



POLICY and PROCEDURE: CHEATING AND PLAGIARISM

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POLICY: Cheating and plagiarism is a violation of Dorsey Schools' Professional Code of Conduct. Students assume full responsibility for the content and integrity of all academic work submitted; a student's submitted work, quizzes, examinations, reports, and projects must be the student's own original work.

1. **CHEATING:** includes, but is not necessarily limited to:
 - a. Submission of work that is not the student's own for papers, assignments, or exams,
 - b. Submission or use of falsified data,
 - c. The use of unauthorized material including textbooks, notes, cell phones or computers during an examination,
 - d. Supplying or communicating, in any manner, unauthorized information to another student for the preparation of an assignment or during a quiz or examination,
 - e. Collaboration in the preparation of an assignment, (Unless specifically permitted or required by the instructor, collaboration will usually be viewed by the school as cheating.)
 - f. Obtaining or retaining partial or whole copies of examinations, tests, or quizzes before these are distributed for student use,
 - g. Securing, giving, or exchanging information during examinations, tests, or quizzes, and/or
 - h. Cooperating with another student to do any of the above.

2. **PLAGIARISM:** "Plagiarize" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the original source of the ideas, words, or works. Plagiarism includes, but is not limited to, failure to indicate the source with quotation marks or footnotes, where appropriate, if any of the following are reproduced in the work submitted by a student:
 - a. A phrase, written or musical,
 - b. A graphic element,
 - c. A proof,
 - d. Specific language, and/or
 - e. An idea derived from the work, published or unpublished, of another person or persons.

3. **CONSEQUENCES:** Any student deemed in violation of this policy is subject to academic consequences. An instructor may take the following actions in response to an instance of cheating and/or plagiarism.
 - a. The student who has violated the policy is subject to receive a "zero" on the assignment(s), quiz(ze)s, exam(s), or project(s) and will be reported in writing to campus administration (Managing Director, Academic Dean and/or Director of Nursing).
 - b. The instructor may refuse to accept the work, or require the work redone and resubmitted at a penalty.
 - c. Documentation of the infraction using the "Violation of Professional Code of Conduct" form will be placed in the student's permanent academic file. The instructor or administration shall keep all evidence of cheating or plagiarism in a secure place and provide it upon request to any administrator.
 - d. Any additional instances of cheating and/or plagiarism will be reported to campus administration and may be grounds for termination from Dorsey Schools.