



Academic Integrity Faculty Manual

2011

Academic Integrity Committee

<http://www.lasierra.edu/integrity>

Academic Integrity Committee Members*

Chris Canine, Associate Dean of Men (Chair, June 17-December 31, 2011)
Cindy Parkhurst, Associate Librarian
Andrew Howe, Assistant Professor of History (Chair, March 31-June 16, 2011)
John Ng Wong Hing, Assistant Professor of Mathematics
Danette Zurek, Assistant Professor of Accounting

Alumni:

Bailey Gillespie, Professor of Theology and Christian Personality
Paul Mallery, Professor of Psychology
Adeny Schmidt, Professor of Psychology

To contact the Academic Integrity Committee, contact the Chair (listed above). *Please do not send details of specific academic integrity violation cases—especially student names or identifying information—via email.*

*Student members are not listed here for their safety and privacy.

Portions of this section of the working policy are based on the Academic Integrity policy of Seaver College at Pepperdine University, which has given permission for its use.

Special thanks to University Studies, the College of Arts and Sciences, the School of Education, and the Library for allowing La Sierra University to join the Center for Academic Integrity, and for the Provost's Office for allowing our membership to continue this year. By being a member of the Center for Academic Integrity, we join with 600 other institutions working to improve academic integrity on their campus (and have access to many resources, some of which contributed to this guide).

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A separate document, “Academic Integrity Committee Working Procedures,” details policies used by the Academic Integrity Committee, including policies on conflict of interest, confidentiality, releasing information, and hearing procedures.

Introduction to the Academic Integrity Policy

In early 2006, the Faculty Senate Academic Affairs Committee took up the Academic integrity Policy, that had been adapted from UCI's old policy. The committee did some research on the extent of the academic dishonesty on campus, as well the higher education literature on academic integrity. As a result of this, the committee ran a session on academic integrity in the Fall, 2006 Faculty Colloquium examining faculty perceptions of issues with the old policy and collecting suggestions to improve the policy.

Faculty identified the following issues as needing to be addressed with the policy:

- Inconsistent enforcement of the Academic Integrity Policy (due in part to vague wording of the policy)
- Faculty choosing whether or not to report academic dishonesty

The Academic Affairs Committee worked on developing a policy from Fall, 2006 through Spring, 2008 that would a) address the issues identified by faculty in the colloquium and the Faculty Senate through several rounds of input; and b) move towards best practices in higher education that have been shown to reduce academic dishonesty. The policy was voted in Spring, 2008, and the newly-formed Academic Integrity Committee began meeting in January, 2009.

