Evangelical University

Policy Number	
Policy Title	Plagiarism Policy
Responsible Officer	Deputy Vice Chancellor – Academic Affairs
Responsible Office	Academic Office
Summary	The policy provides a definition of plagiarism, how it is to be avoided, and penalties in cases of plagiarism.
Definitions	Plagiarism: any form of using someone else's work without giving due credit to that person/author. Common knowledge: facts that can be found in numerous places and are likely to be known by a lot of people. Quotation: using someone's words. Cheating: Cheating is the actual or attempted practice of fraudulent or deceptive acts for the purpose of improving a grade or obtaining course credit.
Approving Body	Academic Committee
Approval Date	2017
Last Revision	October 2019
Re-evaluation Date	2020
Departmental Impact	All Schools

Failure to follow the following policy may result in disciplinary action, including termination of employment.

Policy Statement

Plagiarism is a form of dishonesty or cheating that occurs when a person passes off someone else's work as their own. It comes in many shapes and forms including failing to cite an author for ideas incorporated into a student's paper to cutting and pasting paragraphs from different websites to handing in a paper downloaded from the internet or handing in a paper written by another student.
This policy outlines procedures in case of plagiarism but also gives guidelines on how to avoid plagiarism.

Rationale

EU aims to educate students in all areas of life. Academic integrity is an important part in shaping the Christian character. If a student is not living up to academic standards, EU attempts to warn students of their status and to monitor students while assisting in guiding them back to good standing.

Policy Procedures

1) Plagiarism *is a serious offense at EU*. Instructors utilize tools that enable them to detect plagiarized work and report all instances of plagiarism to the Office of the Academic Dean. In other words, in addition to dealing with the course instructor, students who plagiarize must also deal with the University. Students found guilty of plagiarism will have the incident recorded on their file and may be expelled from the University.

2) All parties to* plagiarism *are considered equally guilty. If you share your coursework with another student and they plagiarize it, you are considered as guilty as the one who has plagiarized your work, since you enabled the plagiarism to take place. *Under no circumstances should you make your coursework available to another student unless the instructor gives explicit permission for this to happen.*

3). Students found guilty of plagiarism fail the assignment/course. Without exception, any students found guilty of plagiarism fail that particular assignment (first offence) and after found guilty of plagiarism a second

time, fail the concerned course. A student with a prior record of plagiarism who is found guilty of the same offence will be expelled from EU.

In the case of failing a required course for graduation, students have to repeat the course in class. Independent Study Courses are not an option to make up for the lost course and credit hours. A student has to register for the course and attend classes whenever it is offered in the regular program.

In case of failing a course that is not required for graduation, a student might be allowed to register for a different course to make up for the lost credit hours or register for the same course whenever it is offered again in the regular schedule of classes.

If a required course is not offered during the regular schedule of courses in the residential program before a student is supposed to graduate, the following options can be considered:
1. Register for the course in the Open Distance Learning Program
2. Register for an Independent Study course to fulfill course requirements

The preferred option is always to take the course in class. Independent Study Courses are only approved if registering to take the course in class would put the students unreasonably on hold for graduation.
A decision on which option to take is subject to approval by the Academic Committee.

For First Year Students Only

Considering that the courses English Writing I+II are taught later in the Academic Year at EU, the following Plagiarism Policy will apply for first year students:

1. *Students found guilty of plagiarism fail that particular assignment, in other words, zero marks are awarded for the assignment.*
2. *The highest grade that a student can attain in that particular course is a "D" or a 50% regardless of how well the student performs in the course.*

Plagiarism is to be avoided at all costs.

Every student studying at EU will be given a plagiarism policy and will sign a declaration indicating that they have understood the plagiarism policy. The signed paper will be kept in the student file.

How To Avoid Plagiarism
Cite All Sources Properly
Copying someone's work is the most extreme act of plagiarism. Ensure that you appropriately cite all sources used in your work by using the SBL standard of writing. A copy of the SBL Handbook of Style is available in the library and also given to students.
In any specific case, if you are unsure about what is acceptable and what is not, the best thing is to ask your instructor. In general, it is better to err on the side of over-citation than under-citation. Besides, this shows that you are taking seriously your research work.

Develop Your Research and Comprehension Skills - The temptation to commit plagiarism often reflects lack of confidence in one's own skills and knowledge. Once you research a given topic and understand it thoroughly, it becomes easier for you to bring in your own analysis and support it by your research.

How to Recognize Unacceptable and Acceptable Paraphrases

Here's the ORIGINAL text, from page 1 of *Lizzie Borden: A Case Book of Family and Crime in the 1890s* by Joyce Williams et al.:

The rise of industry, the growth of cities, and the expansion of the population were the three great developments of late nineteenth century American history. As new, larger, steam-powered factories became a feature of the American landscape in the East, they transformed farm hands into industrial laborers, and provided jobs for a rising tide of immigrants. With industry came urbanization the growth of large cities (like Fall River, Massachusetts, where the Bordens lived) which became the centers of production as well as of commerce and trade.

Here's an UNACCEPTABLE paraphrase that is **plagiarism:**

The increase of industry, the growth of cities, and the explosion of the population were three large factors of nineteenth century America. As steam-driven companies became more visible in the eastern part of the country, they changed farm hands into factory workers and provided jobs for the large wave of immigrants. With industry came the growth of large cities like Fall River where the Bordens lived which turned into centers of commerce and trade as well as production.

What makes this passage plagiarism?

