

SALISH KOOTENAI COLLEGE STUDENT PLAGIARISM ACADEMIC POLICY

Level	**Definition / Examples	Possible Consequences	Procedures
Mild	<ul style="list-style-type: none"> ❖ No awareness ❖ Misuse of sources ❖ Genuine mistake / misunderstanding (e.g. poor use of citations or incorrect paraphrase) ❖ Procrastination- in a hurry and forgetting to complete citations 	<ul style="list-style-type: none"> ❖ Rewrite assignment; otherwise, an incomplete or failure of course ❖ Schedule one-on-one tutoring with Writing Center tutor and/or attend a plagiarism and or citation workshop to practice proper techniques depending on Instructor and Department Chair consensus. 	<ul style="list-style-type: none"> ❖ Mild incidences of plagiarism may be resolved between the class instructor and the student. ❖ The instructor shall notify the Department Chair of the name of the student, the nature of the violation, the substance of the conversation between the instructor and the student, and the action taken. ❖ The Department Chair of the student's major shall also be notified and a copy of the incident placed in the student's file.
Moderate	<ul style="list-style-type: none"> ❖ Moderate awareness ❖ Moderate amount—not quite word-for-word, but “patchwork” copying ❖ Cutting and pasting segments from printed or Internet sources ❖ Copying ideas or word-for-word segments from another student—1st offense ❖ Procrastination—not having resources properly cited ❖ Knowingly supplying work to another student—1st offense 	<ul style="list-style-type: none"> ❖ Rewrite assignment and receive a lower grade for class or failure of course (repeat if required course or substitute if elective) ❖ Mandatory participation in plagiarism and citation workshops and/or tutoring from Writing Center tutor depending on Department Chair and Academic Vice President consensus ❖ Written explanation, by the student, reflecting on what led to the plagiarism and the steps necessary to avoid future plagiarism issues ❖ Mentoring by a Writing Center tutor 	<ul style="list-style-type: none"> ❖ If the violation is of moderate seriousness, the instructor shall inform the student and refer the incident to the Department Chair for resolution. ❖ The Department Chair shall notify the Academic Vice President of the name of the student, the nature of the violation, the substance of the conversation between the Department Chair and the student, and the action taken. ❖ The Department Chair of the student's major shall also be notified and a copy of the incident placed in the student's file.
Severe	<ul style="list-style-type: none"> ❖ Full awareness ❖ Large amount (pages) of word-for-word copying. ❖ Copying ideas or word for word segments from another student—2nd or 3rd offense ❖ Copying entire work from another student ❖ Purchasing work from the Internet or paying someone else to compose the work accordance with the SKC Student Handbook ❖ Composing work for another student ❖ Knowingly supplying work to another student 	<ul style="list-style-type: none"> ❖ Failure of class ❖ Mentoring by a Writing Center tutor in addition to monitoring by a faculty member ❖ Suspension/expulsion unless mitigating circumstances 	<ul style="list-style-type: none"> ❖ Severe violations shall be referred to the Academic Vice President for resolution. The Department Chair may include in the referral any relevant information including previous violations, the results of any conversations with the student, and any recommended consequences. ❖ The Department Chair of the student's major shall also be notified and a copy of the incident placed in the student's file.

Multiple incidents may result in additional action by the Department Chair, as well as notification of the Academic Vice President

Any student appeals from decisions pursuant to this policy shall be handled in accordance with the SKC Student Handbook.

** “Definitions/Examples” adapted from “Responding to Plagiarism in Schools of Social Work: Considerations and Recommendations,”
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