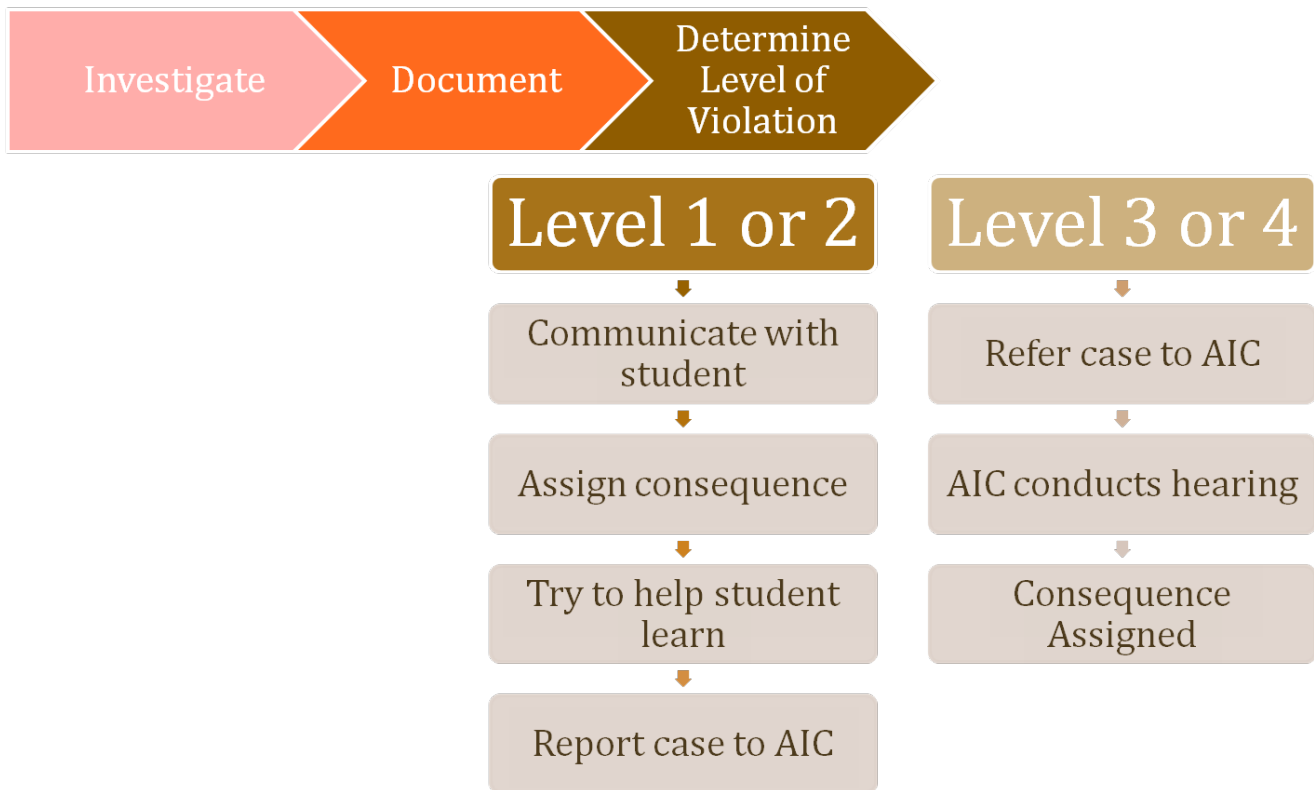
The new Academic Integrity Policy took effect March 30th, 2009.

What do you need to do as a faculty member at La Sierra University?

- **Familiarize yourself with the policy** (pp. 5-11).
- **Educate your students** about the policy through including and discussing academic integrity in your syllabi (see pp. 13-14 for sample statements) and giving them access to the introduction to the policy for students (p. 15).
- **Structure your classes to avoid dishonesty**, and teach students about integrity (see links p. 17 for some useful resources to get started).
- **Report cases** of Level One and Level Two dishonesty to the Academic Integrity Committee, and refer cases of Level Three and Level Four dishonesty for the committee to conduct a hearing. Forms are available online to report or refer cases. Cases should be reported as soon as possible after the relevant information is in hand.

Summary of Faculty Responsibility in Dealing with Violations

- A. Investigate all appearance or allegations of academic dishonesty.
- B. Determine the level of violation (see policy and examples on following pages).
- C. If it's a Level One or Level Two violation:
- Communicate with the student and assign a consequence (see recommended consequences on following pages). Try to help the student learn from the experience.
 - Report the case to the Academic Integrity Committee, in order to track serial cheaters, protect institutional and personal liability, and ensure the student's right to appeal.
- D. If it's a Level Three or Four violation:
- Document everything well.
 - Report the case to the Academic Integrity Committee, which will conduct a hearing.
 - Don't be surprised if an "IP" grade shows up on the student's record while the cases is being processed. It will change to a grade later, depending on the outcome of the case.



Academic Integrity Policy (from the Faculty Handbook) with Commentary and Explanation from the Academic Integrity Committee

4.7 Academic Integrity and Honesty

La Sierra University is committed to education for character, community, and culture. Embracing the principles of academic integrity is an important part of that commitment and provides a vital foundation for this community of scholars and its larger society. The following guidelines define academic integrity and establish a process to restore the community when violations occur. The university believes that education is fundamentally a place for scholars to work, learn, and grow in an atmosphere of trust and appreciation while providing fair and just corrective procedures to deal with those who breach such trust. Details of this policy, including examples of violations and specific consequences, may be found in such places as the university bulletins and the Student Handbook.

(a) Academic Integrity Statement

All members of the community of scholars (students and faculty) at the university must agree to the following Academic Integrity Statement:

Examples and consequences are available for faculty in this document, and a brief summary is going to be distributed to students.

