

### **6.16 Copyright Information**

A student shall not photocopy textbooks and other copyrighted materials. Copyrighted materials include printed materials such as textbooks, other books and articles, and also materials that are acquired through public sites and digitally reproduced.

### **6.17 Plagiarism**

A student shall not submit as his or her own, material that is in whole or in substantial part, someone else's work. This would include copying previously published work, other student's work, taking material from faculty mailboxes, printers, faculty desks, using paid services or using other people to do the student's work.

A student must always acknowledge the sources of ideas and expressions they use in their essays, reports, assignments etc. APA is the accepted form of referencing used at the TCDHA. Students will be taught APA formatting in their Communications I course. Plagiarism is considered academic dishonesty and will be treated as such.

A student shall not loan work to be copied, in part or in whole by another student for which a grade is assigned. Students involved are equally at fault in cases where plagiarism has occurred.

### **6.18 Academic Penalty for Cheating / Plagiarism**

The student will automatically be awarded a zero on the assignment/project/test or exam for the first offence and a notification in writing, of the offence.

This notification is copied to the Program Coordinator, and is kept in the student's file. In addition, a suspension of 3 days from the program will be enforced and a 2500 word essay on Professionalism and Ethics in Dental Hygiene will be required. It is the student's responsibility to make up all missed material during the suspension period. For the remainder of the program, the student will be on "academic probation"

A subsequent offence will result in dismissal from the dental hygiene program.

Any forging or falsifying of Client records in clinic will be grounds for immediate dismissal from the Dental Hygiene program regardless of when it occurs.

Client identity theft within the clinic will be grounds for immediate dismissal from the Dental Hygiene program.