

## **Academic Integrity and Plagiarism Policies**

### **Academic Integrity Policy**

Students of Notre Dame Seminary are required to commit themselves to responsible scholarship. It is expected that every student works and studies to the best of their ability for every course.

Students also accept responsibilities and obligations which include commitments to honesty, disciplined study, and integrity in their academic work. They will be expected to respect academic scholarship by giving proper credit to other people's work, while at the same time preparing well for assigned materials and examinations in such a way that their academic integrity will never be questioned.

### **Plagiarism Policy**

NDS clearly communicates the Plagiarism Policy to new students at orientation at the beginning of each academic year. At this time all students will be asked to acknowledge their understanding of this policy by signing an Academic Integrity Policy Form. A copy of this form will be kept in the student's folder in the Registrar's office. In addition to its introduction at orientation, this Plagiarism Policy is included on all course syllabi to serve as a reminder and resource for students. The Academic Dean will keep a log of all suspected or verified instances of plagiarism. Plagiarism is considered not only an act of dishonesty but also a violation of academic integrity.

NDS defines plagiarism to include the following actions by students:

- ❖ Submitting an essay (or other written work) written in whole or in part by another student;
- ❖ Quoting or paraphrasing an essay (or other written work), in whole or in part, that was taken from a text or copied from an Internet source, without acknowledging the original source with a citation;
- ❖ Restating a clever phrase *verbatim* from another writer without acknowledging the source with a citation;
- ❖ Paraphrasing part of another writer's work without acknowledging the source with a citation;
- ❖ Reproducing the substance of another writer's argument without acknowledging the source with a citation;
- ❖ Taking work originally done for one instructor's assignment and re-submitting it to another teacher;
- ❖ Cheating on tests or quizzes through the use of crib sheets, hidden notes, viewing another student's paper, revealing the answers on my own paper to another student, through verbal or textual communication, sign language, or other means of storing and communicating information, including electronic devices, recording devices, cellular telephones, headsets, and portable computers; and,
- ❖ Copying another student's homework and submitting the work as if it were the product of one's own labor.

If a professor determines that an act of plagiarism has occurred, the consequence will be that a failing grade/zero will be given for that assignment. If a student wants to contest this judgement he or she can follow the procedures outlined in the *Appealing Grades Policy on pages 35-36*.

If a student has any doubt or uncertainty regarding the proper form of citation, he or she should consult the NDS Style Guide, utilize the ARC, and speak with his or her professor before turning in the assignment in order to get clarification.