



# Plagiarism

## Definition

Plagiarism is using someone else's words and/or ideas as if they were your own.

## Rules:

1. If you use someone else's exact words, you must put them within quotation marks and give a complete source for the location so that it can be located by the reader if necessary.
2. If you edit or paraphrase someone's words, you must cite the original source.
3. If you present someone else's ideas, even in totally different words, you must cite the source.

## Examples:

### Original quote from *The Plagiarism Handbook* by Robert Harris, page 167:

"A major issue, of course, is academic integrity and the goal of education to help develop ethical, honest citizens who will not lie or steal."

### Sample unacceptable excerpts from paper:

1. (Unacceptable because it does not use quotes, nor cite the source.) Why is plagiarism important as an ethical concept for college students? Because the goal of education is to help develop ethical, honest citizens who will not lie or steal.
2. (Unacceptable because it paraphrases, but does not cite the source.) Why is plagiarism important as an ethical concept for college students? Because one of the objectives of a good education is to encourage the development of decent, moral citizens.
3. (Unacceptable because it presents someone else's ideas, but does not cite the source.) Why is plagiarism important as an ethical concept for college students? One would hope that, besides learning concepts from their regular curriculum, they would also be encouraged to learn to become ethical citizens.

## Terminology

**Attribution:** the ascribing of a work or an idea to a particular author or artist

**Citation:** the act of directly quoting or giving intellectual credit to another person's work or ideas

**Paraphrasing:** 1. a restatement of a text or passage in another form or other words, often to clarify meaning. 2. The restatement of texts in other words as a studying or teaching device.

**Plagiarize:** to steal or pass off as one's own (the idea or words of another); use (a created production) without crediting the source; to commit literary theft; present as new and original an idea or product derived from an existing source (*Webster's Third New International Dictionary of the English Language*, Unabridged, p. 1728).

## Grossmont College's Penalties

Penalties for plagiarizing are listed on the reverse of this document.

# Academic Fraud

## Important Notice to Students

**The college is an academic community with high standards, and its teaching, learning and service purposes are seriously disrupted and subverted by Academic Fraud.** All students at Grossmont College are expected to comply with the institution's high standards of Academic Integrity and avoid instances of dishonesty at all times. Such acts of dishonesty include cheating, plagiarism, fraud, false citations or data, and the fraudulent use of Internet resources.

Students are not to commit academic fraud, which is a form of cheating, lying and stealing. It is a serious violation of the Student Code of Conduct, as published in the catalog. This intent of this document is to increase student awareness as to what Academic Fraud is, to provide strategies to avoid the situations, and to explain the consequences of committing Academic Fraud. The Faculty and Administration expect students to have a responsible and sincere commitment to Academic Integrity during the performance of their instructional activities and completion of assignments or requirements.

**Academic Fraud includes, but is not limited to, the following situations:**

**\*Plagiarism is using someone else's ideas or work without proper or complete acknowledgement.** Plagiarism encompasses many things, and is by far the most common manifestation of academic fraud. For example, copying a passage straight from a book into a paper without quoting or explicitly citing the source is plagiarism. In addition, completely rewording someone else's work or ideas and using it as one's own is also plagiarism. It is very important that students properly acknowledge all ideas, work, and even distinctive wording that are not their own. Students who are unsure of how or when to properly acknowledge sources are encouraged to consult their instructor.

**\*Cheating is the copying of any test or quiz question or problem,** or work done in a class that is not the student's own work. It also includes giving or receiving unauthorized assistance during an examination whether it was intentional or not. Obtaining or distributing unauthorized information about an exam before it is given is also cheating, as is using inappropriate or unallowable sources of information during an exam. To avoid unintentional copying of work, students should cover their own exams and quizzes, and not leave a test or quiz on the desk where another student may be tempted to look at it.

**\*Multiple Submission is the use of work previously submitted** at this or any other institution to fulfill academic requirements in another class. For example, using a paper from an English 126 Creative Writing class for a Sociology 138 Social Psychology class is Academic Fraud. Slightly altered work that has been resubmitted is also considered to be fraudulent. With prior permission, some professors may allow students to complete one assignment for two classes. In this case, prior permission from both instructors is absolutely necessary.

**\*False Citation is falsely citing a source or attributing** work to a source from which the referenced material was not obtained. A simple example of this would be footnoting a paragraph and citing a work that was never utilized.

**\*False Data is the fabrication or alteration of data** to deliberately mislead. For example, changing data to get better experiment results is Academic Fraud. Instructors and tutors in lab classes will often have strict guidelines for the completion of labs and assignments. Whenever in doubt about what may be considered Academic Fraud, students should immediately consult with the instructor.

**\*Plagiarism via the Internet is occurring with more and more frequency,** and takes a number of different forms. As should be obvious, purchasing research papers on the Internet and submitting them as a student's own work constitutes a gross case of plagiarism. Cutting and pasting from a website without putting the text being used in quotation marks and/or without properly citing the source also constitutes plagiarism. Posting stolen tests online and/or accessing such tests is cheating. Also students should be aware that while many websites provide reliable information, others may not include well-documented research. Students should be sure to check facts using a variety of different types of resources in order to ensure accuracy.

**\*Intentional Deception is the submission of false documentation** (absence excuse, proof of attendance, volunteer hours, etc.) for falsifying any official college record. A student who misrepresents facts in order to obtain exemptions from course requirements has committed an act of intentional deception and may also be subject to the consequences listed below. It is best for a student to do the work as required in a course or speak to the instructor about circumstances that may cause problems in completing forms correctly or honestly.

Students who engage in Academic Fraud will be subject to authorized penalties at the discretion of the instructor of record in the class. Such penalties may range from an adjusted grade on the particular exam, paper, project, or assignment to a failing grade in the course at the discretion of the instructor. The instructor may also summarily suspend the student for the class meeting when the infraction occurred as well as the following class meeting.

In addition, "Academic Fraud" can result in a suspension or expulsion as stipulated by the District's Student Disciplinary Procedures administered by the Vice President of Student Services and Assistant Dean of Student Affairs.

It is worthwhile to note the California Education Code Section 76224(a) states:

*"When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the faculty member of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final."*

The foregoing language indicates that the instructor has sole and final authority in awarding grades based on his/her determination of the quality of the student's work in the course. Faculty are strongly encouraged to report all students found to be in violation of the college standards for academic integrity to the Assistant Dean of Student Affairs.

**For further clarification and information on these issues, contact Jack A. Peters, Assistant Dean of Student Affairs**

Special thanks to the University of Virginia for allowing Grossmont College to modify its statement on Academic Fraud.

