

Procedure Regarding Academic Dishonesty

At Champlain-Lennoxville, academic dishonesty, which includes cheating and plagiarism, is not tolerated; it is an offence against one's self, one's peers, one's teachers, and the College.

Definitions:

Cheating

As per IPESA 5.4.1 "Cheating", cheating is any deceptive or dishonest practice relative to academic coursework and evaluation intended to provide oneself with undeserved advantage.

Examples of cheating in evaluation situations include but are not limited to:

- copying or attempting to copy another's work
- submitting work you have already handed in (unless authorised)
- obtaining or attempting to obtain unauthorised assistance of any kind
- providing or attempting to provide unauthorized assistance of any kind
- possessing or using any unauthorized material
- possessing or using any unauthorized instruments which can be used as information storage and retrieval devices
- taking an examination, test, or quiz in someone's place
- having someone take an examination, test, or quiz in one's place
- engaging in unauthorized communication during an examination, test or quiz

Plagiarism

As per IPESA 5.4.2 "Plagiarism", plagiarism at Champlain-Lennoxville is defined as follows:

To use any part of someone else's language, thoughts and/or work and present it as your own.

Adapted from the definition for plagiarism from Cambridge Advanced Learner's Dictionary (2010) and Random House Compact Unabridged Dictionary (1995)

Plagiarism includes but is not restricted to:

- Copying and pasting material from a website or any other source
- Making minor changes to an author's work
- Taking text from published authors or your friend's paper
- Using a quotation without citing the source
- Paraphrasing or summarizing the original too closely
- Translating a work without citation
- Working with other students but failing to put all names on the final product
- Having someone else re-write or heavily edit your work
- Acquiring material produced by someone else
- Referring to sources that are false and/or unverifiable
- Failing to cite sources

...and presenting it as your own!

Material and work may include texts, images, graphs, tables, oral presentations, computer assignments, lab reports, lab data and/or artistic creations.

Procedure:

Instructors are encouraged to meet with the student to discuss the suspected case of academic dishonesty. Should an instructor judge that a student's work is a case of poor scholarship rather than academic dishonesty, the instructor may require the student to resubmit the assignment and may penalize the assignment's grade.

Reporting procedure

- The instructor informs the student that their work is being reported for academic dishonesty.
- The instructor reports the incident to the Academic Dean's office using the appropriate form and providing proof of the academic dishonesty.
- The Academic Dean confirms whether there is plagiarism and/or cheating, applies the appropriate consequence and informs the student and the instructor.

Consequences

The Academic Dean keeps a record of all confirmed instances of plagiarism and/or cheating across courses and programs at Champlain-Lennoxville.

- First instance: the student receives a grade of zero on the evaluation and may be mandated to do additional work.
- Second instance while at the college: the student receives a grade of zero in the course in which the incident occurred.
- Third or subsequent instances while at the college: the student receives a grade of zero in the course in which the incident occurred. A record of the incidents of academic dishonesty will be placed in the student's permanent file.

Appeal

While an appeal is in process, all consequences are suspended. If the student wishes to challenge the finding of cheating/plagiarism:

- Within 5 business days of being informed of the charge of academic dishonesty, the student must submit the appeal form with supporting documentation and schedule a meeting with the Academic Dean
- The Academic Dean meets the student to review the documentation provided for the appeal.
- The Academic Dean convenes the Academic Dishonesty Committee composed of a member of faculty (not involved with the case), a Dean and a professional to address the appeal
- The student has the right to speak before the committee and may choose to be accompanied by an observing Student Council member
- The instructor who reported the incident has the right to speak before the committee
- The committee communicates its final decision to the Academic Dean's Office
- The Academic Dean informs the student and the instructor involved of the outcome of the appeal

This procedure was recommended by the Academic Advisory Council on June 10th, 2010. It was written in accordance with the Institutional Policy on the Evaluation of Student Achievement (IPESA), detailing section 5.4 Academic Integrity. Revised June 28th, 2011.