

Professional Program Offences

Procedures for professional program offences in courses offered through the College of Extended Learning have been developed to closely follow the University of New Brunswick policy on Academic Offences with respect to plagiarism.

Professional program offences include, but are not limited to, the following:

A. PLAGIARISM

Plagiarism includes:

1. quoting verbatim or almost verbatim from any source, regardless of format, without acknowledgement;
2. adopting someone else's line of thought, argument, arrangement, or supporting evidence (such as, statistics, bibliographies, etc.) without indicating such dependence;
3. submitting someone else's work, in whatever form (essay, film, workbook, artwork, computer materials, etc.) without acknowledgement;
4. knowingly representing as one's own work any idea or content of another.

NOTE: In courses that include group work, a penalty may be imposed on all members of the group unless an act of plagiarism is identified clearly with an individual student or students.

Procedures

In the case of plagiarism, the instructor must make every reasonable effort to discuss the case with the student or group and follow one of two courses of action:

1. If the instructor is satisfied that the plagiarism was the result of a genuine misunderstanding, the instructor shall complete a professional program offence incident report, containing the student's name and the particulars of the incident, and submit the report to the Executive Director of the College of Extended Learning who shall advise the appropriate program Director, and Delivery Officer of the student's program.

The Executive Director shall notify the student by registered letter and/or electronic mail of the regulations governing plagiarism, the possible consequences, the student's right to respond to the allegation, and the procedures involved. The Executive Director shall make available to the student a copy of the professional program offence incident report and supporting documentation.

A student responding to the allegation must do so in writing within three weeks of the date of the Executive Director's notification. In a first incident of plagiarism resulting from genuine misunderstanding, the instructor may permit the student to submit a genuine piece of work to be graded in place of the one plagiarized.

Please note: While a case of plagiarism resulting from genuine misunderstanding will not be considered a student's first offence, a second plea of ignorance by the same student in response to a subsequent allegation of plagiarism will not be accepted; similarly, a subsequent incident report indicating that the alleged plagiarism is a result of genuine misunderstanding will be treated as an allegation of deliberate plagiarism.

2. If, in the view of the instructor the plagiarism was deliberate, the instructor shall complete a professional program incident report, containing the student's name and the particulars of the incident, and shall submit to the Executive Director of the College of Extended Learning who shall advise the appropriate program Director, and Delivery Officer of the student's program.

The Executive Director shall notify the student by registered letter and/or electronic mail of the regulations governing plagiarism, the possible consequences, the student's right to respond to the allegation, and the procedures involved. A student responding to the charge of a professional program offence must do so in writing within three weeks of the date of the Executive Director's letter of notification.

On receiving an incident report alleging an act of deliberate plagiarism, the Executive Director will review the report, supporting documentation, student response (if received within the three week timeframe) and make a finding that the alleged act of plagiarism was deliberate plagiarism or that the alleged act of plagiarism was not an act of plagiarism.

The Executive Director shall inform the student by registered letter or electronic mail of the finding and penalties if applicable.

Penalties for Deliberate Plagiarism

In the case of deliberate plagiarism, the penalties are:

First Offence: The student will receive a failing grade (zero) for the piece of work and, depending on the severity of the offence, may receive a failing grade for the course. The Executive Director of CEL has the ability to impose further consequences such as; suspension for a specified period or expulsion from the program. A notation will be placed on the student's transcript of record concerning the professional program offence. The length of time the notation appears on the student's transcript of record is to be decided when the penalty is imposed and will depend on the severity of the offence.

Subsequent Offence: In cases where the Executive Director considers that the student has plagiarized again, the student will receive a failing grade for the course, and a notation of the professional program offence will appear on the student's transcript of record. The length of time the notation appears on the student's transcript of academic record will be determined when the penalty is imposed. Other penalties as outlined in penalties for Other Professional Program Offences may be imposed.

B. OTHER PROFESSIONAL PROGRAM OFFENCES

Cheating on examination, tests, assignments or reports, including but not limited to:

1. Impersonating a candidate at an examination or test or in connection with any assignment in a course or availing oneself of the results of impersonation.
2. Obtaining, through theft, bribery, collusion, purchase, or other improper manner,
 - a. an examination or test paper prior to the date and time for writing the examination or test;
 - b. materials belonging to another person, e.g. laboratory reports, assignments, papers, computer materials, datasets.

3. Falsifying or knowingly submitting false assignments or credentials, records, transcripts, or other academic documents.
4. Submitting a false health or other certificate.
5. Submitting identical or substantially similar work for one course or program of study, which has been or is being submitted for another course or program of study, without the prior express knowledge and approval of the instructors.
6. Interfering with the right of other students to pursue their studies.
7. Knowingly aiding or abetting any of the above offences.
8. Tampering with, or altering, in any deceptive way, work subsequently presented for a review of the grade awarded.

Procedures

The instructor and, where applicable, the invigilator or other appropriate person shall, where practical, will discuss the matter with the student concerned.

The instructor or the instructor's representative, if satisfied that a professional program offence has been committed, shall complete a professional program offence incident report and shall submit it, together with supporting information, to the Executive Director, College of Extended Learning.

The Executive Director, College of Extended Learning, shall report it to the appropriate program Director, and Delivery Officer of the student's program for review and appropriate action.

The Executive Director shall inform the student by registered letter and/or electronic mail of the report, the student's right to respond, and the procedures involved. A copy of the professional program offence report and attached information will be provided to the student in a timely manner.

The student is urged to submit to the Executive Director a written statement regarding the case. A student responding to the decision, shall do so in writing within three weeks of the date of the Executive Director's letter of notification.

Penalties

A student who is found guilty of a professional program offence will have two penalties imposed:

1. A notation on the student's transcript of record concerning the professional program offence. The length of time the notation appears on the student's transcript of record is to be decided when the penalty is imposed.
2. A failing grade (zero) in an examination, test or course.

One of the following penalties may also be imposed.

1. A recommendation to the President for suspension for a specified period. The recommendation is to include the length of time the notation is to appear on the student's transcript of record.
2. A recommendation to the President for expulsion from the University. If the student is expelled, a permanent notation will appear on the student's transcript of record.

C. GENERAL

Consideration of a request to withdraw from a course or courses involved in a professional program offence will not be given until the case is resolved.