

# Academic Integrity and Plagiarism

The principles of academic integrity encompass simple standards of honesty and truth. Each member of the College community has a responsibility to uphold standards and to take action when others violate them. Faculty members have an obligation to educate students about the standards of academic integrity and to report violations of these standards. All students, both online and on-site, are responsible for knowing what the standards are and for adhering to them. Students also should bring any violations of which they are aware to the attention of their instructors. Any breach of academic integrity is a serious offense that may result in disciplinary consequences.

## Cheating

*Cheating* is any deceitful or fraudulent attempt to evade rules, standards, practices, customs, and norms to gain an unfair advantage or to protect someone who has done so. Cheating includes, but is not limited to:

1. Giving or receiving information during an exam (“exam” includes tests, assessments, and quizzes, whether delivered in a classroom setting or on line.)
2. Using unauthorized material (like notes) during any exam; unauthorized distribution or receipt of exams, exam materials, contents, or answer keys in written or digital form.
3. Taking an exam or writing a paper for another student—or asking someone to take an exam or write a paper for you (this includes sharing work and/or writing group-produced answers on take-home and on-line exams unless explicitly permitted by the instructor). This is also called “impersonation.”
4. Submitting the same paper—or different versions of what is substantially the same paper—in other courses or in subsequent attempts to pass a course
5. Sabotaging, misrepresenting or fabricating written work, sources, research, or results as well as helping another student commit an act of academic dishonesty or lying to protect a student who has committed one.<sup>1</sup>

## Plagiarism

Plagiarism is a violation of the integrity of the academic community.

*Plagiarism* is defined as work submitted with any of the following issues:<sup>2</sup>

1. Submitting another’s work, word-for-word, as one’s own
2. Containing significant portions of text from a single source without alterations
3. Changing key words and phrases but retaining the essential content of the source
4. Mixing paraphrased material from multiple sources
5. Borrowing generously from one’s previous work without citation
6. Combining perfectly cited sources with copied passages without citation
7. Citing non-existent sources or including inaccurate information about sources

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<sup>1</sup> Quoted from Lars R. Jones, Ph.D., *Academic Integrity & Academic Dishonesty: A Handbook About Cheating & Plagiarism*, Florida Institute of Technology, 2011, <http://www.fit.edu/current/documents/plagiarism.pdf>. Viewed November 18, 2015.

<sup>2</sup> Summarized from Turnitin, *The Plagiarism Spectrum: Tagging Ten Types of Unoriginal Work*. [http://turnitin.com/assets/en\\_us/media/plagiarism\\_spectrum.php](http://turnitin.com/assets/en_us/media/plagiarism_spectrum.php). Viewed November 18, 2015.

Representing someone else's work as one's own is a serious academic offense and may result in failure, suspension, or dismissal.

Faculty member reports of academic integrity violations are recorded in the College's academic integrity database. Reports are reviewed by the department chair, the school dean and the Faculty Senate Academic Integrity Committee. Consequences may include assignment failure, course failure, suspension or dismissal from the College. Students unclear about proper citation conventions should review the Writing and Citing: From the Writing Process to Avoiding Plagiarism Lib Guide as follows:

<http://berkeleycollege.libguides.com/content.php?pid=197278>