or any material that the student did not originate himself or herself without documenting the source in accordance with a recognized academic or technical style guide. Plagiarism includes copying, paraphrasing or summarizing text, information or ideas from sources without proper documentation.
- b) Copying of another student's course work or assignment. A student who knowingly permits his or her work to be copied is considered to be as guilty as the plagiarizer.

3.3 Cheating:

Cheating includes, but is not limited to, the following:

- a) Copying of another student's work. Detection may occur during the test or examination or during the evaluation of the test or examination. Anyone who knowingly permits his or her work to be copied is considered to be as guilty as the cheater.

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- b) Possessing unauthorized material during a test or examination, regardless of whether the student uses this material. Detection may occur during the test or examination or during the evaluation of the test or examination.
- c) Impersonating another person or being impersonated by another person at any test or examination, or in connection with any other form of academic work.
- d) Forging, altering or falsifying any academic record, or making use of any false record whether the record is in print or electronic form.

3.4 Cheating and Plagiarism Review Committee:

The Cheating and Plagiarism Review Committee is made up of three members of the *department or discipline in which the offense occurred*, with the membership to be determined by the department or discipline. The Committee must include the teacher concerned or a substitute at the teacher's discretion. The Cheating and Plagiarism Review Committee is responsible for reviewing contested accusations of cheating and plagiarism offenses and determining if the accusation of offense is justified or not.

IMPORTANT: See Additional Information on Cheating and Plagiarism below.


4. PROCEDURES:

At any point in the process **the student** may request advice and assistance from any member of the College community e.g. the Student Advocate or a professional from The Learning Centre.

At any point in the process **the teacher** may consult any member of the College community who is not also on the Cheating and Plagiarism Review Committee e.g. other colleagues or the Pedagogical Development Office, etc.

4.1 Detecting and Reporting Cheating and Plagiarism:

4.1.1 The penalty for plagiarism or cheating is a grade of zero for that course work or assignment without the possibility of revising that course work or assignment or preparing an alternate assignment.

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4.1.2 When a teacher has reason to believe that a student has cheated or plagiarized, the teacher will explain to the student the reasons why the course work or assignment is seen as an academic offense ***within ten working days*** of detecting the offense. If, after consultation with the student, the teacher determines that cheating or plagiarism did not, in fact, occur then the work or assignment may be re-marked and a grade assigned.

4.1.3 If, after consulting with the student (or if the student does not respond to the teacher), the teacher remains convinced that the student cheated or plagiarized, then the teacher must complete a ***Cheating and Plagiarism Report Form*** (see Appendix 1) and submit this form, along with copies of all relevant evidence relating to the offense, to the Registrar's office ***within fifteen working days*** of detecting the offense or conferring with the student.

4.1.4 The Registrar's office will record the offense and related evidence in the student's file, notify the student and inform the student of the serious nature of the offense. The Registrar's office will acknowledge to the teacher that the offense has been recorded in the student's file.

4.2 Requesting a Review of a Cheating and Plagiarism Report:

4.2.1 A student who wishes to contest the accusation of offense must complete a ***Cheating and Plagiarism Offense Review Request Form*** (see Appendix 2) indicating why the student believes that the accusation of offense is not justified. This form must be submitted to the Registrar's office ***within ten working days of the notification of the offense by the Registrar***. The Registrar's office will forward a copy of the Cheating and Plagiarism Offense Review Request form to the teacher and the chairperson of the department in which the offense occurred. The department chairperson will forward the form to the department or faculty Cheating and Plagiarism Review Committee. (Note: The communication may take place electronically and via internal mail.)

4.2.2 Upon receipt of the Cheating and Plagiarism Offense Review Request form, the Cheating and Plagiarism Review Committee will arrange for a review of the accusation of offense and related evidence. The teacher will be allowed to present the reasons for the accusation of offense and the student will be allowed to present the reasons for contesting the accusation of offense in person or in writing to a meeting of the Review Committee. The student may be accompanied by another member of the Vanier

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community (e.g. the Student Advocate) to any meeting with the Cheating and Plagiarism Review Committee if they so choose.


