



Columbia College
Vancouver, Canada

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| Category: Education | Responsible Owner: Academic Board | Effective Date: |
| Policy/Form Number: 2.5 | Approval Body: Board of Directors | Policy/Form Name: Cheating and Plagiarism Policy |

A. **POLICY:**

PURPOSE/COMMITMENT:

The College is committed to developing outstanding teaching and learning and providing world class education to meet the needs of all learners. This is grounded in a foundation of academic integrity.

The purpose of this policy is to ensure academic integrity by defining academic misconduct and the process to follow should it occur. Academic misconduct covers cheating, attempts to cheat, plagiarism, collusion, and any other attempts to gain an unfair advantage in assessment.

SCOPE:

All students have the responsibility to establish, maintain and develop the academic standards and values necessary for study. Students maintain academic integrity by doing their own work and by refusing to assist others in deception.

WHEN TO USE THE POLICY:

The policy should be implemented if an Instructor believes that a student has plagiarized, cheated, colluded without permission, or used unsanctioned electronic devices, and that the offence is serious enough to warrant a plagiarism or cheating charge.

The policy and procedure are not to be used for minor academic infractions that have a relatively insignificant effect on course grading and which may be considered unintentional, naïve, or careless. These are best dealt with by the Instructor as part of normal classroom management and need not be formally reported.

DEFINITIONS:

CHEATING BEHAVIOUR: any situation where a student attempts to obtain an unfair advantage when submitting or presenting assessed work or inappropriate conduct during an examination. This also applies to the theft of another student's work for submission.

Most cases of cheating, including (but not limited to) looking at another's test, talking during a test, allowing one's work to be copied, using crib notes, submitting an assignment, lab, or essay that is too similar to another student's, using unsanctioned electronic devices or codes, presenting fraudulent documents, and not properly quoting or citing sources are typically assigned 1 demerit, which equates to zero on the assignment/test/lab/essay for a 1st offence.

COLLUSION: the collaboration without official approval between two or more students in the preparation and production of work which is ultimately submitted by each in an identical or substantially similar form and/or is represented by each to be the product of his or her individual efforts.

EXECUTIVE COMMITTEE (EC):

2nd Demerit: The Executive Committee to assign a 2nd demerit charge consists of the VPA or designate, Director of Student Services or designate, and Dean or designate of the area where the charge incurred (if required). The VPA or Designate, and Director of Student Services or designate, will initially meet to assign 2nd demerit penalties based upon a wholistic view of the student. If the VPA or designate, and Director of Student Services or designate, do not agree on the penalty, the Dean or designate is additionally consulted to be part of the decision.

3rd Demerit: Where a student is to be assigned a 3rd demerit penalty, the Executive Committee to make the decision, consists of the Principal or designate, Director of Student Services or designate and Dean or designate where the charge occurred (if required). If the Principal or designate, and Director of Student Services or designate, do not agree on the penalty, the Dean or designate is additionally consulted to be part of the decision.

Note: the PAC is independent of the Executive Committee. The Executive Committee is not to review or challenge the plagiarism charge but determine the penalty.

FRAUD: Wrongful or criminal deception intended to result in financial or personal gain.

MINOR ACADEMIC INFRACTIONS: infractions that have a relatively insignificant effect on course grading and which may be considered unintentional, naïve, or careless are best dealt with by the Instructor as part of normal classroom management and need not be formally reported. Any charge of plagiarism or cheating is not a minor academic infraction and must be reported.

PAC/APPEALS: All charges may be appealed by the student to the Plagiarism Appeals Committee (PAC), which will conduct a thorough examination of the facts related to the charge and then either deny or grant the appeal. The role of PAC is to review charges and either grant or deny the appeal, based on the evidence presented. The PAC is composed of representatives

from the six academic Divisions, who are appointed by their respective Deans for one (1) year or less. Three (3) of the six (6) Divisions will be represented on PAC after each rotation. The position of Chair will rotate among the Division representatives on a case by case basis.

