

Department of English

Statement on Plagiarism

The following is a statement of the English Department's policy regarding students' written work:

The teacher accepts a student's written work as his or her own original composition. Therefore, the student may not submit work that he or she has copied, wholly or partially, from a book, article, essay, newspaper, another student's paper or notebook, or any other written or printed source.

1. a. Direct Quotations

The student may, however, include another writer's phrases, sentences, or paragraphs if the student presents them as quotations within quotation marks and acknowledges the sources.

b. Paraphrases

The student may also submit written work that paraphrases other written or printed material provided that he or she acknowledges the sources of paraphrased material.

c. Ideas in General

(1) The student may, of course, incorporate ideas from other authors in his or her written work provided that the student documents the source of each idea and (2) the student may incorporate in written work any ideas which have arisen from class discussion or any ideas that are so familiar to the general public that citing sources is unnecessary.

2. a. Correcting and Revising

The student may correct and revise written work with the aid of reference books such as dictionaries and textbooks. The student may consult the teacher or others concerning details of correction and revision; nevertheless, the student may not ask any other person to correct and revise written work in its entirety.

b. Typing Assistance

The student may have another person type his or her written work only if the typist does not change any punctuation, spelling, words, ideas, or organization. The student should proofread carefully all such typing.

3. **Written Work for Another Course**

The student may submit written work prepared for another course only if he or she receives special permission from both teachers.

Any violation of these principles constitutes plagiarism, and the usual penalty for plagiarism is a grade of "F" for the course.

In accordance with procedures outline in the **Indiana University South Bend Faculty Handbook**, 1998 edition, cases of plagiarism are reported to a senior administrative officer in Student Services, currently the Associate Vice Chancellor for Student Academic Support Services.