

PLAGIARISM POLICY

Definition: Plagiarism is defined as representing another person's words, thoughts, or ideas as if they were one's own. Examples include but are not limited to:

- Copying an essay, in part or in whole, from an online or print source.
- Having another person write any part of your essay for you.
- Failure to provide a proper citation for a direct quote or paraphrase.

Penalties for plagiarism may include:

- Punitive grade on the plagiarized assignment, such as an F or a 0.
- A grade of F in the course in which the plagiarism occurred with a hold placed on the student, preventing withdrawal.
- A formal charge of academic misconduct.

Whether academic misconduct occurred, and what sanctions will be applied, are matters to be determined by the respective discipline(s). The instructor will meet with the student and determine the appropriate sanction. If the student opposes the sanction, he or she may appeal the decision using the following process:

1. The student will begin the process by stating in writing to the instructor that the grade or sanction in question is either inaccurate, unfair, or both, and include the justification for appeal.
2. If the student cannot resolve the issue with the instructor, the student can appeal to the Division Chair by submitting the appropriate form stating his or her concern regarding the sanction and describing the prior discussion with the instructor. If the instructor issuing the grade is the Division Chair of the respective division or program, the student may appeal directly to the Dean of Instruction or his/her designee.
3. The Division Chair will review the student's grade issue. The Division Chair has the authority to call in the instructor, to ask for the assistance of another Central Alabama Community College instructor, or to seek the opinion of an expert in the subject area under review. If the student's concern about the grade cannot be successfully resolved at this level, the student may appeal to the Discipline Committee. If a student makes an appeal to the Discipline Committee, the Division Chair will notify the Dean of Students, the Dean of Instruction, and the Chair of the Discipline Committee in writing.
4. If the instructor would like to appeal the decision of the Division Chair, the instructor will notify the Chair of the Discipline Committee in writing.
5. The student has the right to remain in the course during this proceeding.

English Department

The English Department recognizes three levels of plagiarism:

- (1) **Errors in mechanics of documentation:** These include but are not limited to: failure to provide a works cited entry, failure to provide a citation, or poor paraphrase and/or summary. **Three** of these errors in mechanics will result in a 50% penalty on the assignment. **More than three** of these errors will result in a grade of **zero** on the assignment.
- (2) **Patchwork plagiarism:** Defined as up to **five** sentences either poorly paraphrased or taken verbatim from a source. Patchwork plagiarism will result in a grade of **zero** on the assignment.
- (3) **Blatant plagiarism:** Defined as **more than five** sentences either poorly paraphrased or taken verbatim from a source. Blatant plagiarism will result in **failure** in the course without the possibility of withdrawal. After the instructor has determined that level three plagiarism has occurred, the instructor will contact the English Discipline Chair in writing so that the decision can be verified by all full-time English faculty.