



NATIONAL PARALEGAL COLLEGE

PLAGIARISM POLICY

Background and Definition

All work done by NPC students on assignments, examinations and research projects is expected to be their own work. Quoting other sources as part of analyzing a subject is desirable and necessary in many cases. However, when other sources are quoted or used, they must be properly attributed to the original sources. This applies to direct quotes of sources and to paraphrasing other sources or using ideas obtained from other sources even if the exact text it not used.

Plagiarism means using the materials of others without appropriately citing the source and is an academic offence.

Under the NPC plagiarism policy, a student may not as part of any assignment or exam submission:

- 1) quote any text from any other source without:
 - a) putting quotation marks around the quoted material;
 - AND
 - b) appropriately citing the source of the quote
- 2) Pass off the work of another as his or her own, even if the student does not directly quote from the other source.

Please note that the NPC plagiarism policy does not mean that you cannot quote language from the courseware, textbook or slides as part of an answer to a question on an exam. These are resources that are meant to be used on an exam when applied in an appropriate manner. However, you must cite whatever source you quote. Quoting any source without attribution is plagiarism.

Procedures and Penalties

All NPC faculty members are under continuing instructions to notify the education director when plagiarism is suspected. NPC has and uses software that is designed to detect plagiarism and any suspected instance of plagiarism is run through this software. If the education director believes that there is probable cause to believe that a student has committed plagiarism, the student is notified of the charge and is given the opportunity to respond (usually via email). The evidence of plagiarism, along with the student's response (if any) are then sent to the school's president, director and education director, who then make a determination as to whether the student's guilt has been established by clear and convincing evidence.

If the student admits to committing plagiarism in writing (including email) or if the Dean and Assistant Education Director find that the student did plagiarize work, the student may be disciplined. Absent mitigating circumstances, the penalty for plagiarism will be no less than receiving a “zero” for the assignment or exam answer that was plagiarized. More severe penalties, including failure of the course and up to and including expulsion from the school may be applied in egregious cases or in the case of a repeat offender. The penalty is at the discretion of the Dean.

If a student wishes to appeal a finding or penalty he or she may do so by submitting a statement, in writing (including email), to the school President, Dean and Assistant Education Director within thirty (30) days of the student being notified of the sanction imposed. This panel may reduce or eliminate an imposed penalty in its discretion, based on a finding of innocence or mitigating circumstances.

Prohibition against sharing assignment and exam answers

In addition to the prohibition against plagiarizing answers, NPC students may not share their completed work or any answer keys or sample answers they have obtained by any method with any other student or students. In addition, NPC students agree to NOT upload any sample answer (whether written by themselves or any other person) to any NPC assignment or exam question to any publicly available website or database.

Any student who uploads a sample assignment or exam answer to a publicly available website or database shall be disciplined in a manner to be determined by the school Dean, up to and including expulsion from the college.

Conversely, any student who relies on any sample answer obtained from any source other than an NPC faculty member including from another student and/or a website or database to which the answer has been uploaded shall be disciplined for plagiarism, as discussed above.

Policy on the use of Artificial Intelligence in the completion of academic assessments

AI (artificial intelligence) resources such as ChatGPT and Bard can be useful in a number of ways. However, it can also be abused, as students may be tempted to use AI-generated content in place of the work needed to build the skills necessary to complete their academic programs.

Students are expected to submit substantially their own work product. To the extent student assessments are copied and pasted from AI platforms, they must be framed by quotation marks or block quotes with appropriate citations, just as though they were citing any other Internet source. Submitting work copied from AI sources without attribution is plagiarism and will be dealt with accordingly.

Submitting content generated by AI with proper quoting and attribution is not plagiarism. However, heavy use of AI-generated content in an assessment may show lack of original work and grading will reflect that. At the grader's discretion, assignments composed substantially of AI-generated content will be awarded little or no academic credit.