PLAGIARISM: a type of academic dishonesty in which another person's words, ideas, or creations are falsely presented as one's own, usually with the intention of gaining academic advantage. Plagiarism is regarded as a serious offence at Columbia College. Associated dishonest practices include other forms of cheating, the faking or falsification of data, and the uttering of false statements in order to obtain unjustified concessions and/or advantages.

Plagiarism and cheating include but are not limited to the following:

- A. Exams, Tests, Quizzes and Assignments (including the College's Language and Writing Assessment (LWA) or the equivalent thereof, or Math placement test (MPT)
 - 1. Copying from another student or making information available to another student.
 - 2. Use of unauthorized materials or resources (e.g. crib notes, cell phones, electronic dictionaries, unauthorized calculators).
 - 3. Impersonation.
 - 4. Submission of an exam, test, quiz and assignment written wholly or partially by someone else.

- B. Laboratories
 - 1. Copying a pre-lab report, lab report or post-lab report or allowing someone else to copy one's report.
 - 2. Using another student's data unless specifically allowed by the instructor.
 - 3. Allowing someone else to do the laboratory work on one's behalf.
 - 4. Using direct quotations or large sections of paraphrased material in a lab report without acknowledgement.
 - 5. Faking a lab report by inventing data.

- C. Essays and Assignments
 - 1. Submission of an essay/assignment written in whole or in part by someone else.
 - 2. Using direct quotations or sections of paraphrased or summarized material without acknowledgement.
 - 3. The buying or selling of essays or assignments.
 - 4. The submission of the same piece of work in more than one course.

- D. Use of unsanctioned electronic devices

REMEDIATION:

After the first offence, Instructors have the option of accessing student supports to help students understand their charge and learn from the charge.

Responsible Owner: Academic Board

Category:

2.0 Education

B. PROCEDURES:

1. If the Instructor believes that a student has plagiarized or cheated or used unsanctioned electronic devices, and that the offence is serious enough to be reported to the College for formal disciplinary measures, the Instructor completes Part 1 of the Columbia College Plagiarism/cheating report, explains the charge to the student in person or by email (if the student cannot be reached), submits the report to the Counsellor along with any supporting evidence thereby initiating a plagiarism charge against the student. It is important that the Instructor be explicit in the report providing documented evidence and clear, rationale for the charge.
2. At times, an Instructor may request students to submit an assignment, an essay, a quiz, group work etc. and include one or more of the latter submissions as part of a student's participation mark. In this case, the purpose of the submission may be to demonstrate participation and therefore the submission may not be marked, however, a plagiarism or cheating charge could be given, if cheating/plagiarism is found.
3. As part of the investigation to determine if an academic integrity violation occurred, the instructor may require the student to take, without prior notice, an oral or written exam on the content of an assignment or examination.

4. Grounds for filing a Plagiarism/Cheating charge:

The decision to charge a student with plagiarism/cheating should be based entirely on the objective facts of the individual case. To respect privacy, a student's past academic performance in other classes or personal circumstances should carry no weight in the decision to file a charge.

An Instructor may choose not to file a charge if they believe the transgression is relatively minor and would be better dealt with through regular class management. In the latter case, there should be no charge of plagiarism or cheating and no report filed.

The Plagiarism Review Committee (July 2015) recommended that Instructors be reminded that they may distinguish between what they perceive to be "poor scholarship" and plagiarism. Instructors have the option of dealing with minor transgressions on their own, both through warnings and mark deductions. Treating

minor transgressions as “poor scholarship”- rather than plagiarism-may be particularly suited to students in their first semester who are still learning and adapting to academic norms in Canada. This option should not, however, be construed as a softening of plagiarism reporting standards, but as rationalization of the policy aimed at improving our students’ understanding of plagiarism rules.

Therefore, minor academic infractions that have a relatively insignificant effect on course grading and which may be considered unintentional, naïve, or careless are best dealt with by the Instructor as part of normal classroom management, are not considered justification for a plagiarism or cheating charge, and need not be formally reported.

5. Penalties and Demerits:

The Plagiarism Review Committee (July 2015) recommended that Instructors be advised that in cases they believe to be egregious offences, they have the option of recommending 2 or 3 demerits, potentially resulting in a “F” in the course or suspension/expulsion, even if it is the 1st offence. Instructors should use the “Comment” section on the front of the Plagiarism Report form to indicate their recommendation if beyond 1 demerit. In such cases, the Executive Committee will determine the actual penalty.

