

Antioch University Midwest Academic Policy Statement

PLAGIARISM POLICY AND PROCEDURES

Policy: Antioch expects its students to observe appropriate conventions of source citation, so that any use students make of others' work is duly attributed to the originators of that work. Student work should leave no ambiguity about which ideas, words, images, performances, etc., originate with the student and which have been taken from other sources. This expectation applies without regard to whether the source material used is protected by copyright.

Operational Definition of Plagiarism: to steal and pass off the ideas or words of another as one's own: use another's production without crediting the source: to commit literary theft: present as new and original an idea or product derived from an existing source.

Forms of Plagiarism:

Minimal plagiarism is defined as doing any of the following without attribution:

- substituting synonyms into the original sentence rather than rewriting the complete sentence.
- reordering the clauses of a sentence.
- imitating the sentence, paragraph, or organizational structure, or writing style of a source.
- using a source's line of logic, thesis or ideas.
- inserting verbatim word, phrases, sentences, or longer passages from a source.
- combining paraphrasing with verbatim sentences to create a paragraph or more of text.

Substantial plagiarism is defined as doing any of the following without attribution:

- repeatedly and pervasively engaging in minimal plagiarism.
- submitting or presenting someone's complete published or unpublished work.
- submitting another student's work for an assignment, with or without that person's knowledge or consent.
- downloading a term paper from a web site.
- buying a term paper from a mail order company or web site.
- reusing or modifying a previously submitted paper for a present assignment without obtaining prior approval from the instructors involved.

Procedures for Dealing with Plagiarism

When a faculty member has reason to believe that plagiarism has occurred, the following procedures should be carried out:

- Gather the evidence that confirms plagiarism. In cases where plagiarism cannot be firmly established, the professor is encouraged to meet or communicate with the student to obtain sources or to determine the student's familiarity with the paper that he or she submitted.
- Faculty should alert the chair of a suspected incident of plagiarism.
- Meet or communicate with the student to discuss the incident. In this process, the following should be addressed:
 - Describe the evidence that confirms that plagiarism occurred.
 - Listen to the student's response.
 - Review what plagiarism is, why it is unacceptable in a scholarly community, and how to cite sources properly.
 - Review Antioch's plagiarism policy and procedures with the student.
- If the faculty member is satisfied that plagiarism did not occur, he or she should inform the chair in writing.

- If the faculty member concludes that plagiarism did occur, faculty should contact the Registrar to determine if this is the student's first offense. Knowledge of a student's prior record should be used in determining penalties, but must not enter into the decision about the presence or nature of plagiarism in the case under scrutiny.
- Complete and submit the Plagiarism Report form, attach the assignment and the plagiarized sources and submit to the chair. The chair will review and will forward all materials to the Registrar.
- When writing the course evaluation, the faculty should make no reference to charges or suspicions of plagiarism or academic dishonesty in the student's course assessment or official academic record.

The Process for Documentation of Student Responses, Appeals, and Grievances:

- After receiving a copy of the Plagiarism Report, a student may comment on the report and submit those comments to the Registrar's Office and/or appeal the results.
- A student may appeal the decision documented on the Plagiarism Report through the Academic Appeals process.

The Consequences of Committing Plagiarism

First Offense of Plagiarism –

Minimal Plagiarism: The student is required to meet or communicate with faculty to discuss the act of plagiarism. At the faculty's discretion, assignments may be rewritten and resubmitted. A record of all plagiarism instances will be documented and submitted by the faculty to the Registrar.

Substantial Plagiarism - The student receives a failing grade on the assignment that has been plagiarized, and a Report of Plagiarism is submitted to the Registrar.

Second Offense of Plagiarism – The student receives a failing grade for the course in which the plagiarism occurred and a Report of Plagiarism is submitted to the Registrar. Student may be withdrawn from the program. In that case, the student may follow the appeals process to petition to remain in the program.

Third Offense of Plagiarism – The student receives a failing grade for the course in which the plagiarism occurred, will be withdrawn from the program, and a Report of Plagiarism is submitted to the Registrar. The student may follow the appeals process to petition to remain in the program.

Note: Withdrawal from a course will not prevent the documentation process for plagiarism.