Part II, Section 4 – Page 25

Edition: 07/01/08

Faculty agree to this policy as a condition of employment (as they agree to follow the faculty handbook). Students agree to follow the policies in the Bulletin (and someday the Student Handbook), where this is published.

Part II, Section 4: Academic Status

I will act with integrity and responsibility in my activities as a La Sierra University student or faculty member. I will not participate in violations of academic integrity, including plagiarism, cheating, or fabricating information. I will not stand by when others do these things. I will follow the academic integrity policy.

(b) Academic Integrity Committee

The Academic Integrity Committee (AIC), composed of students and faculty, has the responsibility of promoting academic integrity on campus, investigating and adjudicating appeals and violations, and issuing reports of its decisions to the appropriate campus administrators.

“All members of the community of scholars (students and faculty)...must agree to the...Academic Integrity Statement”

The Academic Integrity Committee is composed of four faculty (appointed by the Faculty Senate), four students (appointed by the Provost on recommendation of the Faculty Senate), and a representative from Student Life (appointed by the VP for Student Life). Faculty and student life representatives have three year terms, and students have one year terms. The Chair is appointed by the Provost from among the University Employees.

(c) Violations of Academic Integrity

Violations of academic integrity include behaviors such as the following:

(1) Plagiarism

Plagiarism occurs when a writer appropriates another's ideas without proper acknowledgement of the source or uses another's words without indicating that fact through the use of quotation marks.

(2) Cheating

Cheating is the use of unauthorized materials, information, or study aids in an academic exercise as well as collusion in visual or oral form.

(3) Fabrication

Fabrication is the falsification or invention of any information or citation in an academic exercise. This includes lying to any member of the campus community.

(4) Facilitating Academic Dishonesty

The facilitation of academic dishonesty occurs when someone knowingly or negligently aids others or allows her or his work to be used in a dishonest academic manner. Such a person is as guilty of violating academic integrity as the recipient.

(d) Levels of Academic Dishonesty and Consequences

In cases where academic integrity is violated, there are multiple goals that must be balanced: The desire to ensure consequences that will preserve the integrity of the community of scholars; the hope that the violation can be an opportunity for those involved to learn honesty, respect, and responsibility; and the desire to allow for forgiveness and restoration. The following classifications are used as rules of practice for faculty, administration, and the AIC in balancing these goals. The general descriptions of the levels apply to violations of academic integrity for students.

An additional goal is to ensure fairness to the other students.

From a letter from the Student Senate upon reviewing this policy, Spring, 2008:

...[W]e do have a major concern regarding the issue of faculty taking the academic integrity policy seriously....The Senate believes that not only must the students of LSU abide by the academic integrity policy, but the faculty must stand for the policy as well as enforcing disciplinary actions to anyone who violates it.

We as the Student Senate understand the importance of academic integrity because our degrees depend upon it. We work hard for our grades, and we want to make sure that the playing field is equal for all students. ALL faculty should do everything in their power to prevent academic dishonesty in their class....

Level One: Instructor handles, and reports to AIC. Student may appeal instructor's decision to AIC. Examples and recommended consequences below.

Consequences for violations of academic integrity will be proportionate to the level of violation, with Level Four violations generally resulting in dismissal.

(1) Level One

Level One violations involve a small fraction of the total course work, are not extensive, and/or occur on a minor assignment. Cases involving Level One are primarily viewed as teaching opportunities and are therefore to be handled by the instructor in consultation with the student and subsequently reported to the AIC chair. In cases where no resolution is reached, the instructor or student may refer the case to the AIC. Students may appeal the decision of the AIC to the Discipline Committee.

Level One: Level One violations include (but are not limited to) the following **examples**:

- Using a false excuse to delay taking a test
- Working with others on an assignment when asked for individual work
- Receiving unpermitted help from someone on an assignment
- Failing to footnote or give proper acknowledgment to a written, internet, or oral source in an extremely limited section of an assignment. This includes changing some words but copying whole phrases, quoting less than all the words copied, paraphrasing without attribution, copying the syntactical or organizational structure of another writer, using unique or apt phrases from another writer, or failing to use quotation marks to cite a passage
- Engaging in any of the following activities during an examination when prohibited: talking, having notes visible, leaving the exam room without permission, looking at another's paper, failing to stop working when time is called
- Committing other minor or unintentional infractions of academic integrity

Recommended **consequences** for violations at Level One are:

- Submission of a rewritten assigned paper, and/or
- Completion of a make-up assignment or paper at a more difficult level than the original assignment, and/or
- Receipt of a zero for the original assignment.