Each plagiarism charge is normally treated as a separate offence. If a student, is charged with 2 or 3 charges at the same time, the default is 2 or 3 separate charges, with the right to appeal (AcB0, July 17, 2014)

However, if a 2nd charge is filed with the same Instructor, while an earlier charge is still outstanding, for example if the student has not met with a Counsellor and the 1 week appeal window is still open for the earlier charge, the charge will be considered 1 offence.

Penalties:

1st offence: usually 1 demerit; may escalate to 2 or 3 demerits (see above)

2nd offence: typically 1 additional demerit but may escalate to 2 additional demerits

3rd offence: 1 additional demerit (resulting in 3 total demerits)

Demerits:

1 demerit: zero on assignment

2 total demerits: typically “F” in the course

3 total demerits: typically “F” in the course; may result in suspension or expulsion (“F”s in all courses that semester), with the actual penalty to be determined by the Executive

Committee, whose members consider the severity of the 2 offences and any mitigating factors.

6. Timelines:

1. The Instructor suspects that a student has plagiarized or cheated and gathers whatever supporting evidence that is available.

2. **Within three weeks of the incident (unless there are extenuating circumstances):**

If the Instructor believes that a student has plagiarized or cheated or used unsanctioned electronic devices, and that the offence is serious enough to be reported to the College for formal disciplinary measures, the Instructor completes Part 1 of the Columbia College Plagiarism/cheating report, explains the charge to the student in person or by email (if the student cannot be reached), submits the report to the Counsellor along with any supporting evidence, thereby initiating a plagiarism charge against the student.

3. **Within one (1) working day of receiving the plagiarism charge from an Instructor:**

The Counsellor will email the student at their Columbia College email address, thereby initiating the one week appeal period. The email will advise the student of the charge being filed, the consequences of the charge and the right to appeal-

4. **Within one week of receiving notification of the plagiarism charge from the Counsellor:** The student must consult with a Counsellor and acknowledge that they understand the nature and consequences of the charge and that they have been advised of their right to appeal the charge within one week; acknowledged by signing Part 2 of the Plagiarism/Cheating Report.

5. **Exception for Plagiarism Charges made in Week 14*:** The appeal period for students charged with plagiarism in Week 14 and who do not see a Counsellor in Week 14 is extended to the end of the first week of classes in the next semester and the PAC hearing is extended to the end of the second week of classes in the next semester.

If the student is not available (e.g. end of semester/out of country) and, consequently, is not informed of the charge, the Instructor assigns a deferred grade (DEF) for the course, and the charge is resolved according to the Plagiarism Policy and Procedure once the student becomes available.

6. Remediation:

After the first offence, a suggestion is to provide recommended options to Instructors to help them support a student. This could be: a video from the library, assignment to a tutor in the Learning Centre based upon guidelines provided by the Instructor, or possibly a reflective response. If assigned, the Instructor could make such remediation mandatory.

If an instructor chooses to send their student to the Learning Centre, they should email the Learning Centre Manager with their comments on why they charged the student with a plagiarism offence and what they would like reviewed.

No Prior Offences:

7. **After one week of receiving the plagiarism charge from the Counsellor, if there is no previous offence, and the student does not appeal the charge,** the Counsellor informs the Instructor of the appropriate penalty. The Counsellor and VPA or Principal, sign-off on Part 3 of the Plagiarism/Cheating report, which is then entered in the student's file by the Office Manager.

Previous Offences:

8. **After one week of receiving the plagiarism charge from the Counsellor, if there is a previous offence, and the student does not appeal the charge,** the Counsellor, having checked the student's file for prior charges and demerits and having found one (1) or two (2), organizes the Executive Committee (composed of VPA or designate (2 demerits) or Principal or designate (3 demerits), Director of Student Services or designate, and Dean or designate) to review the charge and assign the appropriate penalty based upon the severity of the offence.

