Procedure Regarding Academic Dishonesty

1. *Definitions:*

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 submitted at the College (unless authorised);
- Obtaining or attempting to obtain unauthorized 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 or having someone take an examination, test, or quiz in someone's place;
- Working collaboratively when not authorized;
- Acquiring work produced by someone else; or
- Engaging in unauthorized communication during an examination, test or quiz.

Plagiarism is defined as using any part of someone else's language, thoughts and/or work while presenting it as one's own.

Examples of materials and sources include but are not limited to texts, images, graphs, tables, oral presentations, computer assignments, lab reports, lab data and/or artistic creations

Examples of **plagiarism** include but are not limited to:

- Copying material from any source (book, article, website, etc.), either word-for-word or with minor changes without citation;
- Copying the work of a friend or colleague;
- Using a quotation without citing the source;
- Paraphrasing or summarizing a source too closely;
- Translating a work without citation;
- Working collaboratively and failing to cite all authors;
- Having someone else re-write or heavily edit the content of your work;
- Citing a source that does not exist; or
- Failing to cite sources properly or according to a recognized style and/or the teacher's requirement.

2. Procedure:

I. Teachers should discuss any suspected case of academic dishonesty with the student(s) in question.
II. Following this discussion, the teacher will decide whether to deem the incident in question a case of poor scholarship or academic dishonesty. (Incidents of poor scholarship do not fall under the purview of this procedure, however, the student may still be subject to a mark penalty, and/or may be asked to resubmit work, as deemed appropriate by the teacher)
III. Suspected cases of academic dishonesty must be reported to the office of the Dean of Faculty and Academic Affairs using the appropriate form.
IV. The Dean will evaluate the information provided by the teacher, apply the appropriate consequence, and inform the student and the teacher.

The office of the Dean keeps a record of all confirmed instances of plagiarism and/or cheating across courses and programs at Champlain-Lennoxville. The following consequences will be applied:

- First instance: the student receives a grade of zero on the evaluation and may be mandated to do additional work.
- Second instance: 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.
- Third instance: the student receives a grade of zero in the course in which the incident occurred and may face the consequences of suspension.

3. Appeal of a Decision Regarding and Accusation of Cheating or Plagiarism

(IPESA 5.10.3)

Students have the right to appeal a decision made by the Dean of Faculty and Academic Affairs regarding academic dishonesty. While an appeal is in process, all consequences of cheating and plagiarism (see Article 5.8) are suspended.

1. The student must submit the appeal form with supporting documentation to the office of the Dean of Faculty and Academic Affairs within five business days of being informed of the charge of academic dishonesty.
2. The Dean of Faculty and Academic Affairs will communicate with the student to review the documentation provided for the appeal.
3. The Dean of Faculty and Academic Affairs will ask the Academic Appeals Committee to convene. The Committee will consider whether or not the appeal is receivable based on the documents received.
4. If the Committee determines the appeal is receivable, they will bring the appeal forward for further consideration. In this case, both the student and the teacher concerned have the right to speak before the Committee. However, if the Committee determines that the appeal is not receivable, the student will be informed that the appeal has been refused.
5. The Committee will communicate their final decision to the Dean of Faculty and Academic Affairs.
6. The Dean of Faculty and Academic Affairs will inform the student and the teacher involved of the outcome of the appeal.