

# Plagiarism Statement

## I. Plagiarism

Plagiarism is the representation of words, data, and/or ideas of another as one's own. Course-sharing materials (reusing elements of one's own work), unless authorized by the instructor, is also an instance of academic dishonesty closely related to plagiarism.

## II. Documentation

Since the writing of most academic papers involves material using primary and secondary sources, it is necessary to document such material with an in-text or footnote reference. Any portion of the paper not documented will be assumed to be original or to be "common knowledge." If a student is in doubt about what is "common knowledge," the student should consult the instructor. Course-shared materials, if authorized, must also be documented.

### A. Quotations

Quotations, however small, must be placed within quotation marks or indented and block quoted following the individual instructor's criteria for a long or short quotation. A direct quotation must be acknowledged either within the text or in a footnote, following the documentation style preferred by the instructor.

### B. Paraphrasing-Summarizing

Paraphrasing is an approximate restatement of material from another source. A paraphrase should not repeat or reuse the exact language from the source but still replicate it fully. In contrast, a summary is the restating of the major points of a source. Paraphrases may be as long as the source material; summaries are always brief. Any material paraphrased or summarized must be acknowledged with an in-text or a footnote reference, even though such material does not require quotation marks. Simply shifting words of an author's text is not considered a correct paraphrase or summary. The student, when reading sources and taking notes, should carefully indicate quoted, paraphrased, and summarized material.

### C. Ideas and Facts

Any ideas and facts borrowed from a source should be acknowledged even though the student may have elaborated on such material. Data should not be altered in such a way as to be misleading.

### D. False Citation

A false citation is attributing referenced material to a source from which it was not obtained. A student should carefully document his or her source so that references may be readily checked.

### III. Disciplinary Procedure

Any act of academic dishonesty will place the student in jeopardy of suspension from the College.

1. All acts of academic dishonesty, as based on instructor's determination of probable cause\*, and following review with the appropriate Academic Dean, shall be reported in writing, to the Vice President of Student and Information Services. The faculty member will submit the completed Academic Dishonesty Report Form to the Vice President of Student and Information Services, with copies to the student and the appropriate Academic Dean.
2. The faculty member reporting an act of academic dishonesty may recommend expulsion from the College or program, or a lesser disciplinary action such as a failing grade on the test, paper, project, etc., or a failing grade in the course. In all cases of academic dishonesty, the proportionality of the sanction is to be considered relative to the incident. Sanctions less than expulsion should be based on a preponderance of the evidence\*\*, whereas expulsion from the College or a program should be based on clear and convincing evidence\*\*\*.
3. The student accused of academic dishonesty should sign the Academic Dishonesty Report Form indicating his/her agreement or disagreement with the charge and his/her agreement or disagreement with the recommended penalty. In the event the student signs the form in agreement with both the charge and recommended penalty, and if the Vice President of Student and Information Services accepts the recommended disciplinary action, the student waives the right to appeal.
4. The Vice President of Student and Information Services shall make available an opportunity for consultation with both parties. Following consultation (if desired by either or both parties), the Vice President shall inform in writing the faculty member and student of his/her acceptance, rejection or modification of the disciplinary recommendation within seven (7) days of receipt of the Academic Dishonesty Report Form.
5. The Vice President shall inform both parties of the appeal/due process available.
6. The Vice President shall maintain a record of all acts of academic dishonesty.
7. If the disciplinary action taken is a failing grade in the course, the student shall not be allowed to withdraw from the class with a grade of "W."
8. Procedural timelines may be waived by the Vice President in the interest of facilitating due process and fairness.

\*Probable cause: reason to believe, based on reliable information, that academic dishonesty has occurred and that a particular student has committed an act of academic dishonesty.

\*\*Preponderance of the evidence: burden of proof has been established by evidence which outweighs the evidence against.

\*\*\*Clear and convincing evidence: the evidence must satisfy that the proposition has been established with a high degree of probability.

**I have read and understand the information on plagiarism and documentation.**

NAME (Please print) \_\_\_\_\_

STUDENT'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_