When the Executive Committee determines the appropriate sanction for an academic integrity violation(s) the Executive Committee will prepare a written recommendation outlining the facts and the reasons for the recommendation on the Plagiarism/cheating report. The VPA (2nd demerit) or Principal (3rd demerit), Director of Student Services and Dean (or the latter designates), sign-off on the report, which is then entered in the student's file by the Office Manager.

A Counsellor will then inform the student and Instructor of the committee's decision regarding the penalty.

Appeals:

9. **Within one week of receiving the plagiarism charge from the Counsellor:** if a student wishes to appeal a Plagiarism/Cheating charge, they must inform a Counsellor they wish to appeal the charge.
10. **Within two weeks of the appeal being reported to Counselling:** appeals will be heard by the Plagiarism/Cheating Appeal Committee (PAC). The role of PAC is to

review charges and either grant or deny the appeal, based on the evidence presented. PAC is composed of representatives from the six academic Divisions, who are appointed by their respective Deans for a one semester term. Three of the six Divisions will be represented on PAC in each academic year. The student and Instructor are informed of the PAC verdict after the meeting by the Chair of the PAC.

11. **Within three (3) working days for the PAC meeting:** the PAC Chair submits a formal report of the hearing to the VPA or Principal, who signs off on the decision, before the decision is entered into the student's i9 file. The report will describe the circumstances of the case and explain the basis on which the appeal was decided. It will also include a summary of the dissenting opinions (if any) of PAC members.

11. PAC:

The position of Chair will rotate among the Division representatives as will the Division representatives. The Division representatives will each be paid \$50 per case and the Chair will be paid \$75.

When a student launches an appeal (i.e., informs a Counsellor and pays the \$50 appeal fee, refunded if successful), a Counsellor will convene a hearing of PAC usually within 10 business days.

Also attending the hearing will be the student appellant, a Counsellor, and the Instructor who brought the charge. The Instructor may bring one representative from their department, and the student may bring an advocate.

The PAC hearing proceeds as follows:

1. Chair outlines the procedure
2. Instructor presents with all present
3. Student presents with all present.
4. Student responds to the instructor's presentation with all present.
5. Instructor responds to student's presentation with all present.
6. Student responds with instructor absent (if student requests).
7. Instructor responds with student absent (if instructor requests).
8. PAC deliberates in camera, with each representative casting a vote. No abstentions are permitted; majority rules.
9. The decision of PAC is conveyed to the Instructor and the Counselor, who then informs the student. Accounting is also notified in the event of a refund.
10. The decision of PAC is final i.e. not subject to further appeal.
11. Within three (3) working days, the Chair submits a formal report of the hearing to the VPA or Principal, who signs off on the decision before sending it to the Office Manager to enter it in the student's file. The report will describe the circumstances of the case and explain the basis on which the appeal was decided. It will also include a summary of the dissenting opinions (if any) of PAC members.
12. Counselling will enter the verdict in the student's file.

13. The student may apply to the Academic Board to have a record of plagiarism removed after three years following its entry date.

LINKS TO SUPPORTING FORMS, DOCUMENTS, WEBSITE:

Plagiarism/Cheating Form
 Plagiarism Flowchart

REFERENCE TO EMPLOYMENT AGREEMENT CLAUSES:

REFERENCE TO BYLAWS:

RELATED ACTS AND REGULATIONS:

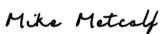
RELATED POLICIES:

Turnitin Policy and Procedure

C. APPROVALS:

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| Chair, Academic Board: DocuSigned by:  <small>1A11DD8CFDE4407...</small> | Date: 12/21/2020 |
| Chair, Marketing and Recruitment Committee: | Date: |
| Chair, Finance Committee: | Date: |

APPROVAL FOR ALL POLICIES:

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| Responsible Owner: DocuSigned by:  <small>1A11DD8CFDE4407...</small> | Date: 12/21/2020 |
| Principal or Designate: DocuSigned by:  <small>3B2AA9FD741145B...</small> | Date: 12/18/2020 |
| Chair, Board of Directors: DocuSigned by:  <small>EB54BC1A8D4B4FC...</small> | Date: 12/18/2020 |

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| Proposed Review Date: | Dates(s) revised: | Replaces Policy/Form Number: |
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