



Plagiarism and Academic Misconduct

Plagiarize (vb): “to use and pass off (the ideas or writings of another) as one’s own” (*American Heritage Dictionary*); **to steal** and pass off (the ideas or words of another) as one's own : use (another's production) without crediting the source (*Merriam-Webster Dictionary*)

The following is excerpted from the 2008-09 University of South Florida Undergraduate Catalog section on plagiarism:

Plagiarism is defined as “literary theft” and consists of the unattributed quotation of the exact words of a published text, or the unattributed borrowing of original ideas by paraphrase from a published text. On written papers for which the student employs information gathered from books, articles, web sites, or oral sources, each direct quotation, as well as ideas and facts that are not generally known to the public at large, or the form, structure, or style of a secondary source must be attributed to its author by means of the appropriate citation procedure. Only widely known facts and first-hand thoughts and observations original to the student do not require citations. Citations may be made in footnotes or within the body of the text. Plagiarism also consists of passing off as one’s own segments or the total of another person’s work.

Punishment Guidelines for Plagiarism:

The student who submitted the subject paper, lab report, etc., shall receive an “F” with a numerical value of zero on the item submitted, and the “F” shall be used to determine the final course grade. It is the option of the instructor to assign the student a grade of F or FF (the latter indicating dishonesty) in the course.

Academic Misconduct - An Overview

Part of the value of your diploma from Bayshore Christian School lies in the standards of academic honesty and integrity maintained by the campus. To avoid academic misconduct (cheating), it is important that you understand how it is defined, our expectations of you, and your rights if you are involved in an allegation of academic misconduct.

As a BCS student, you have the right to expect that you and other students will be graded fairly, and you have rights of due process should you be accused of misconduct. You also have an obligation to conduct your academic work with honesty and integrity according to BCS standards. Therefore, it is important that you become familiar with the rules of academic misconduct.

Academic misconduct is an act in which a student seeks to claim credit for the work or efforts of another without authorization or citation; uses unauthorized materials or fabricated data in any academic exercise; forges or falsifies academic documents or records; intentionally impedes or damages the academic work of others; engages in conduct aimed at making false representation of a student's academic performance; or assists other students in any of these acts.

Ask a teacher if you are unsure what behaviors constitute academic misconduct in a specific class or assignment (e.g. how to cite from the web; whether to work with other students on an assignment). Let the teacher know if you see incidents of misconduct. Be aware that helping someone else to cheat is a violation of the rules and may result in misconduct charges against you.

Examples include but are not limited to: cutting and pasting text from the web without quotation marks or proper citation; copying word-for-word from any printed material without crediting the source; paraphrasing from the web without crediting the source; using notes or a programmable calculator in an exam when such use is not allowed; using another person's ideas, words, or research and presenting it as one's own by not properly crediting the originator (plagiarism); stealing examinations or course materials; changing or creating data in a lab experiment; altering a transcript; signing another person's name to an attendance sheet; hiding a book knowing that another student needs it to prepare an assignment; collaboration that is contrary to the stated rules of the school, or tampering with a lab experiment or computer program of another student.

Colleges and universities, as well as technical and trade schools do not tolerate academic misconduct. Again, the following is excerpted from the University of South Florida's 2008-09 Undergraduate Catalog:

Academic Dishonesty

Students attending USF are awarded degrees in recognition of successful completion of coursework in their chosen fields of study. Each individual is expected to earn his/her degree on the basis of personal effort. Consequently, any form of cheating on examinations or plagiarism on assigned papers constitutes unacceptable deceit and dishonesty. Disruption of the classroom or teaching environment is also unacceptable. This cannot be tolerated in the University community and will be punishable, according to the seriousness of the offense, in conformity with this rule.

Penalties for Academic Dishonesty:

Penalties for academic dishonesty will depend on the seriousness of the offense and may include assignment of an "F" or a numerical value of zero on the subject paper, lab report, etc., an "F" or an "FF" grade (the latter indicating academic dishonesty) in the course, suspension or expulsion from the University. A student who receives an "FF" grade may not use the university's Grade Forgiveness Policy if the course is subsequently repeated. An "FF" grade assigned to indicate academic dishonesty is reflected only on internal records and prevents the student from repeating the course using the Grade Forgiveness Policy. If a student who has been accused of academic dishonesty drops the course, the student's registration in the course may be reinstated until the issue is resolved. (NOTE: A student who is suspected of cheating may not drop a course to avoid a penalty. If the student drops a course after having cheated the university may reinstate him or her until the case is adjudicated and, if appropriate, the penalty determined. However, even if the student is not reinstated in the course, disciplinary action may be pursued if cheating is suspected and the "W" grade may be changed to an FF, F, or other grade depending on the ultimate resolution of the disciplinary process. This includes any instance of cheating that is not detected by the instructor until after the student has dropped the course. The ultimate penalty may be an FF or an F in the course, or other action.) Procedures for student notification and the option of appeal concerning the academic dishonesty remain with the instructor and/or department chair. (See Procedures for Alleged Academic Dishonesty or Disruption of Academic Process.) Notice that a student has been dismissed for reasons of academic dishonesty will be reflected on the student's transcript with the formal notation: Dismissed for Academic Dishonesty.

Some Special Points About Collaboration & Plagiarism

Collaboration or Group Assignments - You should be aware that different teachers have different expectations about working with others. If you wish to consult with or work with another student on an assignment and you are not sure of the course rules, ask the teacher. It is each student's responsibility to seek information about the boundaries of appropriately working with others on assignments, papers, experiments, or examinations. If no rules concerning working with others have been discussed in a course, the student must assume that working with others writing a paper, completing homework, or taking an exam is not permitted.

Plagiarism - Plagiarism means presenting the words or ideas of others without giving credit. You should know the principles of plagiarism and the correct rules for citing sources. In general, if your paper implies that you are the originator of words or ideas, they must in fact be your own.

If you use someone else's exact words, they should be enclosed in quotation marks with the exact source listed. You may put someone else's idea in your own words as long as you indicate whose idea it was (for example, "As Jane Smith points out, . . .").

Academic Dishonesty, Plagiarism and Cheating at Bayshore Christian School

Administrators and teachers take very seriously substantiated incidents of academic dishonesty, plagiarism and/or cheating. Students not only violate the school's Honor Code when they are academically dishonest, plagiarize or cheat, but they also violate the Word of God and sin. Proverbs 11:3 states, "The integrity of the upright will guide them, but the perversity of the unfaithful will destroy them." And, as part of the Ten Commandments given by God, Scripture reads, "You shall not steal." (Exodus 20:15, NKJV).

In the rare instances when these incidents occur at BCS, the classroom teacher will penalize the student in accordance to the seriousness of the offense. Penalties could include a zero (0) grade for the assignment, a grade of "F" for the assignment, or a reduction in the point value or grade for the assignment. Additionally, all instances of academic dishonest, plagiarism and cheating will be reported to the administration. The school's administration reserves the right to dismiss any student guilty of academic misconduct, plagiarism or cheating from any honor society of which they are a members. Students may also be disqualified from future membership or induction into an honor society at Bayshore Christian School.

Repeated occurrences of academic misconduct, plagiarism or cheating could lead to a student being suspended from school or dismissed from school. Any student dismissed for reasons of academic dishonesty, plagiarism or cheating will have the following notation on their official transcript:: Dismissed for Academic Dishonesty.