Note on Level One violations: If a student's record of academic integrity violations consists of only a single level 1 violation, then that violation will be automatically cleared upon that student's graduation. After a level 1 academic integrity violation has been on a student's record for one year, the student may request that violation be recorded as cleared in her or his record. When considering such requests, the academic integrity committee will take into account the severity of the violation as well as whether the student has additional academic integrity violations on her or his record. The Academic Integrity Committee does not consider the student's cleared violation negatively when hearing further cases from the student, or when deciding whether to clear further violations.

Level Two: Instructor handles, and reports to AIC. Student may appeal instructor's decision to AIC. Examples and recommended consequences below.

(2) Level Two

Level Two violations are characterized by dishonesty of a more serious nature or by dishonesty that affects a more significant aspect or portion of the course work. Cases involving Level Two are still primarily viewed as teaching opportunities and are therefore to be handled by the instructor in consultation with the student and subsequently reported to the AIC chair. In cases where no resolution is reached, the instructor or student may refer the case to the AIC. Students may appeal the decision of the AIC to the Discipline Committee.

Level Two: Level Two violations include (but are not limited to) the following **examples:**

- Learning what is on a test from someone who has already taken it
- Falsifying/fabricating a bibliography
- Using significant portions of information for a report without acknowledging the sources or the collaborators
- Giving or receiving assistance to/from others, such as research, statistical, computer programming, or field data collection help that constitutes an essential element in the undertaking without acknowledging such assistance in a paper or project
- Quoting directly or paraphrasing, to a moderate extent, without acknowledging the source
- Submitting the same work or major portions thereof to satisfy the requirements of more than one course without permission from the instructor(s)
- Removing posted or reserved material, or preventing other students from having access to it

Recommended **consequences** for violations at Level Two are consequences for Level One and also lowering a course grade, or a course grade of F.

In the case of a Level Two violation when the student has prior Academic Integrity Violation(s), an "XF" grade may be assigned for the course by the Academic Integrity Committee. "XF" grades indicate failure due to academic integrity violation, and may only be assigned by the Academic Integrity Committee.

Level Three: Instructor refers to AIC, which conducts hearing. Student may appeal AIC's decision to the Discipline Committee. Examples below.

(3) Level Three

Level Three violations include dishonesty that affects a major or essential portion of work done to meet course requirements, or involves premeditation. All cases involving Level Three violations are heard by the AIC. Students may appeal the decision of the AIC to the Discipline Committee.

Level Three: Level Three violations include (but are not limited to) the following **examples:**

- Committing any premeditated Level Two violation involving a major portion of coursework
- Copying from another student on a test/exam
- Helping someone else cheat on a test
- Using unauthorized electronic device to obtain information on an exam
- Copying material almost word for word from a written source without citation
- Fabricating or falsifying lab or research data
- Taking an exam for another student
- Altering an exam and submitting it for re-grading
- Downloading a paper or major sections of a work from the internet
- Presenting the work of another as one's own
- Permitting another to present one's work as their own
- Buying or selling unauthorized aid on examinations, papers, or grades
- Offering or accepting bribes related to academic work
- Translating work from one language into another and submitting as one's own work
- Sabotaging another student's work through actions designed to prevent the student from successfully completing an assignment
- Lying to Academic Integrity Committee members during an investigation or hearing. This may constitute a second charge, with the Committee members who acted as judges during that specific hearing acting as accusers

Recommended consequences for violations at Level Three are:

- Lowering of a course grade, or
- A course grade of F, or
- An XF grade indicated on the transcript for the course.

“XF” grades indicate failure due to academic integrity violation, and may only be assigned by the Academic Integrity Committee.

Level Four: Instructor refers to AIC, which conducts hearing. Student may appeal AIC's decision to the Discipline Committee. Examples below.

