

**Policy: STUDENT ACADEMIC MISCONDUCT -- PLAGIARISM**

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Members of the University community are expected to carry out their scholarly work with honesty, to meet the highest ethical standards, to respect the facts and appropriate standards of evidence, and to acknowledge the contributions and scholarship of others. As members of the University community, students are expected to demonstrate appropriate academic conduct. They are responsible for their actions, whether acting alone or in a group.

The University will vigorously investigate allegations of academic misconduct, while taking all reasonable steps to protect the rights and interests of individuals whose work or performance is questioned.

**Plagiarism:**

- Plagiarism occurs when a student presents as his or her own the work or data of someone else.

**RESPONSIBILITY OF THE FACULTY**

- Identifying plagiarism when it occurs, counselling the student and reporting all plagiarism incidences to the Academic Administration.

**RESPONSIBILITY OF ACADEMIC ADMINISTRATION**

- Ensuring the appropriate documentation and communication takes place with the student and the parents where required.
- Ensure all penalties for student plagiarism are enforced.

**PENALTIES:**

- **Stage 1: Counselling and Written Reprimand.** The Professor counsels the student and may provide an opportunity for the student to re-submit the assignment. The Professor reports the academic misconduct to the Academic Administration who will email a written reprimand to the student with a copy to the Professor. The student is advised that a repeat offence will result in an Official Academic Misconduct letter which will be placed in the student's file and transfer with the student to Canada. Academic Administration will call the parents.
- **Stage 2: Academic Misconduct Letter.** The student will receive a zero grade for the plagiarized assignment. The Professor reports the Academic Misconduct to the Academic Administration who will email an Academic Misconduct letter to the student with a copy to the Professor. The student is advised that a repeat offence will result in the student being removed from the course. Academic Administration will call the parents and advise to speak to the faculty either in person or over the phone.
- **Stage 3: Student Removed from the Course.** Faculty will email the Academic Administration requesting removal of the student from the course. Student's parents will be called in for a meeting with the Principal who will issue the removal letter to the student.