

ALGONQUIN COLLEGE DIRECTIVE	NO. OF PAGES 5	DIRECTIVE NO. E43
	ORIGINATOR College Academic Council	
	APPROVED BY PEC 2005 05 11	
TITLE PLAGIARISM	EFFECTIVE DATE 2006.11.08	REPLACES 2006.08.28

PREAMBLE

Algonquin College values individual and original thinking. It believes one person's words, images, or ideas are his or her own and must be respected as such. The College also values honesty as a key principle in the College environment and in the workplace. In all programs of study, Algonquin College insists on academic integrity. Academic work submitted by a student is evaluated on the assumption that the work presented by the student is his or her own, unless designated otherwise. Adherence to acceptable standards of academic honesty is a vital aspect of the learning process at Algonquin College.

DEFINITION

Plagiarism, whether done deliberately or accidentally, is defined as presenting someone else's work, in whole or in part, as one's own, and includes the verbal or written submission of another work (for example, ideas, wording, code, graphics, music, and inventions) without crediting that source. This includes all electronic sources (for example, the Internet, television, video, film, and recordings), all print and written sources (for example, books, periodicals, lyrics, government publications, promotional materials, and academic assignments), and all verbal sources (for example, conversations and interviews).

The facilitation of plagiarism, that is, one student sharing his or her work with other students, is also considered an act of plagiarism.

POLICY

1. Students who commit plagiarism, which is an act of academic dishonesty, will be subject to disciplinary action. Disciplinary action will take the form of an academic sanction(s) and will reflect the severity of the offense committed.
2. Each individual with an identified role in a group assignment will be held responsible for that role with respect to plagiarism. Plagiarism on the part of one or more of the group members may affect the group evaluation, at the discretion of the professor.
3. At the beginning of each term, students are to submit a declaration attesting that the work they will be submitting will be their own (see Appendix A for an example). Students may be asked to submit one declaration that will include all the courses for their program level, one declaration for each course or one declaration with each assignment, at the discretion of the

Department.

4. Students are subject to the policies and procedures outlined in this Directive whether they sign the declaration or not.
5. The College insists on academic integrity and acts on all reported incidents of plagiarism.

GUIDING PRINCIPLES

1. The College has a responsibility to educate students about plagiarism. Students will be taught how to document sources correctly and will be provided with feedback to support the learning of this skill.
2. Whether plagiarism is deliberate or accidental, the College considers the action unacceptable and will impose sanctions reflecting the severity of the incident.
3. The Program Chair/Dean will oversee the application of the sanctions concerning plagiarism and will maintain a confidential list of students who have committed plagiarism and the sanctions imposed.
4. Each Faculty will maintain a complete list of students who have committed plagiarism for all its departments.
5. Any academic sanction is to be kept electronically on the student's file on the Student Information System. Records will be held intact for one year following the student's last academic activity. Any appeal will be considered on its merit.

PROCEDURES, ROLES AND RESPONSIBILITIES

1. The Professor, or other College staff, when observing or becoming aware of an incident of plagiarism will
 - Inform the student of his or her observations upon discovery and where possible, confiscate the assignment or project along with any incriminating evidence.
 - Discuss the incident with the student, within five (5) working days, to assess the situation and to determine whether or not it is part of learning to document correctly.
- 1.1 If the incident is determined to be part of learning to document correctly, the Professor or other College staff, may deal with the matter from an educational perspective by providing the student with the appropriate feedback and by applying the appropriate mark deduction.
- 1.2 The Professor, or other College staff, shall only resort to filing a Plagiarism Incident Reporting Form for incidents relating to failure to document correctly if:
 - The student has received adequate instruction on expectations regarding documentation of sources;

