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| Policy: Academic Honesty | Applicability: SOGSR Students |
| Policy Owner: School of Graduate Studies and Research | Approved By: Dean of the School of Graduate Studies and Research |
| Effective Date: | Last Reviewed: |
| Next Review: | Contact: |

POLICY: All students are subject to the regulations of the college's Honor Code. Instances of suspected plagiarism, cheating on examinations, or other violations of the Student Honor Code, should be reported either to the office of the General Counsel or the Office of the Dean, SOGSR.

Plagiarism consists of presenting the writing, data, or ideas of another, as one's own without acknowledgment by citation or other appropriate and accepted means. Plagiarism constitutes a grave and fundamental violation of personal integrity and professional ethics. The Student Disciplinary Committee reviews allegations of plagiarism.

DEFINITIONS:

All of the following is considered plagiarism:

1. turning in someone else's work as your own
2. copying words or ideas from someone else without giving credit
3. failing to put a quotation in quotation marks
4. giving incorrect information about the source of a quotation
5. changing words but copying the sentence structure of a source without giving credit
6. copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not
7. figures and figure legends and for tables and table legends which you copy into your text

Accidental or Unintentional:

1. You may not even know you are plagiarizing. It is your responsibility to make certain that you understand the difference between quoting and paraphrasing, as well as the proper way to cite and delineate quoted material

Blatant:

1. Here, students are well aware that they are plagiarizing. Purposefully using someone else's ideas or work without proper acknowledgment is plagiarism. This includes turning in borrowed or bought research papers as one's own

Self:



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1. Turning in the same term paper (or substantially the same paper) for two courses without getting permission from one's instructor is plagiarism.

Data Gathering, Storage, Retention:

1. A common denominator in most cases of alleged scientific misconduct has been the absence of a complete set of verifiable data. The retention of accurately recorded and retrievable results is of utmost importance for the progress of scientific inquiry. A scientist must have access to his/her original results in order to respond to questions including, but not limited to, those that may arise without any implication of impropriety. Moreover, errors may be mistaken for misconduct when the primary experimental results are unavailable.

PROCEDURE:

1. When an instructor determines that a student has committed plagiarism he or she informs the Program Director, DGS and department chair.
2. In consultation with the instructor and chair, the graduate dean then writes a letter to the president outlining the charge and summarizing the evidence.
3. The college president decides whether to refer the matter to the Disciplinary Committee.
4. If the president decides not to submit the charge before the committee, he or she instructs the graduate dean and the chair how to proceed.
5. If the president does place the charge before the Disciplinary Committee, the chair of that committee arranges a hearing.
6. The committee's recommendation is transmitted to the president, who decides to accept, modify, or reject it; the president informs the student, graduate dean, chair, and instructor of that decision.
7. Appropriate penalties for plagiarism may include assigning an automatic C or F grade in a course and/or dismissal from the SOGSR.
8. Also, altering data to make them confirm or contradict a hypothesis or fabricating results for an experiment without ever conducting it constitute grave and fundamental violations of personal integrity and professional ethics.
9. Allegations of fraud are reviewed and acted upon by the Disciplinary Committee.



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10. Appropriate penalties for fraud include dismissal from the SOGSR and, if the data has been published, a published retraction.

EXHIBITS: None.

RELATED POLICIES: None.