- 4.2.3** The meeting and deliberations by the Review Committee must be held in confidence and **completed within ten working days** of the receipt of the Cheating and Plagiarism Offense Review Request Form by the Cheating and Plagiarism Review Committee. If the review request is received **later than fifteen working days after the last day of class of the current semester** then the Review Committee may hold its meetings and deliberations **within ten working days after the start of the following semester**. In cases involving graduating students, every effort will be made to complete the process as quickly as possible.
- 4.2.4** Following its deliberations and final decision, the Cheating and Plagiarism Review Committee will inform the Registrar's Office, department chairperson, the teacher and student of its decision in writing **within five working days**.

4.3 Appeals:

There is no appeal of the Cheating and Plagiarism Review Committee's decision. However, the Academic Dean can require the Committee to review the case again if it is demonstrated that the committee did not follow procedures.

4.4 Disciplinary Action, Information Provision, and Record Keeping:

- 4.4.1** If there is no contest of the offense or if the offense is upheld by the Cheating and Plagiarism Review Committee, then the offense report and related evidence will remain recorded in the student's college file until graduation. If the accusation of offense is overturned by the Cheating and Plagiarism Review Committee, then the offense report and related evidence will be removed from the student's file and destroyed.
- 4.4.2** If there is a subsequent instance of a cheating or plagiarism offense, the Registrar will refer the case for disciplinary action to the Faculty Dean or Director of Continuing Education. The disciplinary action may include suspension, expulsion or other appropriate penalties. In the case of expulsion, appeals can be made to the Academic Dean. The Academic Dean will meet with the student and make a final decision on disciplinary action. Any disciplinary action will be recorded in the student's file.

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4.4.3 In order to indicate to the College community that cheating and plagiarism are recognized as serious offenses at Vanier, the Registrar’s office will provide to the Academic Dean, the Faculty Deans and the Director of Continuing Education an annual report on the number of recorded cheating and plagiarism offenses and the types of disciplinary actions imposed, while maintaining individual confidentiality of the students. The Academic Dean will provide this report to Academic Council. The Faculty Deans and Director of Continuing Education will disseminate this information to their programs and departments.

4.4.4 It is the responsibility of all faculty members to inform their students of the importance of this policy and the meaning and consequences of cheating and plagiarism. All course outlines should include a statement on the importance of this college policy and the consequences of cheating and plagiarism.

5. ADDITIONAL INFORMATION ON CHEATING AND PLAGIARISM

5.1 Plagiarism:

5.1.1 Plagiarism versus incorrect or incomplete documentation of sources: Many Vanier College students have not yet developed the academic skills necessary to correctly and completely document sources used in an assignment. Teachers should ensure that major course assignments clearly indicate whether resource texts should or should not be used. Students asked to complete any assignment using resource texts should be informed of what constitutes plagiarism and how to document their sources using an appropriate style guide. Teachers are encouraged to give students some opportunity to practice using correct documentation of sources prior to completing a major documented assignment. Teachers should endeavour to distinguish between students who incorrectly or incompletely document source material and students who **attempt to cheat**, through plagiarism, by copying source material and presenting this material as their own original work. However, it is ultimately the student’s responsibility to ensure that his or her work is not plagiarized.

5.1.2 Plagiarism detection software: Teachers may make use of plagiarism detection software, to help deter and detect plagiarism. If such software is to be used, teachers must inform their students at the start of the semester that they will be required to submit assignments to a plagiarism detection software service and that this will help protect the

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grades of honest students who are not plagiarizing from students who attempt to cheat by plagiarizing assignments. Teachers should also add a statement to their course outlines indicating that students will be required to submit assignments to a plagiarism detection service.


5.1.3 Plagiarism without source text(s) being found: In some cases a teacher may be convinced that a student has plagiarized but the teacher is unable to locate the source text(s). This situation can occur if the student has acquired or purchased an assignment from an undetectable source or had someone else write the assignment. In this situation the teacher should follow the procedure presented above and, if proceeding with an accusation of offense, include with the Cheating and Plagiarism Report Form all evidence which supports the accusation of plagiarism. This evidence must include copies of the assignment under suspicion along with a selection of other assignments or course work which indicate that the assignment under suspicion presents content and/or writing style markedly different from or superior to the other work presented by the student.

