

<b>Policy Number</b>	123 002
<b>Policy Title</b>	Plagiarism
<b>Responsible Officer</b>	James Lanpher
<b>Responsible Office</b>	Provost's Office
<b>Summary</b>	CIU's policy regarding the detection and consequences of instances of academic dishonesty/plagiarism.
<b>Definitions</b>	<p>Plagiarism: Presenting someone else's work as your own. This occurs when information (words, lines of thought and ideas) that can be considered the intellectual property of someone else is used without properly acknowledging the original source.</p> <p>Minimal Plagiarism: Inserting verbatim phrases of several distinctive words from a source without attribution. Substituting synonyms into the original sentence rather than rewriting the complete sentence. Reordering the clauses of the original sentence rather than rewriting the complete sentence. Using a source's line of logic, thesis, or ideas without attribution.</p> <p>Substantial Plagiarism: Inserting verbatim sentences or longer passages from a source without attribution. Combining paraphrasing with verbatim sentences to create a paragraph or more of text without attribution. Repeatedly and pervasively engaging in minimal plagiarism. Reusing or modifying a previously submitted paper (e.g., from another course) for a present assignment without obtaining prior approval from the instructors involved.</p> <p>Complete Plagiarism: Submitting or presenting someone's complete published or unpublished work (paper, article, or chapter) as their own. Submitting another student's work for an assignment, with or without that person's knowledge or consent. Downloading or purchasing a term paper from a web site or other source.</p>
<b>Approving Body</b>	Academic Council; Administrative Council
<b>Approval Date</b>	123 000 – Aca C (04.09.2021); Admin C (04.16.2021) 123 001 – Aca C (09.10.2021); Admin C (09.17.2021) 123 002 – Aca C (06.12.2023); Admin C (05.31.2023)
<b>Last Revision</b>	May 2023
<b>Re-evaluation Date</b>	Fall 2026
<b>Departmental Impact</b>	All academic areas, athletics, student life, financial aid

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

### Policy Statement

All plagiarism is unacceptable at CIU. Intent is not a factor in determining whether plagiarism has occurred. Information about plagiarism, why it is unacceptable, and how to avoid it through proper handling and acknowledgement of others' ideas is available to students via multiple means. Faculty members have a responsibility to provide students with information about plagiarism (including information in syllabi, link to [policy in catalog](#), etc.). Students have a responsibility to learn and follow the rules for accurate and honest writing; ignorance is not an excuse. The use of artificial intelligence tools (ChatGPT, etc.) without permission of the instructor and acknowledgement from the student is prohibited.

For undergraduate programs, this policy is primarily aimed at major course assignments. Instances involving discussion forums, homework, and other minor assignments should be handled on a case-by-case basis by the instructor. Instructors will use their judgment regarding the level of importance and frequency of the offenses.

For graduate and doctoral programs, students are expected to understand clearly the nature of cheating and are subject to immediate dismissal from the university for any egregious act of academic dishonesty or cheating.

Discovery of any dishonest action for students who have been awarded a CIU degree may result in rescinding of said degree without the need to follow the steps listed below.

Consequences for Minimal Plagiarism (see definition above):

- The assignment may be rewritten and resubmitted, with or without a grade penalty, at the discretion of the instructor.
- The instructor completes an Academic Integrity Violation report which will be kept for future reference.
- Additional instances of minimal plagiarism in a course should typically be treated as substantial plagiarism.

Consequences for Substantial Plagiarism (see definition above):

- At each level, an Academic Integrity Violation report would be submitted by the instructor.

- First offense: Ordinarily, the student receives a failing grade on the assignment. However, the instructor may allow a resubmission with a grade penalty. In either case, the instructor completes an Academic Integrity Violation report.
- Second offense: The student receives a failing grade in the course.
- Third offense (in any course): The case is referred to the Academic Integrity Committee for action which may result in suspension or dismissal.

Consequences for Complete Plagiarism (see definition above):

- At each level, an Academic Integrity Violation report would be submitted by the instructor.
- First offense: The student receives a failing grade in the course.
- Second offense (in any course): The case is referred to the Academic Integrity Committee for action which may result in suspension or dismissal.

#### **Additional Information**

- Each instructor should use any instance of plagiarism as an educational opportunity to discuss with the student the nature of plagiarism and the values of a scholarly Christian community. This will be followed up with the instructor's submission of an Academic Integrity Violation report. This report becomes part of the student's permanent record.
- Reports of substantial or complete plagiarism are documented in the student's permanent file on Etrieve.
- When determining consequences for plagiarism, previous offenses by the student in other courses are relevant.
- If plagiarism is discovered after a course or degree is completed, the level and frequency of plagiarism will be evaluated by the Provost in consultation with relevant deans and instructors. Consequences may include changing the grade awarded in a course or courses, delaying the awarding of the degree, withholding the degree, or rescinding the degree.
- If another CIU student is suspected of assisting this student with plagiarism (e.g., sharing a previously written paper), the appropriate dean of that student's college (or his/her designee) will investigate and determine appropriate consequences to that student.
- If a student refuses to admit to plagiarizing, the dean of the student's college would be advised in order to consult with the student.
- The Academic Integrity Committee would be convened as needed to discuss and assign consequences to a student. This committee is appointed by the Provost.

#### **Rationale**

The intent of this policy is to offer clear steps and consequences to address plagiarism. The intent is always to prevent academic dishonesty through education and remediation as necessary.

#### **Policy Procedures**

##### STEP 1: Document

- An instructor who believes plagiarism has occurred should document it to the degree possible using plagiarism software (e.g., Turnitin) and other resources. Documentation should include citations or copies of the sources that were plagiarized.

##### STEP 2: Communicate with Student

- The instructor should communicate with the student to discuss the incident. The instructor should describe the evidence for the plagiarism, allow the student to respond, review what plagiarism is, why it is unacceptable in a scholarly community, and how to cite sources properly and then review the university's plagiarism policy and procedures.
- If the plagiarism cannot be firmly established, the instructor should meet with the student to obtain sources and to determine the student's familiarity with the assignment that was submitted.

##### STEP 3: Report and Determine Consequences

- If it has been determined that plagiarism has occurred, the instructor submits an Academic Integrity Violation report which will include the assignment and the plagiarized sources.
- The instructor's academic dean receives the Academic Integrity Violation report, reviews the student's history, determines consequences, and consults with the instructor on appropriate action. The exception to this would be in cases that are referred to the Academic Integrity Committee.

##### STEP 4: Appeal (as necessary)

- Students wishing to appeal a decision relating to plagiarism will follow the academic grievance policy found in CIU's catalog.

#### **Hyperlinks**

[www.ciu.edu/policy](http://www.ciu.edu/policy)