

Sample Policies and Other Syllabi Options

Academic Dishonesty *

Academic dishonesty will not be tolerated. Any student who commits academic dishonesty will receive a grade of zero for the assignment or test. A second instance of cheating will culminate in a student being given an F or failure for the class. Instructors may also pursue disciplinary action in accordance with the Student Handbook. Academic dishonesty includes the following actions, as well as other similar conduct aimed at making false representation with respect to the student's academic performance:

- (1) cheating on an exam,
- (2) collaborating with others on work to be presented, if contrary to the stated rules of the course,
- (3) submitting, if contrary to the rules of the course, work previously submitted in another course,
- (4) knowingly and intentionally assisting another student in any of the above actions, including assistance in an arrangement whereby work, classroom performance, examination, or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed,
- (5) plagiarism. Plagiarism is the act of presenting ideas, words, or organization of a source, published or not, as if they were one's own. All quoted material must be in quotation marks, and all paraphrases, quotations, significant ideas, and organization must be acknowledged by some form of documentation acceptable to the instructor for the course.

Plagiarism also includes the practice of employing or allowing another person to alter or revise the work that a student submits as the student's own. Students may discuss assignments among themselves or with an instructor or tutor, but when the actual material is completed, it must be done by the student and the student alone. The use of the term "material" refers to work in any form including written, oral, and electronic.

All academic work, written or otherwise, submitted by a student to an instructor or other academic supervisor is expected to be the result of the student's own thought, research, or self expression.

In any case in which a student feels unsure about a question of plagiarism involving the student's work, the student must consult the instructor before submitting the work. (Kentucky Community and Technical College System)

* See the Student Handbook for specifics.

Cheating/Dishonesty – Suggested additional wording
Suggested Additional Information for Instructors' Syllabi

1. Excerpt from the Common Syllabus Template

Academic Dishonesty

Academic dishonesty includes the following actions, as well as other similar conduct aimed at making false representation with respect to the student's academic performance:

- (1) Cheating on an exam,
- (2) Collaborating with others on work to be presented, if contrary to the stated rules of the course,
- (3) Submitting, if contrary to the rules of the course, work previously submitted in another course,
- (4) Knowingly and intentionally assisting another student in any of the above actions, including assistance in an arrangement whereby work, classroom performance, examination, or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed,
- (5) Plagiarism.- ([Definition of plagiarism recommended. See attachment for illustrations.](#))

2. Add the following paragraph to Common Syllabus Template:

Academic Dishonesty will not be tolerated in this class. Students who commit acts of academic dishonesty will _____ [BLANK SPACE - Select Option 1 or 2 under item #3 below](#)

3. Special instructions to a faculty member when preparing his/her specific class syllabus:

Choose one of the following options and fill-in the blank in the preceding paragraph:

- [Option 1](#) – “Receive a zero for the assignment or test. A second instance of cheating will culminate in a student being given an F or failure for the class.”
- or
- [Option 2](#) – “Receive a grade of ‘F’ for the class.”

Please refer to the Palm Beach Community College Student Handbook for further information about academic dishonesty.

4. Add following paragraph under Common Syllabus Template section entitled Tests

No electronic devices will be allowed on or around your desk during a test. *Use of any electronic device must be approved by the instructor or the Office of Disability Services for students with a documented disability.* These devices include but are not limited to computers, cell phones, PDA's, calculators of any type, etc. All electronic devices should be turned off during tests. Violation of this policy will result in a zero for the test.

5. General statement for inclusion in the syllabus as classroom policy

Any electronic devices to be used in class by a student must first be approved by the instructor. All cell phones and beepers must be turned off by the student before coming into the classroom.

Samples of Plagiarism Definitions Which Can be Included in Faculty Syllabi

1. UC - Berkley

Plagiarism

Plagiarism is defined as the use of intellectual material produced by another person without acknowledging its source. This includes, but is not limited to:

- a. Copying from the writings or works of others into one's academic assignment without attribution, or submitting such work as if it were one's own;
- b. Using the views, opinions, or insights of another without acknowledgment; or
- c. Paraphrasing the characteristic or original phraseology, metaphor, or other literary device of another without proper attribution.

2. Kentucky Community and Technical College System

Plagiarism

Plagiarism is the act of presenting ideas, words, or organization of a source, published or not, as if they were ones own. All quoted material must be in quotation marks, and all paraphrases, quotations, significant ideas, and organization must be acknowledged by some form of documentation acceptable to the instructor for the course.

Plagiarism also includes the practice of employing or allowing another person to alter or revise the work that a student submits as the student's own. Students may discuss assignments among themselves or with an instructor or tutor, but when the actual material is completed, it must be done by the student and the student alone. The use of the term "material" refers to work in any form including written, oral, and electronic.

All academic work, written or otherwise, submitted by a student to an instructor or other academic supervisor is expected to be the result of the student's own thought, research, or self expression.

In any case in which a student feels unsure about a question of plagiarism involving the student's work, the student must consult the instructor before submitting the work.

3. University of Wisconsin at Madison

Plagiarism

Plagiarism means presenting the words or ideas of others without giving credit. You should know the principles of plagiarism and the correct rules for citing sources. In general, if your paper implies that you are the originator of words or ideas, they must in fact be your own.

If you use someone else's exact words, they should be enclosed in quotation marks with the exact source listed. You may put someone else's idea in your own words as long as you indicate whose idea it was (for example, "As Jane Smith points out . . ."). If you are unsure about the proper ways to give credit to sources, ask your instructor