

Policy on Honesty and Plagiarism
Concordia University, Irvine, CA
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All courses and academic work at Concordia seek to empower students for independent learning, resourcefulness, clear thinking, and perception. All submitted work and activities should be genuine reflections of individual achievement from which the student can derive personal satisfaction and a sense of accomplishment. Plagiarism and cheating subvert these goals.

A current *Writer's Handbook* describes academic dishonesty and plagiarism in the following way. "While there are many ways to damage academic integrity, two that are especially important are inaccurate or incomplete citation of sources—also called unintentional plagiarism—and plagiarism that is deliberately intended to pass off one writer's work as another's" (Andrea A. Lunsford, *The St. Martin's Handbook*, page 283). The handbook notes that "many cultures do not recognize Western notions of plagiarism, which rest on a belief that language and ideas can be owned by writers. . . . In academic writing in the United States, however, you should credit all materials except those that are common knowledge, that are available in a wide variety of sources, or that are your own creations (photographs, drawing, and so on) or your own findings from field research" (284).

Another handbook, *The Scott Foresman Handbook for Writers* by M Hairston, J Ruskiewicz, and C Friend, has some specific advice for using the internet. This resource advises studying and following documentation styles designed expressly for crediting internet material. All major style sheets address documentation of internet material. The Handbook reminds everyone that "the basic rules of scholastic honesty still apply in electronic environments. Tempting as it may be, you may **not** copy and paste information from a Web site, listserv, newsgroup, or other electronic source to your own project without fully documenting that material. Nor may you call it your own just because you have altered it in some minor way—changed a few words, reordered the ideas, or reshaped an image" (748).

A different kind of dishonesty sometimes occurs when students submit work they have completed in one course to meet requirements in another course. Students should always obtain permission from their instructors before using work completed in one course to meet requirements in another.

Submitting another student's work as one's own is yet another example of academic dishonesty. Copying and submitting another student's homework, essay, quiz or exam answers as one's own are obvious cases of dishonesty.

All courses and academic work at Concordia require that students completely avoid the kinds of academic dishonesty and plagiarism described in the preceding paragraphs. Such deceit is unworthy of the sort of person Concordia is helping you to become.

The *Scott Foresman Handbook* also points writers to online resources for in depth discussion of academic integrity and plagiarism. The Handbook especially notes <http://www.academicintegrity.org/>, a website that points to over 7,000 Web pages dealing with plagiarism. "The University of Texas at Austin maintains an unusually comprehensive site on scholastic integrity" (page 750). See http://deanofstudents.utexas.edu/sjs/acint_student.php.

Concordia reserves the right to utilize electronic means to help prevent plagiarism. Students should recognize that all assignments are subject to submission for textual similarity review to Turnitin.com. Assignments submitted to Turnitin.com will be included as source documents in Turnitin.com's restricted access database solely for the purpose of detecting plagiarism in such documents.

The following procedures govern the handling of suspected instances of plagiarism:

1. The faculty of each academic School at Concordia University will agree upon appropriate actions to be taken when a student is guilty of academic dishonesty. Depending upon the nature of the dishonesty, actions might, for example, include a failing grade for the assignment, or a failing grade for the course, or expulsion from a School's program.
2. Instructors will write clear syllabus and assignment standards so that students can avoid both unintentional and intentional academic dishonesty. Instructors will also communicate the sorts of penalties that the School typically applies to academic dishonesty.
3. All suspected instances of academic dishonesty in a course (and in other academic activities like President's Showcase) must be reported by the faculty member to the Dean of the School in which the course or activity resides.

4. The School Dean will double check that this is an actual case of academic dishonesty and then will reach agreement with the faculty member concerning an appropriate course of action that should be taken with the student.
5. Students have the right to request a review by the Provosts' Office if they believe they have been wrongly penalized.
6. When academic dishonesty has occurred, the School Dean also informs the Dean of Students so that any nonacademic aspects of the dishonesty can be handled according to student affairs policies. This practice also ensures that persisting patterns of deceit in a student's work will be noted and addressed.

Works Cited

The St. Martin's Handbook, Andrea A. Lunsford, 6th Edition, Boston, 2008.

The Scott Foresman Handbook for Writers; Maxine Hairston, John Ruszkiewicz, Christy Friend, 7th Edition, Upper Saddle River, New Jersey, 2003.

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Syllabus Plagiarism Statements

Example 1:

Turnitin.com is an electronic resource that assists in the detection and deterrence of plagiarism by electronic comparison for textual similarity. Students agree that continued enrollment in this course after the receipt of this syllabus constitutes permission that all required papers may be submitted to Turnitin.com for the detection of plagiarism and that all submitted papers will be retained as source documents in the Turnitin.com reference database and used solely for the purpose of detecting plagiarism of such papers.

Example 2:

The instructor reserves the right to utilize electronic means to help prevent plagiarism. Students agree that by taking this course all assignments are subject to submission for textual similarity review to Turnitin.com. Assignments submitted to Turnitin.com will be included as source documents in Turnitin.com's restricted access database solely for the purpose of detecting plagiarism in such documents.

Example 3:

As a condition of continued enrollment in this course, you agree to submit all assignments to the Turnitin services for textual comparison or originality review for the detection of possible plagiarism. These databases of assignments will be held by Turnitin and used solely for the purpose of detecting possible plagiarism during the grading process and during this term and in the future. Students who do not submit their papers electronically to the selected service will be required to submit copies of the cover page and first cited page of each source listed in the bibliography with the final paper in order to receive a grade on the assignment.