

## MEMO

TO: All Students in COM classes  
FR: Department of Communication  
RE: Academic Integrity  
DATE: Spring Semester, 2002

The Department of Communication considers academic integrity to be one of the hallmarks of an outstanding higher education. Therefore, we do all we can to ensure that our students understand the definitions of plagiarizing and cheating, as well as the penalties associated with being caught, all in an effort to prevent cheating and plagiarizing from happening.

In this document, we present you with definitions of plagiarizing and cheating, and explain what will happen if a student is caught plagiarizing or cheating. Please refer to Section 6.4.0-1 of the Student Rights and Responsibilities Handbook and Sections 6.3.-6.4 of the University's Administrative Regulations for the official regulations (<http://www.uky.edu/StudentAffairs/Code/>).

We hope you agree with us that plagiarizing and cheating are antithetical to the spirit of higher education, and that you will join with us to promote a climate and culture of academic integrity. At the end of this document, we ask that you sign to acknowledge you have read this document and you understand the definitions and consequences of cheating and plagiarizing.

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### Definitions of Plagiarism or Cheating

**Plagiarism:** When students submit work as their own, but which in any way borrows ideas, organization, wording or anything else from another source without acknowledging or citing that source, the students are guilty of plagiarism. Making simple changes while leaving the organization, content and phraseology intact is still plagiarism.

**Cheating:** Cheating includes, but is not limited to, students wrongfully giving, taking, or presenting any information or material with the intent of aiding themselves or another student on any academic work which is considered in the determination of the final grade.

**Please Note:** If you have any questions whatsoever about these definitions, especially if you wonder whether your writing might be plagiaristic, discuss this matter with your instructor! Your instructor will be happy to clarify definitions further and to review specific examples.

### Consequences of Plagiarism or Cheating

When the instructor suspects plagiarism or cheating, he/she consults with the Chair of the department. Prior to consultation, the instructor is allowed to take steps to prove or detect an academic offense. The instructor and Chair review the evidence of the academic offense. They also ask the Dean to check with the Registrar to determine if the student has a record of prior academic offenses. If the evidence is compelling, the student is invited to meet with the instructor and Chair. At that meeting, the student is informed of the charge and given an opportunity to state his/her case. The student is informed of the possible penalties that may be imposed or recommended. If the student does not or cannot attend the meeting, he/she is informed by the instructor in person or by certified mail.

One or more of the following penalties may be imposed:

- A. Assign a grade of E for the course in which the offense occurred. Note that this is the minimum penalty. The instructor may not simply assign a grade of E for the particular assignment. It is an E for the class. The E stays on the record even if the student takes a repeat option.
- B. Recommend to the Dean that the student be suspended, dismissed or expelled. One of these consequences is more likely if the student has a prior record of academic offenses.

The Chair informs the Dean of the decision within seven working days after the accusation is made. The Dean reviews the evidence and makes his/her own decision about the appropriate sanction and takes one or both of the following actions:

- A. Imposes the minimum penalty of E for the course in which the offense occurred.
- B. Forwards the file to the appropriate administrator recommending a sanction of suspension, dismissal or expulsion.

The Dean informs the Registrar of the following: a) student's name, b) student's ID, c) student's college, course and section number, e) approximate date of offense, f) brief description of the offense, g) sanction imposed, and h) date of imposition of sanction. The Registrar keeps this information on file.

Students have the right to meet with the Dean and the Academic Ombud to discuss the decision, and they have the right to appeal the decision.

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**As you can see, the consequences of plagiarism or cheating are very severe.  
This is why we want you to avoid these academic offenses at all costs.  
We want all our students to do well and succeed in their classes.**

**So, if you have any questions or concerns at all about whether your academic work might be plagiaristic, please be sure to speak with your instructor in advance of turning in your work!**

**Thank you.**

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In an effort to promote and instill an enduring sense of academic integrity in our community, we ask that all students in COM classes sign below:

“I acknowledge that I have read and understand the definitions and consequences of the academic offenses of cheating and plagiarizing. I have received a copy of this document for future reference.”

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Course Number and Section