



## College of Liberal Arts & Education Guidelines for Plagiarism and Academic Integrity

As members of an academic community engaged in the pursuit of truth and with a special concern for values, students are expected to conform to a high standard of honesty and integrity in their academic work. The fundamental assumption under which the University operates is that work submitted by a student is a product of his/her own efforts.

One of the most serious academic offenses is plagiarism, submitting the work or ideas of another author or source without acknowledgement or formal documentation. Plagiarism occurs when specific phrases or entire passages, whether a sentence, paragraph or longer excerpt, are incorporated into one's own writing without quotation marks or proper documentation. One also plagiarizes by paraphrasing the work of another or changing a few words, that is, retaining another writer's ideas and structure without documentation. Students are advised always to set off another writer's exact words by quotation marks, with appropriate references. Students avoid plagiarism by concentrating on their own words and ideas and by fully crediting others' words and ideas when they find their way into the writing. Whenever in doubt, cite the source.

### **Other forms of academic dishonesty include, but are not limited to:**

**Cheating:** Using unauthorized materials to complete an assignment or an assessment, including having another person to complete work for oneself or provide answers.

**Facilitating academic dishonesty:** Allowing another person to copy an assignment or answers from a test.

**Fabrication or falsifying information:** Inventing data to use in an experiment, paper or assignment.

**Multiple submissions:** Submitting work from another class as if it were a new or original piece. New work is expected for every class.

**Deception and misrepresentation:** Misrepresenting work, academic records, or credentials. Examples of this include: forging signatures/letters, falsifying credentials on an application, giving yourself credit in a collaborative assignment where your obligations were not significantly met, etc...

The consequences of plagiarism, or any act of academic dishonesty, may range from failure on an assignment or in a course to dismissal from the University.

**CLAE PLAGIARISM POLICY AND PROCEDURES FORM – Approved 3/18/2012**

**PART A – DOCUMENTATION OF PLAGIARISM**

*The following section is to be completed by the instructor and submitted to CLAE Associate Dean.*

Date \_\_\_\_\_ Student TO \_\_\_\_\_

Student Name \_\_\_\_\_ Student's College \_\_\_\_\_

Course Name and Number \_\_\_\_\_ Instructor Name \_\_\_\_\_

Describe Case of Plagiarism \_\_\_\_\_

*Attach plagiarized writing assignment and evidence that it is plagiarized (see Policy & Procedures Document).*

Student informed by instructor that case of plagiarism will be documented in Dean's Office on \_\_\_\_\_ Instructor's Initials \_\_\_\_\_

Student provided with copy of CLAE Plagiarism Policies and Procedures on \_\_\_\_\_ Instructor's Initials \_\_\_\_\_

**PART B – CONSEQUENCES AND APPEAL POLICY**

*The following section is to be completed by the CLAE Associate Dean through communication with Instructor, Chair, and Dean.*

1) Student meets with instructor to determine consequences of plagiarism. Date of meeting \_\_\_\_\_.

2) Indicate instructor's response to plagiarism \_\_\_\_\_

3) Student does/does not (circle one) agree to the consequences. If student does not agree, s/he may submit a written appeal addressed to applicable Department Chair to Associate Dean on \_\_\_\_\_. Associate Dean will forward to Chair. *A copy of the written appeal is to be attached to this form.*

4) Chair's proposed resolution provided by Chair to student in writing with a copy to Associate Dean on \_\_\_\_\_. *A copy of this proposed resolution is to be attached to this form.*

5) Student wishes to pursue appeal further. Student submits written appeal addressed to CLAE Dean to Associate Dean on \_\_\_\_\_. Associate Dean will forward to Dean. *A copy of the written appeal is to be attached to this form.*

6) Decision of CLAE Dean provided to student in writing with a copy to Associate Dean on \_\_\_\_\_. *A copy of this written decision is to be attached to this form.*

**For Internal Dean's Office Use Only / Before filing this form, check one of the following:**

\_\_\_ First Offense      \_\_\_ Second Offense      \_\_\_ Other (describe)

If non-CLAE student, copy of this form and attached documents sent to Dean's Office of student's college on \_\_\_\_\_.

If Second Offense, the entire student's file will be forwarded to the CLAE Dean for review and possible disciplinary action. If the student is seeking a degree from a college other than CLAE, the entire student's file will be sent to the Dean's Office of the student's college with a recommendation from the CLAE Dean regarding disciplinary action.