

POLICY ON PLAGIARISM

1. Policy:

It is the policy of Centennial Collegiate and Vocational Institute that students do not plagiarize. Those who do will be subject to academic penalties.

2. Definition:

Plagiarism is the act of using another person's ideas or expressions without acknowledging the source.

Plagiarism can be specifically understood as: the act of copying, reproducing, or paraphrasing someone else's published or unpublished material, and representing this as one's own work by not acknowledging the appropriate source or by failing to use appropriate quotation marks. Students must acknowledge all sources used in essays, literary compositions, student publications, oral presentations, performances, chemical compounds, art works, reports, research results, calculations and the results of calculations, diagrams, constructions, and computer reports or software.

3. Procedures and Penalties:

The teacher will meet with the student and explain the concerns. The purpose of the interview is to determine whether the suspected plagiarism is deliberate or the result of inexperience.

a) If the student admits deliberate plagiarism or if the plagiarism appears to be evident, then the academic penalty will be a mark of zero on that assignment, and the assignment will be treated as if it had not been completed. As a consequence, in the case of the assignment being one designated as necessary for course credit, the mark of zero may result in the course being deemed incomplete. The student has the right to appeal as described below.

b) If the plagiarism is deemed unintentional, the student shall have the opportunity to rewrite, with proper acknowledgement, by an agreed upon and reasonable date or receive a mark of zero. The teacher shall take the necessary steps to clarify the procedure for acknowledging secondary sources. Wherein the plagiarized assignment is assessed as zero and the credit is in jeopardy, the student may be permitted to submit another equally valued assignment on a different topic by an agreed upon & reasonable date for a mark of 50%.

4. Appeal Process:

A student and teacher reporting the plagiarism may request to appear before an examining board of three teachers appointed by the Principal to review the alleged offence. The examining board will decide whether the plagiarism was:

- a) committed unintentionally.
- b) committed intentionally.
- c) not committed.

The decision of the examining board is final. The parties involved, both student and teacher, shall be informed in writing of the decision of the examining board.