

3357:13-14-65 Academic Integrity (Plagiarism and Cheating) Policy

- (A) Members of the College community are expected to be honest, thoughtful and responsible in their academic endeavors. A shared sense of enthusiasm for learning and respect for other persons is essential to the community.
- (B) The suspicion of academic dishonesty is a serious matter because it threatens the atmosphere of respect essential to learning. Academic dishonesty can take many forms, including but not limited to, the following:
- (C) Plagiarism includes, but is not limited to, submitting, without appropriate acknowledgment, any written, visual or oral material that has been copied in whole or in part from the work of others (whether such source is published or not) even if the material is completely paraphrased in one's own words. This includes another individual's academic composition, compilation, or other product, or a commercially prepared paper. Plagiarism also includes submitting work in which portions were substantially produced by someone acting as a tutor or editor.
- (D) Such practices constitute plagiarism regardless of motive. Those who deny deceitful intent, claim not to have known that the act constituted plagiarism, or maintain that what they did was inadvertent are nevertheless subject to penalties when plagiarism has been confirmed.
- (E) Cheating and dishonest practices in connection with examinations, papers and projects, includes but is not limited to using unauthorized notes, study aids or information on an examination; obtaining help from another student during an examination; taking an exam or doing work for another student; providing one's own work for another student to copy and submit as his/her own; or allowing another student to do one's work and then submitting the work as one's own. Also included would be altering a graded work after it has been returned, then submitting the work for re-grading; or submitting identical or similar papers for credit in more than one course without prior permission from the course instructors.
- (F) Fabrication includes but is not limited to falsifying or inventing any information, data or citation; presenting data that were not gathered in accordance with defined appropriate guidelines, and failing to include an accurate account of the method by which data were collected.
- (G) Obtaining an Unfair Advantage includes, but is not limited to stealing, reproducing, circulating, or otherwise gaining access to examination materials prior to the time authorized by the instructor; unauthorized collaborating on an academic assignment; or undertaking any activity with the purpose of creating or obtaining an unfair advantage over another student's academic work.
- (H) Aiding and Abetting Academic Dishonesty includes, but is not limited to providing material, information or other assistance to another person with the knowledge that such aid could be used in any of the violations stated above, or providing false information in connection with any inquiry regarding academic integrity.

(I) Guidelines for Students

- (1) Ask the instructor's permission before collaborating with another student (or students) on an assignment, paper, take-home test, or any other graded course work.
- (2) It is generally acceptable to participate in general discussion with other students, such as discussing the requirements for the assignment or general strategies for completing the assignment. However, you should first consult with your instructor if you have any question about whether or not a procedure or course of action constitutes academic dishonesty.
- (3) Ask for services in the Student Success Center (located in Kee Hall) for assistance in preparing papers if you have any doubt about how to properly cite your sources.
- (4) Always put quotation marks around any direct statement from someone else's work (or indent and single-space extended quotations). Always give a footnote, endnote, or other form of citation for this quotation.
- (5) Cite any paraphrase of another person's ideas or statements.
- (6) Cite any thoughts you got from a specific source in your reading.
- (7) Cite any materials, thoughts, etc. you got from your reading that can't be described as general knowledge.
- (8) Cite any summary (even if in your own words) of a discussion from one of your sources.
- (9) Cite any charts, graphs, tables, etc., made by others or any you make using others' information.
- (10) Discourage dishonesty among other students.
- (11) Refuse to assist students who cheat.
- (12) Inform the instructor if you are aware of other students cheating.

Effective: January 16, 2002

Expires: January 1, 2007

Review Dates: 1/16/02