

## **Academic Integrity/ Plagiarism Policy**

Students of Notre Dame Seminary (both seminarians and all others enrolled in programs at Notre Dame Seminary) are required to commit themselves to responsible scholarship. Because intellectual formation provides the foundational principles for comprehending God's work in creation and redemption, it is integral to the development of the other dimensions of formation (*PPF*, no. 164). For this reason, it is expected that all students work and study to the best of their ability in every course.

Students therefore accept all the responsibilities and obligations required of them in academic work. Most importantly, this includes a commitment to honesty and integrity. Students are expected to develop a disciplined plan of study in accord with the rule of life, thereby enabling them to perfect the gift of intelligence in service to the Church. This requires dedicating adequate time for reading, study, and preparing written assignments (both papers and examinations). In light of the importance of this, all forms of academic dishonesty are considered to be violations of both academic and formational standards.

There are no acceptable excuses, be it lack of knowledge, preparation, or time, for the following violations of academic integrity.

### Cheating

*Cheating* is defined as the use of the work, notes, or assistance of other students, or of other academic sources—or the giving of such assistance—to complete an assignment so that the work is not the student's own. This applies to quizzes, exams, and papers. Instances of cheating include, but are not limited to:

- The use of crib sheets, hidden notes, viewing another student's paper, or using electronic devices (phones, watches, etc.);
- Revealing the answers 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;
- Copying another student's homework and submitting the work as if it were the product of one's own labor;
- Submitting an essay (or other written work) written in whole or in part by another student;
- Taking work originally done for one instructor's assignment and re-submitting it to another teacher without the express permission of both instructors.

Cheating is the most repugnant form of academic dishonesty. It represents not only an academic, but also a moral, failure. As a result, the penalty for cheating will be a zero on the assignment in question, in addition to further formational consequences, up to and including being released from formation and expelled from NDS.

### Plagiarism

*Plagiarism* is defined as the practice of taking someone else's work or ideas and passing them off as one's own. This includes copying the words or ideas from another person's writing without providing reference to the source of those words or ideas. It is considered a violation of academic integrity because failure to properly give credit to the source is presenting another's ideas as one's

own, whether this is done intentionally or unintentionally. Examples of plagiarism include the following:

- 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;
- Using a distinctive phrase *verbatim* from another writer without acknowledging the source;
- Paraphrasing part of another writer's work without acknowledging the source;
- Presenting data or research from another writer's work without acknowledging the source;
- Reproducing the substance of another writer's argument without acknowledging the source.

If a professor determines that an act of plagiarism has occurred, the consequence will be that a failing grade (down to and including zero) will be given for that assignment with no opportunity to rewrite the assignment. Particularly flagrant instances of plagiarism constitute cheating, and so will also be subject to formational consequences.

### Insufficient Citation

An important part of academic integrity is making the effort to correctly employ the required protocols for citing sources. Therefore, any instance of failing to provide the correct citation is considered a violation of academic integrity, even if some reference to the source has been given.

Violations of this sort include:

- Failing to provide a footnote for a quotation, even when the author and/or text has been noted in the text;
- Failure to adequately punctuate a quotation in instances where a footnote provides a citation to the proper source;
- Providing a footnote as citation to the source, but not according to the form stipulated in the NDS Style Guide;
- Failing to provide separate footnotes for different citations from the same work, even if the source has been correctly cited elsewhere in the assignment;
- While it is *not necessary* to provide a footnote for material provided in class lectures by the professor, if that material originated from a text used in the class a footnote should be provided.

If a student is guilty of insufficient citation, the professor may either deduct an appropriate number of points from the assignment, or require that the assignment be corrected and resubmitted by the student.

If a student has any doubt or uncertainty regarding the proper form of citation, it is the responsibility of the student to consult the NDS Style Guide, utilize the Office of Academic Support and Instructional Services (OASIS), and speak with his or her professor before turning in the assignment in order to get clarification.

### Appeals

If a student wants to contest a professor's judgement he or she can follow the procedures outlined in the *Appealing Grades Policy* on pages 35-36 of the Catalogue.

### Student Responsibility

As mentioned, it is the responsibility of the student to fulfill all academic requirements to the best of his or her ability. It is therefore incumbent on the student to familiarize himself or herself with the NDS Style Guide and get academic assistance whenever it is deemed necessary.

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.

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