Mass Communication Department Policy
On Cheating and Plagiarism

It shall be the policy of the Mass Communication Department to require honesty on the part of students in development of materials required by for satisfactory completion of any course.

Definition of Cheating

Cheating is defined as obtaining or attempting to obtain, or aiding another to obtain credit for work, or any improvement in evaluation of performance, by any dishonest or deceptive means. Cheating includes, but is not limited to: lying; copying from another's test or examination; discussion—verbally, in writing or by electronic means—of answers or questions on an examination or test, unless such discussion is specifically authorized by the instructor; taking or receiving copies of an exam without the permission of the instructor; using or displaying notes, "cheat sheets," text messages, instant messages or other information means and devices inappropriate to the prescribed test conditions; allowing someone other than the officially enrolled student to represent you.

Policy on Cheating

Determination of cheating by the instructor shall result in an "F" course grade and further attendance in the course is prohibited. The faculty member can propose that the student be dropped from the major. The department chair shall see that the issue is discussed by the department, or a designated committee of the department, and a determination rendered. The student has the right to appear before the department or committee. The department as a whole shall decide whether or not the student will be allowed to continue as a major.

Further disciplinary action in addition to the assignment of a failing grade may be requested of the dean of the college of liberal arts by the instructor, the department chair and/or the department as a whole.

Definition of Plagiarism

Plagiarism is defined as the act of using the ideas or work of another person or persons as if they were one's own without giving proper credit to the source. Such an act is not plagiarism if it is ascertained that the ideas were arrived through independent reasoning or logic or where the thought or idea is common knowledge. Acknowledgement of an original author or source must be made through appropriate references; i.e., quotation marks, citations, foot-/endnotes, or commentary. Examples of plagiarism include, but are not limited to the following: the submission of a work, either in part or in whole completed by another; failure to give credit for ideas, statements, facts or conclusions which rightfully belong to another; failure to use quotation marks when quoting directly from another, whether it be a paragraph, a sentence, or even a part
thereof; close and lengthy paraphrasing of another's writing without credit or originality; use of another's project or programs or part thereof without giving credit. This relates not only to printed material but includes visual, audio and video communication work and projects.

**Policy on Plagiarism**

Plagiarism may be considered a form of cheating and therefore subject to the same policy as outlined above. However, as there may be a technical plagiarism, which is the result of poor learning or poor attention to format, and may occur without any intent to deceive, some instructor discretion is appropriate. An instructor may choose to counsel the student and offer a remedy (within his/her authority) which is less severe than that required for cheating, providing there was no obvious intent to deceive.

Instructors should be confident that plagiarism has occurred. If there is any doubt, the student should be consulted and/or additional information sought prior to taking action for plagiarism.

Determination of intentional plagiarism by the instructor, however, shall result in an "F" course grade and further attendance in the course is prohibited. The faculty member can propose that the student be dropped from the major. The department chair shall see that the issue is discussed by the department, or a designated committee of the department, and a determination rendered. The student has the right to appear before the department or committee. The department as a whole shall decide whether or not the student will be allowed to continue as a major.

As in the case with cheating, further disciplinary action in addition to the assignment of a failing grade may be requested of the dean of the college of liberal arts by the instructor, the department chair and/or the department as a whole.

*Approved by Mass Communication Department, April 18, 2008*