(4) Level Four

Level Four violations represent the most serious breaches of intellectual honesty. All such cases are heard by the AIC. Students may appeal the decision of the AIC to the Discipline Committee.

Level Four: Level Four violations include (but are not limited to) the following **examples:**

- Multiple Level Three violations
- Stealing an examination from a professor or from a University office
- Falsifying a transcript to secure entry into the University or change the record of work done at the University
- Falsifying any official University documents by mutilation, addition, or deletion

The recommended consequence for a Level Four is expulsion from the University with XF grades for relevant courses and "Academic Integrity Expulsion" on the student's transcript. A student may reapply to the University after one year, and may be readmitted upon the approval of the Academic Integrity Committee, and the Admissions Committee (for undergraduates) or the program faculty (for graduate students).

"XF" grades indicate failure due to academic integrity violation, and may only be assigned by the Academic Integrity Committee.

Requesting Information from Student Files

If a faculty member or administrator wishes to request the **status of a student's academic integrity record** (i.e., whether there is anything on the record or not, and whether the record consists entirely of a single uncleared level 1 case), no release is needed for this information if it will be used only for on-campus use in selecting student honors or leaders for which academic honesty would be a relevant criteria. The status of the student's integrity record may be shared with those making hiring decisions for on-campus jobs only if the academic integrity status is also checked for students applying from other institutions and institutions from which students have transferred. The status of the student's integrity record may be used **ONLY** for on-campus decisions; it may not be shared off-campus (for example, in letters of recommendation).

A student normally needs to sign a release allowing a **complete summary of the academic integrity record** to be released except in cases where an administrator requests the information for legally mandated clearance checks (e.g., for FBI employment), or when a student gave release as part of their application process to another school (e.g., law school applications). This information is intended primarily for academic administrators and faculty committees writing student recommendations. It is not intended for individual faculty writing letters of recommendation, as these are expected to deal with the faculty member's personal interactions with the student rather than the student's institutional record. A release form will be available online soon, and the Committee will also accept signed letters requesting the release of the academic integrity record.

To receive a **complete copy of the record of a case** that you were involved in, a faculty member (or student) may make a specific written request to the Academic Integrity Committee.

Teaching Resources

Sample Syllabus Statements

All faculty are encouraged to include a statement on academic integrity in their syllabi. The following samples that may be used as written or adapted. If you write something that is better, please share it with us so others can benefit as well.

Statement #1:

I fully support La Sierra University's policy on Academic Honesty available in the University Bulletin. Students who violate the policy through plagiarism, cheating, falsifying information, lying, or helping others cheat will face serious consequences, which may include a permanent "XF" grade on the transcript or expulsion.

Examples include but are not limited to:

- Copying from another student during an examination or allowing another to copy your work
- Unauthorized collaborating on a examination
- Using unauthorized notes during a closed book examination
- Using unauthorized electronic devices during an examination
- Taking an examination for another student
- Asking or allowing another student to take an examination for you
- Changing a corrected exam and returning it for more credit
- Submitting the same work for more than one class without consulting the second instructor
- Preparing answers or writing notes in a blue book (exam booklet) before an examination
- Allowing others to research and write assigned papers including the use of commercial term paper services
- Submitting work to satisfy the requirements of more than one course without permission from the instructor(s)

Plagiarism is the act of presenting another person's ideas, research or writing as your own:

- Copying another person's actual words without the use of quotation marks and footnotes
- Presenting another person's ideas or theories in your own words without acknowledging them.
- Using information that is not considered common knowledge without acknowledging the source.
- Failure to acknowledge collaborators on homework and laboratory assignments

I am required by University policy to submit a report of suspected academic dishonesty to the Academic Integrity Committee. This report becomes part of your permanent discipline file.

[Adapted from the Center for Academic Integrity]

Statement #2

All students are expected to read and honor the Academic Integrity Policy, which is printed in the University Bulletin. As stated in the preamble, "embracing the principles of Academic Integrity...provides a vital foundation for this community of scholars and its larger society."

By attending the University, you have agreed to the following statement:

I will act with integrity and responsibility in my activities as a La Sierra University student or faculty member. I will not participate in violations of academic integrity, including plagiarism, cheating, or fabricating information. I will not stand by when others do these things. I will follow the academic integrity policy.

