



EDUCATORS  
NETWORK

# Plagiarism Policy

Students are required to maintain the highest standards of character and academic integrity. Due to the increased occurrence of plagiarism in academia and elsewhere, it has become necessary to publish the following policy information regarding plagiarism. *Please read through this policy completely. All students will abide by this policy.*

## What is plagiarism?

Merriam-Webster's Collegiate Dictionary defines **plagiarism** as, "to steal and pass off (the ideas or words of another) as one's own; use (another's production) without crediting the source."

**Plagiarism is claiming as your own the information, ideas or written work of another in assignments such as research papers, essays, reports or other required material submitted for class.**

## How can plagiarism be prevented?

We want you to make use of other sources (e.g. reference works or the Internet), but when you borrow ideas, you must cite the source. The online software makes use of anti-plagiarism tools, and teachers will check the works submitted by students.

**Plagiarism is prevented when you properly document quotations, paraphrases, or summarized thoughts.**

## What is not considered plagiarism?

Any information classified as common knowledge is not considered plagiarism (e.g. your own experiences, writing entirely in your own words, or general information in several sources).

## What are the consequences of plagiarism?

Students should be advised that plagiarism in any form is prohibited, and that work containing plagiarized materials will be severely addressed.

Should an act of plagiarism be discovered, the student will be summoned to a review by the faculty and pastoral staff. This review board will decide on the consequences based on the following and other relevant information. The final decision of the review board will be made on a case-by-case basis.

### Category 1: Deliberate Plagiarism

A student who has deliberately plagiarized a major paper (such as theme, research or multiple-draft essay) will receive a zero for the paper. The student must resubmit the paper for the class with correct citations and personal work.

### Category 2: Accidental Plagiarism

A student who accidentally plagiarizes by making significant citation errors will be permitted to correct the errors in a timely manner and will receive a reduced grade. Failure to make corrections will result in a grade of zero.