SUBJECT: POLICY ON PLAGIARISM

1. STATEMENT OF POLICY INTENT

1.1 The purpose of this policy is to set out approved procedures for dealing with students who are found guilty of plagiarism.

1.2 For the purposes of this policy, plagiarism shall be defined as the unacknowledged use of another’s work.

1.3 The College reserves the right to apply more stringent penalties than set out below, depending on the nature of the offense.

2. POLICY AND PROCEDURES

2.1 First Offence

2.1.1 A student found guilty of plagiarism, in the first instance, will only receive a grade for the original material of the paper or project.

2.1.2 The lecturer will issue a verbal warning to the student and will inform the Chairperson, in writing, of the incident.

2.2 Second Offence

2.2.1 A student found guilty of plagiarism in the second instance, will receive an automatic “F” for the entire paper or project.

2.2.2 The lecturer will inform the Chairperson, in writing, of the incident.

2.2.3 The Chairperson will issue a warning, in writing, to the student.

2.2.4 Copies of the lecturer’s letter and the Chairperson’s warning will be forwarded to Student Records for inclusion in the student’s file.

2.3 Third Offence

2.3.1 A student found guilty of plagiarism for the third time will be expelled.

2.4 Appeals
2.4.1 A student who is expelled for plagiarism may appeal the expulsion.

2.4.2 Appeals must be lodged with the Vice-President, Academic Affairs within one week of the receipt of the letter of expulsion.

2.4.3 Appeals from students will be considered by an ad hoc committee appointed by the President, which will include the Deans of Arts and Sciences and Professional Studies, (see original copy)same subject area and a representative of COBUS.

2.4.4 Decisions of the Appeals Committee will be final and will be forwarded to the student by the Vice-President, Academic Affairs.