Faculty are expected to abide by the same policies of academic integrity as the students and to report all instances of academic dishonesty to the University's Academic Integrity Committee.

Plagiarism is defined in the Academic Integrity Policy as follows:

Plagiarism occurs when a writer appropriates another's ideas without proper acknowledgement of the source or uses another's words without indicating that fact through the use of quotation marks.

Note that while some assignments may be done in collaboration with a classmate, most should be done individually. If you have any questions about your assignment, plagiarism, or the Academic Integrity Policy, always ask your instructor!

[Adapted from William R. Morgan, The College of Wooster]

Statement #3:

Scholarly activity is marked by honesty, fairness and rigor. A scholar does not take credit for the work of others, does not take unfair advantage of others and does not perform acts which frustrate the scholarly efforts of others. A scholar does not tolerate dishonesty in others. The violation of any of these principles is academic dishonesty. Academic dishonesty includes the giving, taking or presenting of information or material by a student with the intent of unethically or fraudulently aiding oneself or another person on any work which is to be considered in the determination of a grade or the completion of academic requirements. More specific definitions are set in the Academic Integrity Policy in the University Bulletin. The students and faculty of La Sierra University believe that the willingness of students to affirm and adhere to the essential values of honesty and integrity in all their academic endeavors is exemplified in the Academic Integrity statement:

I will act with integrity and responsibility in my activities as a La Sierra University student or faculty member. I will not participate in violations of academic integrity, including plagiarism, cheating, or fabricating information. I will not stand by when others do these things. I will follow the academic integrity policy.

The Academic Integrity Policy applies to this and every course at La Sierra University. Your signature on a test or assignment means that you have neither given nor received unauthorized aid and represents your commitment to honorable and trustworthy behavior that is in the spirit of academic integrity. It is permissible for you to share class notes and study in groups. Depending on the severity of the case, there is a range of consequences for academic dishonesty ranging from a lower grade on an assignment through expulsion from the University.

[Adapted from Rich Cooper, North Carolina State University]

Statement #4

Learning involves the pursuit of truth, which cannot be pursued by presenting someone else's work as your own. By following the procedure outlined below, you will establish a basis of trust that will remain unless you provide reason to suspect it has been violated.

- Read the University Bulletin Academic Integrity Policy.
- Bring a signed statement to class truthfully stating that you have read the policy, understood it, and that you agree to act according to the principles it expresses.

If questions remain, ask me. Ignorance is not an acceptable excuse for unacceptable practices. For the record, if you violate the precepts of academic integrity you will receive at least a zero for the assignment [insert lowest possible sanction you prefer] and your name will be forwarded to the Academic Integrity Committee, where a notation will become part of your discipline file at La Sierra University. For the most serious cases of academic dishonesty, transcript notations of failure due to academic dishonesty or expulsion are given.

[Adapted from the Center for Academic Integrity]

Paper Cover Sheet

Please sign this statement and attach this sheet to the front of your paper when you turn it in.

Plagiarism occurs (as defined by the La Sierra University Bulletin) “when a writer appropriates another’s ideas without proper acknowledgement of the source or uses another’s words without indicating that fact through the use of quotation marks.” It is a violation of University policies that you have agreed to follow. It is also a violation of the eighth and ninth of the Ten Commandments, because it involves stealing someone else’s words or ideas and then claiming that they are yours. Notice that the definition of plagiarism looks at behaviors, not intentions—it is possible to plagiarize accidentally. If you want to learn more about plagiarism and how to avoid it, visit the following websites:

<http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml>

<http://owl.english.purdue.edu/owl/resource/589/01/>

<http://www.rbs2.com/plag.htm>

By putting my name on this paper, I verify that I wrote the attached paper myself and am personally responsible for its content. Because the paper is designed to give me an opportunity to think about new material and practice my writing skills, I wrote this paper for this class this quarter, and have not “self-recycled” from my previous work (except as indicated by citation and/or quotation), except when I have received written permission from my professor. I have proofread and edited carefully, and I have appropriately cited others’ ideas and quoted others’ words.

