

Iowa Valley Community College District

Academic Dishonesty & Plagiarism Policy

(From the IVCCD Board Policy Manual, Guideline for Board Policy 520A)

For any offense of plagiarism or academic dishonesty in a college course, the instructor shall document such offense for the college academic administrator. Upon sufficient proof of such incident, the student's file will be documented. The instructor, according to the course syllabus, will be free to pursue a failing grade for the assignment, a redone assignment, or some similar action with the student.

For any second documented offense (in any college course), the instructor will be notified of earlier documented offenses. A recommendation that the student should receive a failing grade for this course shall be made to the instructor upon sufficient proof of academic dishonesty. For each offense, the student maintains a right of appeal according to the Code of Student Conduct.

WHAT IS PLAGIARISM?

Plagiarism is the use of ideas, concepts, words, or structures in writing without giving due credit through proper citation to the person who developed and published them—the word *plagiarism* is derived from a Latin word for *kidnapped*! One may commit plagiarism by omission—that is, accidentally—by failing to attribute the source of information because one does not know how to cite information. Writing courses are generally the places where one learns the whys and hows of citing information, with reinforcement of these concepts related to writing assignments in other classes. The

other way to commit plagiarism is to do so intentionally, assuming someone else's ideas and works as one's own. While both unintentionally and intentionally committing plagiarism may be considered a violation of the College's Code of Conduct, the latter is a more serious violation. Plagiarism may be punished using penalties that could lead to expulsion from the College. If there is uncertainty about whether or not one is plagiarizing, talk to an instructor or an appropriate staff member. The sources listed in the following section are also helpful in understanding and avoiding any problems related to plagiarism.

HOW DO YOU AVOID PLAGIARISM?
([link to "Straight Talk about Plagiarism" article](#))

Properly citing work is essential to successful writing. These recommended academic links are helpful.

Website link:	Brief Description
BibMe.org	BibMe is a free automatic bibliography generator for MLA, APA, Chicago, and Turabian styles
American Psychological Association/APA	The basics of APA Style are presented. Browse learning resources in the areas of grammar and usage, references, statistics, and ethics.
Modern Language Association/MLA	The basics of MLA are presented. Tools available for students include information about avoiding plagiarism and how to cite sources. Tools for educators include tips on how to analyze point of view, discussion questions, and activities.