5.1.4 Plagiarism information and resources: The College will make available to teachers and students resources and information to assist teachers and students in understanding how to avoid plagiarism and document resource texts correctly. Teachers should inform students of where to access this information and these resources.

5.2 Cheating:

5.2.1 Resource materials for examinations, tests and assignments: Teachers should indicate what resource materials students are permitted to use during an in-class examination or test prior to the start of the test and ensure that students understand the consequences of cheating on college examinations and tests. Teachers should be vigilant about the misuse of electronic devices during in-class examinations and tests. If students can collaborate on out-of-class examinations or assignments then this should be indicated by the teacher when the examination or assignment is provided to the students, otherwise students must complete the examination or assignment individually.

5.2.2 Cheating detected during an in-class examination or test: If cheating is detected during an in-class examination or test, the teacher may follow one of two options:


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Option 1. The teacher removes the examination or test material and any suspect material from the student and asks the student to leave the examination or test. The teacher will complete a Cheating and Plagiarism Report Form for this offense following the examination or test, and include copies of the materials in question. The Cheating and Plagiarism Report Form should briefly but clearly indicate why the teacher believes the student was cheating during the test or examination and attach copies of relevant material. In the event of a review, the teacher may introduce new evidence not included in the initial Report to the Registrar. If a review or appeal of the accusation of offense overturns the accusation of offense then the student may be permitted to complete a make-up examination or test as appropriate.

OR

Option 2. The teacher removes any suspect material from the student and allows the student to complete the test or examination. After the test or examination, the teacher consults with the student. If the teacher remains convinced that the student has cheated, the teacher assigns a grade of zero to the test or examination and completes a Cheating and Plagiarism Report as indicated in Option 1. If the accusation of cheating is later overturned, the teacher can grade the original test or examination instead of giving a make-up test/examination.

5.2.3 Cheating detected following an in-class examination or test or in an out-of-class test or assignment: If cheating is detected following an in-class examination or test or in an out-of-class test or assignment, then the teacher should complete a Cheating and Plagiarism Report Form for this offense and include copies of the materials in question. The Cheating and Plagiarism Report Form should briefly but clearly indicate why the teacher believes the student was cheating and attach copies of relevant material. If the committee overturns the teacher's decision, then the student's examination or test will be graded or the student will be permitted to complete a make-up examination or test as appropriate.

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APPENDIX ONE¹



CHEATING AND PLAGIARISM REPORT FORM

(Teacher's form)

Today's Date:

Teacher's Name:

Teacher's Contact Information (Office room and telephone number and email address):

Course Name, Number & Semester Offered:

Section Number:

Student's Name and ID Number:

Type of Offense: ___ Cheating ___ Plagiarism

Date of Offense:


Description of Offense (clearly and precisely describe the offense and relevant circumstances related to the offense):

Date of Teacher Consultation with Student (Regarding the accusation):

IMPORTANT: Please submit this form, along with clear copies of all relevant documents relating to the offense (including, for example, tests, examinations, assignments or essays), to the Registrar's Office ***within fifteen working days of detecting the offense or conferring with the student.*** Please underline any relevant text that is seen as cheating or plagiarism in the student's work and source documents.

Note: Copies of the documentation will be forwarded to the student and may be seen by members of the Cheating and Plagiarism Review Committee.

¹ This appendix and form accompanies the Cheating & Plagiarism Policy (7210-31), last revised 2011-03-11.

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APPENDIX TWO²


CHEATING AND PLAGIARISM OFFENSE REVIEW REQUEST FORM

(Student's form)

Today's Date:

Student's Name and ID Number:

Teacher's Name:

Course Name, Number & Semester Offered:

Section Number:

Reasons for this Review Request (clearly and precisely explain why you believe the accusation of cheating and/or plagiarism described in the Cheating and Plagiarism Report is not justified):

IMPORTANT: Please submit this form, along with clear copies of any additional documentation relevant to your review request, to the Registrar's office *within ten working days of receiving the notification of the offense from the Registrar.*

² This appendix and form accompanies the Cheating & Plagiarism Policy (7210-31), last revised 2011-03-11.