

Plagiarism and Examination Make-up Policies

(This Policy will be appended to all course outlines in the Faculty of Arts and Social Sciences)

1. Plagiarism

Plagiarism is a very serious academic offense. Students who plagiarize are dishonestly and fraudulently using someone else's work as their own. In the preparation of essays, papers, reports, and any other types of assignments, students must necessarily rely on the work of others. However, the source of any ideas, wording, or data obtained from others **must** be disclosed and properly acknowledged by citations, quotation marks, and bibliographic references in the proper format. **Using the work of others without acknowledgement is plagiarism.**

Plagiarism includes, but is not limited to:

- a) Copying material, for example, from the **Internet**, or purchasing material and submitting it as one's own;
- b) Paraphrasing (changing some of the words) the ideas and concepts of others without proper referencing
- c) Using a passage or passages of any length from published or unpublished work of others without placing the passage(s) in quotation marks (or using indentation for long quotation(s)) and acknowledging their source;
- d) Submitting work to more than one course, unless prior permission to do so has been given in writing;
- e) Submitting work completely or largely identical to that of other students, unless group work and joint submissions are explicitly permitted by the instructor.

Consequences:

If the instructor finds that plagiarism has occurred, s/he assigns a grade of 0 (F-) to the work in question and reports the case to the Department Head, to the Associate Dean of the Faculty, **and to the student(s) involved.** Disciplinary proceedings may be initiated pursuant to Senate Bylaw 31, which could result in suspension or expulsion from the University in cases of repeated plagiarism. *Students will not be allowed to re-write or re-submit work to compensate for grades assigned as a result of plagiarism.* Students can appeal a finding of plagiarism to the Department Head or designate and/or to the Associate Dean of Student and Academic Affairs in the Faculty of Arts and Social Sciences, and ultimately to a judicial review panel at the University.

2. Exam Makeup/Late Submission/Aegrotat/Incomplete Policy

The Faculty of Arts and Social Sciences requires students to provide **acceptable and documented medical** (or equivalent compassionate) **reasons** to allow

- make-ups for scheduled tests, midterms, and final exams;
- the submission of late assignment;
- grades of Incomplete or Aegrotat.

Acceptable reasons include hospital stays, serious illness, family emergencies (such as serious accidents or illnesses, death) or similar circumstances outside the student's control. Normally, written documentation is required stating specific reasons and dates. Arrangements for make-up exams must be made as soon as possible. The instructor sets the date and format for make-up exams; the format will usually be different than the original exam.

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