



Office-Principal

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Towards Excellence...

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College Code: 3502

Academic Honesty and Plagiarism Policy

1. Introduction:

Govt. J.M.C Mahila Mahavidyalaya, Mandla, M.P. recognizes that Academic honesty is integral to the learning process and a necessary ingredient of academic integrity. Therefore, suspected breaches of academic honesty will be investigated, principles of procedural fairness followed and appropriate remedies and penalties applied.

2. Purpose:

The purpose of this policy is to:

- Recognize the general responsibility of the College, its faculty members, and its staff to ensure standards of academic conduct; and ensure students are aware of and comply with such standards.

3. Scope:

This policy applies to applicants to the College and to students enrolled or formerly enrolled at Govt. J.M.C Mahila Mahavidyalaya, Mandla, M.P. courses. A complaint may also be filed against college students for matters which arise at clinical and placement sites. In some cases, the college's regulations in the Student Code of Conduct may also apply. If so, the Principal should be consulted to determine which process will take precedence.

4. Definitions:

- Student means an individual enrolled or formerly enrolled at Govt. J.M.C Mahila Mahavidyalaya, Mandla, M.P. in the courses. Applicants to and graduates of the college found in breach of this policy will be subject to appropriate discipline.
- Breach of Academic Honesty means, in its broadest sense, an intentional or unintentional or improper attempt to obtain academic advantage, an academic credential, or admission to a program through deception and/or fraudulent means. Specific examples of breaches of academic honesty are provided in Section 6.
- Suspension due to breach of academic honesty means a variable but limited period during which the student may not register in the college. Suspension may be imposed for academic offences and only by the Principal of the college. A student who is otherwise eligible to graduate, but is suspended, may not apply to graduate until the suspension expires or is lifted.
- Expulsion due to breach of academic honesty means permanently terminating a person's right to continue as a student in the college. This penalty may only be determined through an appeal.

5. Principles:

- Presumption of innocence until proven otherwise through the processes outlined in this policy.
- Procedural fairness.
- Reasonable and probable grounds based on evidence that a breach has occurred on a balance of probabilities.
- Penalties that reflect that a range of factors (see Section 8) have been considered, weighed and balanced, and
- Penalties are not applied before a teach bun been established and the process completed.

6. Breach of Academic Honesty:

Instances of breaches of academic honesty include but are not limited to the following:

- ⇒ **Cheating:** the attempt to gain an improper advantage in academic endeavours, Forms of cheating include but are not limited to-
 - copying from another student or permitting another student to copy material;
 - consulting an unauthorized source during an evaluation;
 - using unauthorized aids or materials during an evaluation;
 - dishonest or inappropriate behaviour or activities during a test or an examination.
 - obtaining a copy of an examination or test in advance of the date and time for writing the examination or test;
 - submitting the work one has done for one class or project in the second class, or as the second project, without the prior consent of the faculty member receiving the assignment;
 - submitting work prepared in collaboration with another member(s) of a class, when collaborative work on a project has not been authorized by the faculty member;
 - submitting work prepared in whole or in part by another person of source and representing that work an one's own;
 - offering for sale essays or other assignments, in whole or in part, with the expectation that these works will be submitted by a student for appraisal, and
 - preparing work in whole or in part, with the expectation that this work will be submitted by another student for appraisal.
- ⇒ **Plagiarism:** To present another person's ideas, writing, artistic work, creations, etc. of another person or entity (including those generated by artificial intelligence or AI tools or websites) as one's own. This includes the presentation of all or part of another person's work as something one has written, paraphrasing another's writing without proper acknowledgement, or representing another's work or creation as one's own. Any use of the work of others, whether published, unpublished or posted electronically or on the web, attributed or anonymous, must include proper acknowledgement.
- ⇒ **Impersonation:** To have someone impersonate oneself in class, in a test, examination, or interview at any stage in the admission process, or in connection with any other type of assignment or placement associated with a course or academic program. Both the impersonator and the individual impersonated shall be subject to discipline.
- ⇒ **Falsification, Fabrication, or Modification of an Application, Supporting Documentation & Assignment:** To falsity, fabricate or in any way modify, either through omission or commission, an application to the college or any of its departments or supporting documentation. *Application* means in its broadest sense an application for admission or job placement, a petition or appeal, or any other such endeavour. *Supporting documentation* means academic transcripts, academic credentials, letters of recommendation, a physician's letter/form, or any other document used in support of an academic application, record petition/appeal. Fabrication means presenting false

information as factual whether this is part of an application document or class assignment and forging another person's signature for any purpose.

- ⇒ **Aiding and Abetting:** to encourage, enable, or cause others to do or attempt any of the above with intent to mislead a faculty member, academic unit, program, office or committee as to a student's academic status, qualifications, actions, preparation or knowingly assisting anyone in a breach of academic honesty.
- ⇒ **Inappropriate Use of Computer Technology:** to use another person's identification and/or password or unauthorized entry into a computer file for the purpose of using, reading, changing or deleting its contents or the unauthorized transfer in whole or part of files for academic gain. In addition to academic honesty policies and procedures, refer to the college's computer use policies and the Student Code of Conduct for further information regarding restrictions on the use of college technology.
- ⇒ **Unauthorized Removal, Defacing, and Destruction of Materials from the Learning Resource Centres/Related Facilities:** depriving other students of academic resources.

7. Jurisdiction Governing Breach of Academic Honesty

- Each School shall ensure that its procedures are consistent with this policy and are reflected in course outlines and program handbooks. This policy shall also be publicized in other college documents.
- Suspected breaches of academic honesty shall be dealt with by the school offering the course and will be communicated to the student's home school at the point of determining the penalty and for the purpose of record-keeping. If a breach has occurred during the college admissions process, the designate, shall be responsible for taking appropriate action.

8. Penalties for Breach of Academic Honesty

After due process, breaches of academic honesty may lead to one or more of the following remedies or sanctions:

- written reprimand or warning;
- lower grade on the original assignment, test or examination;
- a failing grade in the assignment, test, examination or practicum;
- lower grade overall in the course;
- failure in the course or practicum;
- failure in the course with permanent record of grade on the transcript, even if the course is successfully repeated;
- a ban from reapplying to the college for a specified or permanently;
- notation on the transcript that indicates that a breach of academic honesty has occurred, or;
- suspension from the college for a minimum of one full academic year, which may include a transcript notation for a specified period of time.

The following penalties, if recommended, shall be forwarded to the College Appeal Board:

- expulsion from the college due to breach of academic honesty, which may include a transcript notation, and
- revoking of a Centennial College academic credential, credit and award.

A written letter indicating the offence and expected student behaviour shall be issued by the chair of the department. It shall also include the notice that repeat violations of the Academic Honesty and Plagiarism policy will lead to progressive increments in penalty.

9. Cross References to Other Existing Policies or Regulations

- Academic Standings and Progression and Re-admission Policy for Certificate Programs.
- Academic Standings, Progression, Graduation and Re-admission Policy for College Degree Programs.
- Acceptable Information Technology Use Policy.
- Assessment and Evaluation Policy.
- Disruptive Student Behavior in the Classroom and Learning Environments Policy.
- Grade Appeals Policy and Procedures.
- Grading Policy
- Identification Policy.
- Integrity and Research and Scholarship Policy.
- Responding to inquiries related to integrity procedures.
- Student Code of Conduct Policy.
- Student Code of Conduct-Appeals Procedures.
- Testing Guidelines.