Name

Date

Introduction to the Academic Integrity Policy

By being a student here, you have agreed to the following Academic Integrity Statement:

I will act with integrity and responsibility in my activities as a La Sierra University student or faculty member. I will not participate in violations of academic integrity, including plagiarism, cheating, or fabricating information. I will not stand by when others do these things. I will follow the academic integrity policy.

Violations of academic integrity include behaviors such as the following:

Plagiarism: Plagiarism occurs when a writer appropriates another's ideas without proper acknowledgement of the source or uses another's words without indicating that fact through the use of quotation marks.

Cheating: Cheating is the use of unauthorized materials, information, or study aids in an academic exercise as well as collusion in visual or oral form.

Fabrication: Fabrication is the falsification or invention of any information or citation in an academic exercise. This includes lying to any member of the campus community.

Facilitating Academic Dishonesty: The facilitation of academic dishonesty occurs when someone knowingly or negligently aids others or allows her or his work to be used in a dishonest academic manner. Such a person is as guilty of violating academic integrity as the recipient.

If you violate academic integrity, there are many issues that must be addressed and balanced: How can the integrity of the community of scholars be maintained? How can you learn not to be dishonest again? How can you be restored to your place in the campus community? How can the consequences of your actions ensure fairness for all students?

There are four levels of academic integrity violations.

Level One violations involve a small fraction of the total course work, are not extensive, and/or occur on a minor assignment. Examples include working with others on an assignment when asked for individual work, failing to footnote or give proper acknowledgement to a written, internet, or oral source in an extremely limited section of an assignment, or leaving an exam room without permission. Your instructor will determine the consequences for level one violations that typically involve additional course work and/or getting a "0" on the assignment. If you do not believe that you have been treated fairly by your instructor you may appeal to the Academic Integrity Committee (composed of students, faculty, and staff).

Level Two violations are characterized by dishonesty of a more serious nature or by dishonesty that affects a more significant aspect or portion of the course work. Examples include learning what is on a test from someone who has already taken it; quoting directly or paraphrasing, to a moderate extent, without acknowledging the source; or submitting the same work or major portions thereof to satisfy the requirements of more than one course without permission from the instructor(s). Your instructor will determine the consequences for level two violations that involve lowering your grade in the course. If you do not believe that you have been treated fairly by your instructor you may appeal to the Academic Integrity Committee (composed of students, faculty, and staff).

Level Three violations include dishonesty that affects a major or essential portion of work done to meet course requirements, or involves premeditation. Examples include helping someone else cheat on a test, using unauthorized electronic device to obtain information on an exam, copying material almost word for word from a written source without citation, or downloading a paper or major sections of a work from the internet. Your instructor will refer the case to the Academic Integrity Committee which will conduct a hearing. Consequences of level three violations may include lowering the course grade, a course grade of F, or an XF grade on the transcript for the course (failure due to academic dishonesty).

Level Four violations represent the most serious breaches of intellectual honesty, such as stealing an examination or falsifying any official University documents. These cases are heard by the Academic Integrity Committee; typical consequences include expulsion and XF grades.

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Useful Links for Faculty

Cheating

Tips to Prevent Cheating: <http://sja.ucdavis.edu/files/tips.pdf>

How to Respond to Cheating in a Test: <http://sja.ucdavis.edu/files/confront.pdf>

Plagiarism

Tips for discouraging plagiarism: http://www.academicintegrity.org/educational_resources/pdf/tips.pdf

Strategies for deterring plagiarism: <http://www.writing.utoronto.ca/faculty/deterring-plagiarism>

Online Plagiarism Detection Service: <http://www.turnitin.com> *Note: The College of Arts and Sciences has purchased access to this service, and shares access with faculty from other schools as far as the license allows*

Plagiarism and the law: <http://www.rbs2.com/plag.htm>

How to Avoid Plagiarism

Avoiding Plagiarism: http://www.academicintegrity.org/educational_resources/pdf/plagiarism.pdf

How to Avoid Plagiarism: <http://owl.english.purdue.edu/owl/resource/589/01/>

How to avoid plagiarism: <http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml>

A faculty member's letter to students on integrity:

http://www.academicintegrity.org/educational_resources/pdf/Letter_To_My_Students.pdf