

## B. Plagiarism

Plagiarism is a specific form of cheating which consists of the misuse of the published and/or unpublished works of others by misrepresenting the material (i.e., their intellectual property) so used as one's own work. These works include books, periodicals, internet sources, media resources, or electronic data sources.

The following examples of Plagiarism are intended to be representative but not all inclusive:

- Failing to give credit via footnotes or citations for ideas and concepts, data and information, statements and phrases, and/or interpretations and conclusions derived by another, whether or not it was taken word for word.
- Reproducing another's work in whole and representing it as your own.
- Failing to use quotation marks when quoting directly from another, whether it be a paragraph, a sentence, or a part thereof.
- Minimally paraphrasing the expressions of thought by others without appropriate quotation marks or attribution.
- Assembling parts from various works and submitting the synthesis or single paper as your own creation.
- Including references in the bibliography that were not examined by the student.
- Including bogus references in the bibliography.
- Falsely citing bibliographic references in footnotes.
- Not providing a citation directly after borrowed details, but rather trying to provide an all-inclusive citation at the end.

## C. Procedures

### a) Faculty-Student Conference

The teacher will handle the alleged instance of cheating or plagiarism directly with the student. First, the teacher shall present the student with the charge and the evidence. If the student admits to the wrongdoing, the next step is for the teacher to propose a penalty (i.e., usually involving a grade; but also retaking a test or rewriting a paper are possibilities). If the student fails to acknowledge wrongdoing, the teacher will meet with the administrator and student to review the evidence before the penalty is assessed.

### b) Grading

The teacher has the prerogative of assigning a grade of "0" or "F" for the test/paper, or assigning a grade not higher than a "77" in the event of the opportunity to retake the test or rewrite the paper.

### c) Notification of Parents

The teacher will notify the parents of the cheating/plagiarism and will conference with the student and parents if requested. The administrator will participate in the conference if needed.

### d) Discipline

Any discovered occurrence of plagiarism will result in the same discipline as defined in the Student Handbook guidelines under Integrity.

Compiled from:

Cedarville University Student Handbook

"Keeping plagiarism at bay in the Internet Age. Monitor on Psychology, Vol. 33, No. 2, February 2002.

California State University Student Handbook

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Baptist High School

# Policy on Academic Dishonesty

*Training Christian  
Warriors*



# Policy on Academic Dishonesty

**PHILOSOPHY:** Honesty and integrity are two of the most important values of Baptist High School. Faculty and students share the responsibility for maintaining high standards of excellence. Academic dishonesty--cheating and plagiarism--is unacceptable behavior and it cannot be justified or tolerated. Cheating and plagiarism compromise the process of fair and equitable evaluation of all students' academic performance. Students engaging in such practices are denying themselves the benefit of a teacher's accurate assessment and feedback, thereby hindering their academic and personal development. Intellectual dishonesty reinforces the false idea that success in life, personally and professionally, can come to those who deviate from the principles of God's Word and who lack expertise in their chosen careers. Proverbs 11:3 reminds us "The integrity of the upright guides them, but the unfaithful are destroyed by their duplicity."

**RESPONSIBILITY:** Although faculty set the standards for academic excellence in teaching and evaluating, such standards cannot be attained without full cooperation and support of students. Each student is expected to accept her/his responsibility to maintain honesty and integrity in all endeavors inside and outside of the classroom or laboratory. Faculty must encourage this by: establishing an atmosphere of mutual respect in their classrooms; stating his/her own standards and expectations for academic performance; structuring evaluation situations that encourage honesty and deter cheating and plagiarism; and holding accountable those who infringe on this policy.

The policies on cheating and plagiarism are designed to accomplish the above stated objectives.

## STUDENT'S ACADEMIC STANDING

### I Academic Work and Grading

Since proven cheating/plagiarism can result in severe penalties and consequences, students are expected to clarify with their instructors whether or not certain actions would or would not be acceptable behavior in taking examinations, writing papers, doing homework, and performing other activities pertaining to any given class and/or laboratory. If a student observes one or more students cheating and/or plagiarizing, it would be proper for the student to confront those students directly and/or to notify the instructor so that the instructor could take appropriate action.

### II Definitions

#### A. **Cheating**

Cheating is the actual or attempted practice of fraudulent or deceptive acts for the purpose of improving one's grade or obtaining course credit; such acts also include assisting another student to do so. Typically, such acts occur in relation to examinations. However, it is the intent of this definition that the term "cheating" not be limited to examination situations only, but that it includes any and all actions by a student that are intended to gain an unearned academic advantage by fraudulent or deceptive means.

The following examples of cheating are intended to be representative, but not all inclusive

#### 1. Seeking Unfair Advantage for Oneself

##### a) **Examination/Tests**

- Looking at another student's test during an exam period.
- Copying from another student's test paper.
- Employing signals to obtain answers from others.
- Stealing or arranging for the theft of an exam.

- Knowingly reviewing an unauthorized copy of an exam.

- Using lecture notes or textbooks during an exam when prohibited.
- Possessing crib notes at the location and during the time of the exam.
- Having someone else take an exam in your place.
- Feigning illness or telling falsehoods to avoid taking an exam at the scheduled time.
- Claiming falsely that you took an examination at the scheduled time.
- Storing and/or accessing course subject matter in a calculator or computer that can be used during an exam period without instructor authorization.
- Utilizing a calculator and/or other aids not expressly allowed by the instructor.
- Obtaining assistance in answering questions on a take-home exam, when-such action is specifically prohibited.

##### b) **Papers/Reports**

- Copying the work of other students in whole or in part and submitting it as your own.
- Submitting a report purchased from a commercial service selling research/term papers.
- Hiring a "ghost writer" to compose a paper for you.
- Claiming an assigned share of a team report, toward which insufficient or no contribution was made.
- Lying about the reason for not submitting a report on time.
- Pretending to have submitted a paper to an instructor.
- Stealing another student's report and submitting it as one's own work.
- Submitting the same term paper to two or more different teachers for credit in their courses, without their prior permission.

##### c) **Laboratory/Homework**

- Inventing, falsifying, or altering data for a research survey or laboratory experiment.
- Turning in a lab report for an experiment or exercise not done by you.
- Depending upon others to complete laboratory assignments or homework when instructions call for independent work.
- Sabotaging someone else's laboratory work or other exercise.

## 2. Giving Unfair Advantage to Others

### a) **Examination/Tests**

- Allowing another student to copy from your test paper.
- Employing signals to indicate answers on an exam to others.
- Taking an exam in place of someone else.
- Sharing test questions with students in another section of the course.
- Giving your returned exam to another student preparing to take a makeup test.
- Transmitting electronically to another student information stored in a calculator or computer during an exam period.
- Helping others answer questions on take-home exams, when such assistance is specifically prohibited.

### b) **Papers/Reports**

- Permitting another student to copy your work.
- Writing a paper for another student.
- Providing substantial research assistance to another student for writing a report.

##### c) **Laboratory/Homework**

- Assisting others on laboratory assignments or homework, when the instructions called for independent work.
- Allowing the copying of the write-up of your laboratory work or homework by others.