

Plagiarism

Students are expected to maintain the highest standards of integrity in all their academic work. It is further expected that any written assignment presented by students in fulfillment of course requirements will reflect their own work unless credit is properly given to others. Therefore, students must identify any part of an assignment which used the words or materials of other people and give credit for the source. Failure to do so is a form of stealing known as plagiarism and is a very serious offense. Plagiarism is defined as the act of appropriating all or part of a literary composition of another person or the ideas or language of another person and passing them off as one's own. It may consist of quoting from a source without using quotation marks, transcribing published material, using someone else's ideas without appropriate references, or submitting work which has been reproduced or bought from another person. Anyone who assists another in such academic dishonesty is equally responsible. The faculty are encouraged to inform their students of the College's policy on plagiarism at the beginning of each semester.

In Class Cheating

Unless directed to do the contrary, students are expected to present their original work in the classroom. In some instances, students might be allowed to use texts, books, notes, and/or magazines during an in-class writing assignment or test-taking and are expected to identify or give credit to their sources.

Cheating is understood to consist of student actions including, but not limited to, the following: posing as another student (or having another student pose as oneself); copying from extraneous materials such as notebooks, textbooks, or other kinds of written materials (including the work of other students) using audio tapes of lectures or related recorded materials; borrowing non-print materials, such as drawings or other visual aids, in the context of an in-class writing assignment or test-taking and identifying these materials as one's own original work. Any student actions such as these would be construed as "cheating" and would open the student to disciplinary action. Anyone who assists another in such in-class cheating will be held equally responsible.

Cheating Outside the Classroom

There are three major areas of concern in regard to cheating outside the classroom.

1. Leaving during classroom examinations.
In most cases, it is not appropriate to leave the classroom during examinations. In the instances that a student must leave, it is recommended that the instructor have already established guidelines to advise the students about their responsibilities during such interruptions in their exam-taking.
2. Take-home exams, term papers, essays and other out of class projects.
For take-home exams, projects, term papers, essays and the like, the instructor must provide specific guidelines as part of the written instruction for such out-of-class assignments, including the intellectual norms regarding integrity defined by the discipline. It is incumbent on the instructor to make students aware in as many ways as possible to the ethical considerations regarding academic work and the discipline they are studying and the consequences of disregarding those academic expectations.
3. Collaborative preparation.
It is important the instructor make sure that each student in a collaborative effort makes his/her own contribution to the project, even as some students are learning from others or seeing other students as mentors. It is necessary when the instructor assigns collaborative projects that the separate contributions of the individual students be easily evaluated (unless otherwise stipulated). The point of creating an awareness of this kind of cheating is to prevent a student from benefiting inappropriately from a group effort in which the student made little contribution.

Electronic Cheating

In this section, only flagrant issues of electronic cheating will be addressed. The statement does not

address ethical issues concerning the use of electronic information.

Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgment, right to privacy, and right to determine the form, manner and terms of publication and distribution. Because electronic information is so volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Students, faculty and staff who use the computer have the right to privacy and security of their computer programs and data. Computer users should not tamper with files or information that belong to other users or to the operating system. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secrets and copyright violations, may be grounds for sanctions against individuals who violate these understandings.