



College of Liberal
Arts & Education

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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.