

Algonquin College School of Advanced Technology Standard Operating Procedure on Academic Honesty and Plagiarism

Revised January, 2002

Algonquin College believes that the development of self-discipline and adherence to acceptable standards of academic honesty are important aspects of the learning process. Academic honesty is vital to the continued long-term success of each course, and indeed the college itself. Therefore, academic dishonesty will not be tolerated, no matter how perpetrated or motivated.

This School of Advanced Technology Standard Operating Procedure expands on the College Directive E16 for policy and procedures, which is also found in every student's Instaguide. **As plagiarism** is one form of academic dishonesty that is often misunderstood, the following is intended to clarify the school's position.

What is plagiarism? Definition and Examples.

Plagiarism is defined as the attempt to use or pass off as one's own idea or product, work of another without giving the due credit. Plagiarism has occurred in instances where a student either:

- (a) directly copies another person's work without acknowledgment; or
- (b) closely paraphrases the equivalent of a short paragraph or more without acknowledgment; or
- (c) borrows, without acknowledgment, any ideas in a clear and recognizable form in such a way as to present them as one's own thought, where such ideas, if they were the student's own, would contribute to the merit of his or her own work

What is the difference between teamwork and plagiarism?

All students are encouraged to work with others and indeed benefit from a collegial environment in which a diversity of ideas is welcomed. In the final analysis, however, a student's assignments and examinations must be the product of their own original thought. This is not to suggest that we are completely free of influences or inspirations. Rather, it is meant to capture the importance attached to academic honesty in the college environment. We strongly encourage students to study together for tests and help each other better **understand** the course material. It is considered academically dishonest, however, to copy another student's answer to an assignment or design. Someone else doing the work for you is unacceptable. Obtaining help, however, in and of itself is not a problem provided the goal is to help clarify and promote understanding. Examples of academic dishonesty may include: obtaining help on an assignment from any source other than the instructor or an officially recognized College tutor, the course textbook, and/or reference documents; obtaining help on an examination from any source other than the instructor for the class.

It should be stressed that any student who is found assisting another student in any prohibited conduct will be subject to the same penalty as the student who is being helped. Hence, do not allow your own work to be made available to other students.

What are the penalties?

Academic dishonesty is one of the most serious academic offences a student may commit. Students who are found guilty of this, including those who knowingly allow their work to be plagiarized, will face severe penalties, possibly leading to their removal from a program and/or the college. At the very least, all incidences of academic dishonesty will be recorded on a student's permanent academic record.

On a first offense, the student will be given a written warning and an “F” for the work in question. If the student commits a second offence, an “F” will be given for the course along with a written warning. Finally, a third offense would result in suspension from the program and/or the college.

Procedure:

Instructors who suspect academic dishonesty are required to submit the work in question and the supporting documentation to their program ***Coordinator, or in the case of a service course, the applicable service course coordinator, who will ascertain whether or not there is sufficient evidence to pursue the case.*** In such cases, the instructor is then required to fill out Appendix 1 to Directive E16 (one for each student), keep a copy, and have the student(s) provide their rebuttal to the charge on the original form. The completed forms are then submitted to the Departmental Chair for final adjudication within five (5) working days of receipt. Once the final verdict is rendered, a letter is sent to the student explaining the charge and the penalty. A copy of the letter is also placed on the student’s personal file in the Registrar’s Office.

Notes:

- (1) In cases where a student is suspected of academic dishonesty, the instructor may request that the student submit to an oral examination on the work in question.
- (2) A student who has been disciplined for academic dishonesty may contest the decision through the academic appeal process as laid out in Directive E15.