

Academic Regulations

ACADEMIC HONESTY AND PLAGIARISM

Cheating, which includes plagiarism, occurs where a student or group of students uses or attempts to use unauthorized aids, assistance, materials or methods. Plagiarism occurs where a student represents the work or ideas of another person as his or her own.

Kwantlen condemns all forms of cheating and will discipline students for cheating in the following manner:

For most first offences, a grade of zero will be awarded for the affected assignment, test, paper, analysis, etc.

For most second offences, a failing grade will be assigned in the affected course.

Depending upon the circumstances surrounding the first or second offence, a more severe level of discipline may be imposed by Kwantlen.

Where deemed appropriate in the circumstances, for a third offence, the matter must be referred to Kwantlen's Provost and Vice President Academic, under policy **C. 21**, Student Conduct for the assignment of discipline which may include suspension or expulsion from the university.

Any student who contributes to an act of academic dishonesty by another student may face disciplinary action.

The student may appeal any decision or penalty to the Kwantlen Appeal Committee.

Examples of cheating and plagiarism are available online at: www.kwantlen.ca/__shared/assets/Honesty1432.pdf.

See policy C.8 that can be viewed at the Library or online at www.kwantlen.ca/policies for further details.

APPEALS OF ACADEMIC DECISIONS

Kwantlen recognizes that, from time to time, a student may be dissatisfied with an academic decision made by a university employee, or may wish to appeal a grade. For this reason, Kwantlen provides an appeal procedure through which these and similar issues may be addressed. Any university employee whose decision is being appealed at any level of the process must be made aware of the appeal and given the opportunity to state his or her position.

The student must attempt, when possible, informal resolution with the concerned individual prior to proceeding with a formal appeal in the case of academic decisions or grade appeals. Prior to submitting a formal appeal, the student should consult a counsellor to obtain information and advice on how to proceed.

If informal resolution is not successful, the student should obtain an appeal form from Student Enrolment Services and complete it in full. To initiate the appeal procedure the student must submit the appeal form to Student Enrolment Services

within twenty (20) working days of the matter giving rise to the appeal.

To request a variance from university policy, on matters not related to academic decisions, students may formally do so by submitting a Request for Variance form which may be obtained at any Student Enrolment Services Office.

See policy L.6 that can be viewed at the Library or online at www.kwantlen.ca/policies for further details.