Policy Number	123 002
Policy Title	Plagiarism
Responsible Officer	James Lanpher
Responsible Office	Provost's Office
Summary	CIU's policy regarding the detection and consequences of instances of academic dishonesty/plagiarism.
Definitions	Plagiarism: Presenting someone else's work as your own. This occurs when information (words, lines of thought and ideas) that can be considered the intellectual property of someone else is used without properly acknowledging the original source.

Minimal Plagiarism: Inserting verbatim phrases of several distinctive words from a source without attribution. Substituting synonyms into the original sentence rather than rewriting the complete sentence. Reordering the clauses of the original sentence rather than rewriting the complete sentence. Using a source's line of logic, thesis, or ideas without attribution.

Substantial Plagiarism: Inserting verbatim sentences or longer passages from a source without attribution. Combining paraphrasing with verbatim sentences to create a paragraph or more of text without attribution. Repeatedly and pervasively engaging in minimal plagiarism. Reusing or modifying a previously submitted paper (e.g., from another course) for a present assignment without obtaining prior approval from the instructors involved.

Complete Plagiarism: Submitting or presenting someone's complete published or unpublished work (paper, article, or chapter) as their own. Submitting another student's work for an assignment, with or without that person's knowledge or consent. Downloading or purchasing a term paper from a web site or other source. |
| Approving Body | Academic Council; Administrative Council |
| Approval Date | 123 000 – Aca C (04.09.2021); Admin C (04.16.2021)
123 001 – Aca C (09.10.2021); Admin C (09.17.2021)
123 002 – Aca C (06.12.2023); Admin C (05.31.2023) |
Last Revision	May 2023
Re-evaluation Date	Fall 2026
Departmental Impact	All academic areas, athletics, student life, financial aid

Failure to adhere the following policy may result in disciplinary action, including termination of employment.

Policy Statement

All plagiarism is unacceptable at CIU. Intent is not a factor in determining whether plagiarism has occurred. Information about plagiarism, why it is unacceptable, and how to avoid it through proper handling and acknowledgement of others' ideas is available to students via multiple means. Faculty members have a responsibility to provide students with information about plagiarism (including information in syllabi, link to policy in catalog, etc.). Students have a responsibility to learn and follow the rules for accurate and honest writing; ignorance is not an excuse. The use of artificial intelligence tools (ChatGPT, etc.) without permission of the instructor and acknowledgement from the student is prohibited.

For undergraduate programs, this policy is primarily aimed at major course assignments. Instances involving discussion forums, homework, and other minor assignments should be handled on a case-by-case basis by the instructor. Instructors will use their judgment regarding the level of importance and frequency of the offenses.

For graduate and doctoral programs, students are expected to understand clearly the nature of cheating and are subject to immediate dismissal from the university for any egregious act of academic dishonesty or cheating.

Discovery of any dishonest action for students who have been awarded a CIU degree may result in rescinding of said degree without the need to follow the steps listed below.

Consequences for Minimal Plagiarism (see definition above):
- The assignment may be rewritten and resubmitted, with or without a grade penalty, at the discretion of the instructor.
- The instructor completes an Academic Integrity Violation report which will be kept for future reference.
- Additional instances of minimal plagiarism in a course should typically be treated as substantial plagiarism.

Consequences for Substantial Plagiarism (see definition above):
- At each level, an Academic Integrity Violation report would be submitted by the instructor.