



## Policy on Cheating & Plagiarism (WIU Student Handbook)

### Academic Dishonesty

Academic dishonesty includes but is not limited to the following:

1. Cheating on an examination or in the classroom; Webber International University defines cheating as follows: (1) unauthorized giving or receiving of aid by any means during a test or examination; (2) having another person take an exam in his place, or taking an exam in another person's place; (3) stealing or using, unless authorized, any test, paper, or answer key; (4) submitting another student's work as one's own.

Punishment for cheating: Upon the first offense, the student will receive a numerical value of zero (0) on the assignment or a reduction of one letter grade in the course, whichever is the most severe punishment. The second offense whether in the same course or another course will result in a penalty up to an "F" for the course. A third offense will result in expulsion from the university.

**Punishment of cheating or plagiarism for a graduate student: Upon the first offense, the student will receive a grade of 0 in the course. A second offense will result in expulsion from the university.**

2. Plagiarism or taking and passing off as one's own ideas, writings or work of another, without citing the sources; The Winston Dictionary defines plagiarism as "as the act of stealing and using as one's own, the ideas, or the expression of the ideas, of another". Plagiarism includes the paraphrasing of another person's work or idea. Students must state the source of information, if not their own, by the use of footnotes or by citation in the body of the text. Plagiarism also includes electronic information of all types.

Penalties for plagiarism include failure to meet the standards of copyright compliance. Students must adhere strictly to all laws and guidelines pertaining to copyrights. No videos or films may be shown outside the classroom without the appropriate copyright permission. Upon the first offense the student will receive a numerical value of zero (0) on the assignment or a reduction of one letter grade in the course, whichever is greater. A second offense, whether in the same course or another course, will result in a penalty up to an "F" for the course. A third offense will result in expulsion from the University.

3. Stealing examinations or course materials;
4. Falsifying Records; or anyone to do any of the above;
5. Assisting anyone to do any of the above,

6. Violation of computer policies.
7. Copyright Compliance - students must adhere strictly to all laws and guidelines pertaining to copyright; no videos or films may be shown outside the classroom without the appropriate copyright permission.
8. Fabrication - Fabrication is the falsification or invention of any information or citation in an academic exercise.

### **Procedure for Reporting Cheating or Plagiarism Incident**

When a professor feels a cheating or plagiarism incident has occurred, the professor will present the information, documentation and any supporting evidence to the Chief Academic Officer. The Chief Academic Officer will review the information and conduct a joint session with the student(s) and the professor. The purpose of the session is to insure the student's complete understanding of the University's definition of cheating or plagiarism. Formal notification of cheating or plagiarism is delivered to the student in writing and placed in the University record. Parents may be notified.

### **Facilitating Academic Dishonesty**

Facilitating academic dishonesty is helping or attempting to help another commit an act of academic dishonesty. For a student currently enrolled in the course, the procedures and penalties described above apply. When a professor or another student feels that a student who is not currently enrolled in a course is facilitation academic dishonesty, he or she may present the information to a department chair or the Chief Academic Officer. Supporting evidence will be reviewed to determine the level of involvement in facilitation academic dishonest.

### **Additional Resources**

- Avoiding plagiarism  
<https://www.youtube.com/watch?v=VKwVq1IwOAA&feature=youtu.be>
- Academic plagiarism - and how to avoid it  
<http://www.youtube.com/watch?v=reGGPUrEsC0>
- Tips to avoid Accidental Plagiarism  
[http://www.youtube.com/watch?v=rwOJvWhF\\_08](http://www.youtube.com/watch?v=rwOJvWhF_08)