

PLAGIARISM POLICY TOCCOA FALLS COLLEGE GUIDANCE FOR FACULTY

Concerning the issue of handling potential instances of plagiarism and academic cheating, see sections 5.3.3 and 5.3.4 cited below:

5.3.3. PLAGIARISM AND CHEATING:

Integrity extends to all parts of the Christian's life and character. This includes the Christian's academic life. Plagiarism is defined in the MLA Handbook as the use of another's ideas or expressions without proper acknowledgment. Plagiarism is not limited to word-for-word copying; it includes any false assumption of authorship, including paraphrasing lines of reasoning from a printed source and copying or stealing from an unpublished writer. Although it can be unintentional, plagiarism is always a serious offense.

Examples of intentional plagiarism include but are not limited to: buying a paper from a public source, copying material from a printed source, soliciting, or allowing someone to submit material for you, and submitting previously written material without the consent of the faculty member. Whenever the College establishes that a student has engaged in cheating, plagiarism, or dishonesty, appropriate disciplinary action will be taken, up to and including the assignment of an automatic "F" for the entire course. This grade shall take precedence over a course withdrawal received by the Registrar's Office on the same day or later than the incidence of academic dishonesty. The Graduate Appeals Committee may also consider dismissal from the College. Any modification of the above disciplinary action will be considered only if the student files an appeal to the Graduate Appeals Committee through the Dean of Graduate Studies' office. Incidents of plagiarism or cheating should be reported, with documentation, to the Dean of Graduate Studies before the professor communicates a penalty to the student. All faculty are required to have a statement in their syllabus that refers to the plagiarism definition and policy in the college catalog.

5.3.4. PENALTIES FOR PLAGIARISM AND CHEATING: Penalties for cheating and plagiarism should be more severe at the graduate level than is typical at the undergraduate level. Remind students in your course material that they will incur a zero for any assignment that is found to contain plagiarism. In the case of a first offense, the faculty member may point out the errors to the student and request a re-submission. However, in the case of a major assignment, the faculty member may simply assign a zero, or choose to impose a more serious penalty, up to and including an automatic "F" for the entire course. In cases of extensive, premeditated, or repeated cheating, the student may be subject to dismissal from the program. All cases of plagiarism and cheating should be reported to the Dean of Graduate Studies' office." (School of Graduate Studies Faculty Handbook, p. 26)