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|  <b>Selkirk College</b><br><b>Policies and Procedures</b> |                                | <b>8618</b>                                | <b>Cheating &amp; Plagiarism</b> |              |            |
|                                                                                                                                            |                                | Replaces:                                  | 8610 Admissions and Standards    |              |            |
|                                                                                                                                            |                                | Effective:                                 | 2015-08-01                       | Next Review: | 2020-08-01 |
| Executive Responsibility:                                                                                                                  | Administrative Responsibility: | Recommended by Policy Review Committee:    |                                  | 2015-02-18   |            |
| Vice President Education & Students                                                                                                        | Registrar                      | Recommended/Approved by Education Council: |                                  | 2015-03-10   |            |
|                                                                                                                                            |                                | Approved by President:                     |                                  | N/A          |            |

**A. PURPOSE**

The purpose of this policy is to define cheating and plagiarism and the procedures and consequences for a student who engages in these practices.

**B. SCOPE/LIMITS**

This policy applies to all students registered with Selkirk College.

**C. PRINCIPLES**

Honesty is expected and required of all students in the conduct of all examinations, essays, reports, and other assignments submitted or presented pursuant to the requirements of a Selkirk College program or course. Selkirk College will not condone cheating and plagiarism. Instructors will not grant credit for work which was produced through cheating or plagiarism.

For clarification, submission of one's own work for credit in more than one course requires the permission of the instructor.

**D. DEFINITIONS**

1. Cheating is defined as:  
dishonest or deceptive conduct or attempted conduct by which a student or group of students use or attempt to use unauthorized aids, assistance, materials, methods, or falsified data in meeting the requirements of a courses or program. Other examples include, but are not limited to, providing another student with unauthorized material, unauthorized submission of the same work in two different courses, and unauthorized submission of work from a previous course.
2. Plagiarism is a form of cheating and is defined as:  
presentation or submission of work or data (published or unpublished in any form), done in whole or in part by other persons, without citation or credit, as the student's own work i.e., a group project, book, journal, electronic media, etc.

**E. PROCEDURE AND CONSEQUENCES FOR CHEATING OR PLAGIARISM**

1. When an instructor determines that a student is in violation of this policy, the instructor will consult with the School Chair responsible for the student's program. The School Chair will advise the instructor of the appropriate procedures and consequences. Specifically, the School Chair will inform the instructor whether this is a first, second or third offense.
2. For a first offense the assignment, test, exam, paper, project or other work involved will be awarded a grade of zero to be incorporated into the calculation of the final grade. The instructor will document and present the evidence of cheating or plagiarism to the student. All documentation will be sent to the School Chair. The student will also be directed to the student support/writing centre as well as counselling to encourage remediation. Students are required to meet with the instructor or School Chair to discuss the offense. Students who fail to meet with the instructor will be placed on probation. Once the instructor has discussed and documented the event with the student, the next cheating or plagiarism offense will be considered a second offense.

3. For a second offense the student will be deemed to have failed the course in which the second offense took place. The School Chair will place the student on probation in accordance with Policy 8619: Probation. The probation letter will be copied to the Registrar for placement on the student's record. Once the student has been placed on probation, the next cheating or plagiarism offense will be considered a third offense.
4. For any further offenses, the student will be deemed not to have met the requirements of the probation and will be required to withdraw from their program.
5. Students required to withdraw from their program under this policy who later apply to any College program will be required to obtain written permission from the appropriate School Chair (or designate) and Registrar as part of the re-application process. Such a student, if accepted, will be placed on probation.
6. Notwithstanding 5.2) above, a School Chair may place a student on probation for their first cheating or plagiarism offense.
7. Notwithstanding sections 5.1-6 above, some programs may require a student to withdraw from the program after the first offense
8. In the case of an egregious first offense, steps 2 and 3 above may be by-passed, following consultation of instructor, School Chair, Dean and/or Registrar (Egregious offence may include but not be limited to such examples as stealing an exam from the College or selling an exam or fraudulent representation in an evaluative event).

**F. OTHER RELEVANT POLICIES**

- Policy 3400: Student Code of Conduct
- Policy 8400: Student Appeals
- Policy 8619: Student Probation
- Policy 8614: Advanced Standing – Transfer Credit-PLA-Course Challenge