

Letters Department Plagiarism Policy

Plagiarism is a serious offense. The Letters Department recognizes plagiarism as a complex and multifaceted issue. In effort to make this issue transparent, we offer the following definition of plagiarism.

Definition: Plagiarism is the act of using another's material without giving appropriate credit.

The following are some examples of plagiarism:

- Copying and pasting text from websites or other electronic sources without citing a source.
- Copying and pasting text from printed sources and presenting it in an assignment as your own.
- Using another student's work and claiming it as your own (even if you have their permission).
- Using ideas from a source and claiming it as your own or failing to give credit—even if it is in your own words.
- Using an image, graph, or other type of visual you did not create and failing to give credit.
- Turning in work done for other classes, regardless how big or small the assignment may be, without the current instructor's approval—this is considered “self-plagiarism.”
- Using unauthorized material during a quiz or exam.
- Copying from, or communicating with, another student during a quiz or exam.
- Translating material from another language and presenting it as your own.
- Using the services of a commercial term paper company.
- Citing nonexistent sources or making up data/information.
- Correctly citing material but submitting an assignment with almost no original work.

In simple terms, students who use another's ideas, words, observations, theories, images, statistics, and so on and who fail to give appropriate credit are plagiarizing.

According to the Student Handbook (see 44, <http://www.oxnardcollege.edu/apply-and-enroll/student-handbook>), “academic dishonesty, cheating, or plagiarism” is considered student misconduct and is subject to disciplinary action.

Students are encouraged to become familiar with the Oxnard College policy on plagiarism. The 2017-18 Oxnard College Catalog states the following information regarding plagiarism:

Cheating or Plagiarism: It is the belief at Oxnard College that students share a responsibility with their instructors for assuring that their education is honestly attained. In keeping with this belief, every instructor has the responsibility and authority to deal with any instances of plagiarism, cheating or fabrication that occur in the classroom. Examples of academic dishonesty include (but are not limited to) the following:

Plagiarism: Plagiarism is the act of presenting someone else's work as one's own. Examples include:

- Copying and pasting text from websites or other electronic sources and presenting it in an assignment as your own original work.
- Copying and pasting text from printed sources (including books, magazines, encyclopedias or newspapers) and presenting it in an assignment as your own original work.
- Using another student's work and claiming it as your own original work (even if you have the permission of the other student).

Cheating: Cheating is the act of pretending (or helping others to pretend) to have mastered course material through misrepresentation. Examples include:

- Copying in whole or in part from another student's test or paper.
- Allowing another student to copy from your test or assignment.
- Using the textbook, course handouts, or notes during a test without instructor permission.
- Stealing, buying or otherwise obtaining all or part of a test before it is administered.
- Selling or giving away all or part of a test before it is administered.
- Having someone else attend a course or take a test in your place.
- Attending a course or taking a test for someone else.
- Failing to follow test-taking procedures, including talking during the test, ignoring starting and stopping times, or other disruptive activity.

Fabrication: Fabrication is the intentional use of invented information. Examples include:

- Signing a roll sheet for another student.
- Giving false information to college personnel.
- Answering verbal or written questions in an untruthful manner.
- Inventing data or sources of information for research papers or other assignments.

As members of the Oxnard College learning community, students are not to engage in any form of academic dishonesty. Any act of academic dishonesty will be considered a serious offense that is subject to disciplinary action. For additional information on Academic Honesty, please see www.oxnardcollege.edu. (29)

As a department, we view acts of plagiarism, whether unintentional or egregious, as serious. Because acts of plagiarism vary in the severity, we treat each case individually. However, regardless of severity, all acts of plagiarism may be reported to the Chair of the Letters Department. Students will meet with the instructor and possibly, the chair. If there is an incident of plagiarism, it may result in a failing grade for the assignment or quiz that was plagiarized.

If a second assignment or quiz is plagiarized, then a failing grade for the entire class may be assigned as well as the student being reported to the Dean and Vice President of the college for disciplinary actions.

Students who have questions about plagiarism, what it is, and how it is treated are encouraged to speak to their instructors.