- The student has been provided with sufficient opportunity to demonstrate this skill and has received feedback; and
 - The discrepancy between the expected standard and the student's performance is significant or the student's actions demonstrate a reckless or wilful disregard for the previous instruction.
- 1.3 If it is determined the incident is other than part of learning to document correctly or, if it is part of learning to document correctly and meets the three criteria identified in 1.2, the Professor, or other College staff should submit the Plagiarism Incident Reporting Form (Appendix B) providing details of the plagiarism incident to the Program Chair/Dean within two (2) working days of discussing the matter with the student.
2. Following the receipt of the report of the plagiarism incident, within five (5) working days, the Program Chair or Dean will convene a meeting with the Professor or College staff member that reported the incident and the student to review the circumstances surrounding the incident.
3. At the end of the meeting, the Program Chair/Dean will ask the student to respond, in writing, to the allegation within two (2) working days, using the Student's Comment section of the Plagiarism Incident Reporting Form (Appendix B). If the student acknowledges his/her error, an academic sanction can be imposed at the end of this meeting.
4. After consideration of the information presented, including the student's response if submitted, the Program Chair/Dean will make a determination regarding whether or not an act of plagiarism has occurred.
5. If it is determined that an act of plagiarism has occurred, the Program Chair/Dean, in consultation with the Professor or College Staff, will assign the academic sanction appropriate to the incident. Academic sanctions are assigned according to the nature and extent of the act of academic dishonesty. A repeated act of plagiarism will result in harsher sanctions. Academic sanctions may include one or more of the following:
- requirement that the student complete the course on academic integrity
 - requirement that the student resubmit the assignment
 - requirement that the student submit additional work
 - reduction of the weight for the assignment towards the overall course grade
 - assigning the grade of zero for the assignment
 - assigning the grade of F for the course
 - suspension from the Program
 - suspension from the College
6. The Program Chair/Dean will notify the student, in writing, of the academic sanction to be imposed, within three (3) working days of receiving the student response. A copy of the letter will be sent to the Professor or College staff.
7. Should the student choose not to respond to the incident at any point in the procedure, the Program Chair/Dean will proceed with the investigation to its conclusion.

8. The Program Chair/Dean will forward the completed “Plagiarism Incident Reporting Form” (Appendix B) to the Executive Dean/Dean’s Office and to the Registrar’s Office for inclusion on the student’s file.
9. Students may appeal academic sanctions following the procedures outlined in Directive E15 - Academic Appeal.
10. Once charged with an incident of plagiarism, students are subject to the policies and procedures outlined in this Directive even if they withdraw from the course.
11. The College will offer a short course on academic integrity. The course is available upon request and will also be offered on a regular basis for those students who are required to take it as a sanction for an act of plagiarism.

Note: It is recognized that the timelines identified above may be extended to better accommodate students.

RELATED DIRECTIVES

E15 - Academic Appeal

E16 – Academic Discipline

Vice President, Academic

**Student Attestation of Academic Integrity (Appendix A)**

Program Name:	
Professor:	
Course # and Name:	
Term:	

Student Name:	
Student #	

I hereby declare that the work I submit throughout the duration of this course will be my own work.

I understand that plagiarism, whether done deliberately or accidentally, is defined as presenting someone else's work, in whole or in part, as one's own, and includes the verbal or written submission of another work (for example, ideas, wording, code, graphics, music, and inventions) without crediting that source. This includes all electronic sources (for example, the Internet, television, video, film, and recordings), all print and written sources (for example, books, periodicals, lyrics, government publications, promotional materials, and academic assignments), and all verbal sources (for example, conversations and interviews).

I understand that the facilitation of plagiarism, that is, one student sharing his or her work with other students, is also considered an act of plagiarism.

I understand that contravening Algonquin College Directive E43 – Plagiarism will result in an academic sanction(s) as described in this directive.

Student Signature: _____ Date: _____

PLAGIARISM INCIDENT REPORTING FORM (Appendix B)**TO BE COMPLETED BY THE COLLEGE STAFF**

Directive E43 - Plagiarism is defined as presenting someone else's work, in whole or in part, as one's own, and includes the verbal or written submission of another work without crediting that source. The completed Plagiarism Incident Reporting Form is to be kept on the student's file in the Departmental Office.

Name of Student: _____

Student Number: _____ Date: _____

Student email address: _____

Program: _____

Course: _____

Name of Teacher/Staff Member: _____

Description of plagiarism incident:

Teacher/Staff Member Signature: _____ Date: _____

Student's comments:

Student's Signature: _____ Date: _____

Sanction Applied by Program Chair/Dean/Executive Dean:

Program Chair/Dean Signature: _____ Date: _____