

**PLAGIARISM POLICY**  
**Department of Afroamerican and African Studies**  
**(approved 11/16/12)**

The Department of Afroamerican and African Studies holds all members of its community to high standards of scholarship and academic integrity. This Plagiarism Policy includes guidelines that help us to achieve these standards.

Building on others' words and ideas is an essential element of effective scholarship. However, we must give credit to those whose words and ideas we incorporate into our writing. Using someone else's words, ideas, or work without proper attribution is plagiarism, and such an act is considered a serious ethical violation within the university community.

**Plagiarism includes:**

- 1) incorporating another author's words into your own writing without citing that author's work**
  - Whether you copy entire passages, a few phrases, or just one term, you commit plagiarism if you borrow words from an oral, printed, or web-based source without giving credit to that source.
  - No matter what kind of source you are using—an electronic text, a website, an oral speech, a book, a periodical, or a friend's paper—you commit plagiarism if you quote material without citing the source(s) where you found that material.
- 2) incorporating ideas from another author or source without giving credit to that author or source**
  - Even if you rephrase material to put it into your own words, you commit plagiarism if you represent another person's ideas or argument as your own.
  - You must cite a text if it has helped you to formulate ideas for your own work, even if you do not include direct quotes from that text.
  - Similarly, you must cite a conversation with one of your peers or your professors if it has significantly shaped your analysis.
  - If you feel uncertain about whether or how to cite a particular source for your argument, ask your professor for guidance.
- 3) properly quoting a small portion of an author's work but using other portions of that work without quotation marks and without attributing them to the author**
- 4) borrowing facts, statistics, graphs, or illustrations without proper reference**
  - You must cite such information unless it is common knowledge and cannot be attributed to a particular source.
- 5) submitting as your own work a paper that was written by another student**
- 6) using the same piece of writing to fulfill requirements for more than one course without asking the instructors of those courses for permission to do so**

**DAAS's departmental policy for addressing plagiarism is as follows:**

- 1) **The instructor will meet with the student to discuss the alleged plagiarism.**
  - If the student has left town at the end of the term, the instructor will attempt to contact the student by telephone and/or email. If the instructor fails to reach the student, she will document her efforts to contact the student, notify the Director of Undergraduate Studies in DAAS, and forward the case (with an explanatory letter and all pertinent materials) to the LSA Dean of Student Affairs.
  - If the student refuses to meet with the instructor, the instructor will document his efforts to contact the student, notify the Director of Undergraduate Studies in DAAS, and forward the case (with an explanatory letter and all pertinent materials) to the LSA Dean of Student Affairs.
- 2) **If the instructor and the student agree that no plagiarism has occurred, the case will be closed.**
- 3) **If the student admits to plagiarizing, the instructor will:**
  - notify the Director of Undergraduate Studies in DAAS
  - forward the case, with an explanatory letter and all pertinent materials, to the LSA Dean of Student Affairs
  - fail the student for the assignment and possibly the course.

The Dean of Student Affairs will determine an appropriate penalty, which may involve academic probation and/or community service.

- If a student who is found guilty of plagiarism is already on probation for academic misconduct, s/he may be asked to leave the University.
- 4) **If the student does not admit to plagiarizing but the instructor believes that further investigation is warranted, the instructor will:**
    - notify the Director of Undergraduate Studies in DAAS
    - forward the case, with an explanatory letter and all pertinent materials, to the LSA Dean of Student Affairs
    - allow the Dean of Student Affairs to determine whether the student has committed plagiarism.
  - 5) **If the Dean of Student Affairs determines that the student has committed plagiarism,** s/he will determine an appropriate penalty, which may involve academic probation and/or community service.
    - If a student who is found guilty of plagiarism is already on probation for academic misconduct, s/he may be asked to leave the University.
    - The instructor will fail the student for the assignment and possibly the course.
  - 6) **If the Dean of Student Affairs determines that the student has not committed plagiarism,** the case will be closed.