

# **COLLEGE POLICIES AND PROCEDURES MEMORANDUM NO. 3**

## **PLAGIARISM, CLASSROOM CHEATING, ELECTRONIC CHEATING, AND NON-PRINT PRODUCT MISREPRESENTATION**

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### **Plagiarism**

Any written assignment presented by a student in fulfillment of course requirements must reflect his/her own work unless credit is properly given to others. Failure to do so is a form of stealing known as plagiarism, the act of appropriating all or part of a literary composition of another person and passing it off as one's own. Anyone who assists another in such academic dishonesty is equally responsible. The act of plagiarism will open a student to disciplinary action.

### **Classroom Cheating**

Any student who engages in cheating will be open to disciplinary action. Cheating consists of student actions including, but not limited to, the following:

- Posing as another student (or having another student pose as oneself).
- Copying from extraneous materials, such as notebooks, textbooks, or other kinds of written materials (including the work of other students) or recorded materials unless specifically permitted by the instructor.
- Using non-print materials, such as drawings or other visual aids, in the context of an in-class writing assignment or test-taking and identifying such materials as one's own original work.

### **Electronic Cheating**

Any student who uses an electronic medium to violate authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and copyright violation, will be open to disciplinary action.

### **Non-Print Product Misrepresentation**

Students must identify any part of an assignment which uses the product of another and give credit for this work. Failure to do so is a form of stealing known as product misrepresentation. Anyone who represents the work of another as his or her own, or anyone who assists another in this act, will be open to disciplinary action.

The use of any College resource to promote or support any service or agency which encourages or assists plagiarism, cheating, or misrepresentation is prohibited and will lead to disciplinary action.