The preceding passage is considered plagiarism for two reasons:

- the writer has only changed around a few words and phrases, or changed the order of the original's sentences.
- the writer has failed to cite a source for any of the ideas or facts.

If you do either or both of these things, you are plagiarizing.

NOTE: This paragraph is also problematic because it changes the sense of several sentences (for example, "steam-driven companies" in sentence two misses the original's emphasis on factories).

Here's an ACCEPTABLE paraphrase:

Fall River, where the Borden family lived, was typical of northeastern industrial cities of the nineteenth century. Steam-powered production had shifted labor from agriculture to manufacturing, and as immigrants arrived in the US, they found work in these new factories. As a result, populations grew, and large urban areas arose. Fall River was one of these manufacturing and commercial centers (Williams 1).

Why is this passage acceptable?

This is acceptable paraphrasing because the writer:

- accurately relays the information in the original
- uses her own words.
- lets her reader know the source of her information.

Here's an example of quotation and paraphrase used together, which is also ACCEPTABLE:

Fall River, where the Borden family lived, was typical of northeastern industrial cities of the nineteenth century. As steam-powered production shifted labor from agriculture to manufacturing, the demand for workers "transformed farm hands into industrial laborers," and created jobs for immigrants. In turn, growing populations increased the size of urban areas. Fall River was one of these hubs "which became the centers of production as well as of commerce and trade" (Williams 1).

Why is this passage acceptable?

This is acceptable paraphrasing because the writer:

- records the information in the original passage accurately.
- gives credit for the ideas in this passage.
- indicated which part is taken directly from her source by putting the passage in quotation marks and citing the page number.

Note that if the writer had used these phrases or sentences in her own paper without putting quotation marks around them, she would be PLAGIARIZING. Using another person's phrases or sentences without putting quotation marks around them is considered *plagiarism EVEN IF THE WRITER CITES IN HER OWN TEXT THE SOURCE OF THE PHRASES OR SENTENCES SHE HAS QUOTED*.

Plagiarism and the World Wide Web

The World Wide Web has become a more popular source of information for student papers, and many questions have arisen about how to avoid plagiarizing these sources. In most cases, the same rules apply as to a printed source: when a writer must refer to ideas or quote from a WWW site, she must cite that source.

If a writer wants to use visual information from a WWW site, many of the same rules apply. Copying visual information or graphics from a WWW site (or from a printed source) is very similar to quoting information, and the source of the visual information or graphic must be cited. These rules also apply to other uses of textual or visual information from WWW sites; for example, if a student is constructing a web page as a class project, and copies graphics or visual information from other sites, she must also provide information about the source of this information. In this case, it might be a good idea to obtain permission from the WWW site's owner before using the graphics.

Strategies for Avoiding Plagiarism

1. Put in **quotations** everything that comes directly from the text especially when taking notes.

2. **Paraphrase**, but be sure you are not just rearranging or replacing a few words.

Instead, read over what you want to paraphrase carefully; cover up the text with your hand, or close the text so you can't see any of it (and so aren't tempted to use the text as a "guide"). Write out the idea in your own words without peeking.

3. **Check your paraphrase** against the original text to be sure you have not accidentally used the same phrases or words, and that the information is accurate.

Terms You Need to Know

Common knowledge: facts that can be found in numerous places and are likely to be known by a lot of people.

Example: John F. Kennedy was elected President of the United States in 1960.

This is generally known information. **You do not need to document this fact.**

However, you must document facts that are not generally known and ideas that interpret facts.

Example: According to the American Family Leave Coalition's new book, *Family Issues and Congress*, President Bush's relationship with Congress has hindered family leave legislation (6).

The idea that "Bush's relationship with Congress has hindered family leave legislation" is not a fact but an *interpretation*; **consequently, you need to cite your source.**

Quotation: using someone's words. When you quote, place the passage you are using in quotation marks, and document the source according to a standard documentation style.

The following example uses the Modern Language Association's style:

Example: According to Peter S. Pritchard in *USA Today*, "Public schools need reform but they're irreplaceable in teaching all the nation's young" (14).

Paraphrase: using someone's ideas, but putting them in your own words. This is probably the skill you will use most when incorporating sources into your writing. Although you use your own words to paraphrase, you must still acknowledge the source of the information.

Cheating. Cheating is the actual or attempted practice of fraudulent or deceptive acts for the purpose of improving a grade or obtaining course credit. Typically, such acts occur in relation to examinations. Any student found cheating in an exam will be immediately asked to leave the exam room and their results for that particular course annulled. The reason is that they would be missing a major part of their assessment to fulfill course requirements.

It is the intent of this definition that the term *cheating* not be limited to examinations situations only, but that it include any and all actions by a student that are intended to gain an unearned academic advantage by fraudulent or deceptive means.

Some parts of the policy are produced by Writing Tutorial Services, Indiana University, Bloomington, IN (http://wts.indiana.edu/pamphlets/plagiarism.shtml)

Declaration:
PLEASE SIGN THIS DECLARATION AND SUBMIT THE PAGE TO THE REGISTRAR'S OFFICE FOR FILING

"I understand that by signing this document I am bound by the following:

By submitting any assignment to Evangelical University I hereby declare that it is my own work that nobody did it for me, and that I did not copy any of it from anyone else. I cited all sources such as books, journals and websites. I understand and accept that if this declaration is proved to be false, I will automatically be subject to disciplinary action by EU as stipulated in this policy."

Name _____

Signature _____

Date _____