

Student Plagiarizes: Instructor suspects that a student has cheated and gathers whatever supporting evidence is available.

Within 3 weeks of incident unless there are extenuating circumstances (approval required by AVP)

The Instructor completes Part 1 of the CC Plagiarism/cheating report and :

1. Explains the charge to the student by email or in person unless the student cannot be reached.
2. 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.

Within 1 working day of receiving the plagiarism report from the Instructor.

The Counsellor emails the student at their Columbia College email address. The email will advise the student of the charge being filed, the consequences of the charge, the right to appeal, and the necessity to see a Counsellor.

Within 1 week of receiving the plagiarism report from the Counsellor

Within 1 week of receiving notification of the plagiarism charge from the Counsellor, the Student must see the Counsellor and sign Part 3 of the Plagiarism Report acknowledging that they understand the nature and consequences of the charge and that they have been advised again of right to appeal the charge within one week.

***Week 14 plagiarism charge:** If a student does not see a Counsellor in Week 14, the appeal period is extended to the end of the 1st week of classes in the next semester and the PAC hearing is extended to the end of the 2nd week of classes in the next semester. A DEF grade may be assigned in such circumstances.

Student Appeals: informs Counsellor within 1 week of receiving the charge

No appeal. The Counsellor checks the student's file for previous charges and demerits.

Student Appeals: Within 2 weeks after the one week appeal period

Within 2 weeks after the one week appeal period, a Counsellor will convene a hearing of the PAC.

Within 3 working days of the PAC

Counsellor informs student of appeal verdict

No Appeal: Within 1 week after the one week Appeal period.

No previous Charge and no demerits

0 previous demerits: The Counsellor , informs the Instructor and the student of the appropriate penalty.

The Counsellor and VPA or designate, sign off on Part 5 of the report.

The Office Manager records the charge in the student's file on CAMs.

Previous Charges

1 or 2 demerits: Counsellor organizes the Executive Committee (VPA or designate, Dean or designate, and Director of Student Services or designate) to review the charge to assign the appropriate penalty.

A Counsellor will then get sign-off on Part 5 of the report from the VPA or Principal, and inform the Instructor and the Student. The Office Manager will record in CAMs, 1 or 2 demerits.

3 demerits: Counsellor organizes the Executive Committee (Principal or designate, Dean or designate, and Director of Student Services or designate) to review the charge to assign the appropriate penalty.

A Counsellor will then get sign-off on Part 5 of the report from the Principal, and inform the Instructor and the Student. The Office Manager will record in CAMs.