

Plagiarism Policy

Policy:

CCS is accepting of different styles of preparing footnotes, endnotes and bibliographies if there is consistency throughout the paper and sufficient information is provided for another person to find the resource being cited. It is recommended that a student choose one of the more common styles and use it consistently in CCS papers.

Students are not permitted to submit work that includes material taken from other sources without acknowledgement of the source. Any student discovered to have plagiarized work will be sanctioned.

Description:

Plagiarism comes from the Latin *plagiarius*, "kidnapper."¹ Work submitted that includes material taken from other sources without acknowledgment, whether intended or not, is a serious matter. To use ideas, information or words of someone else and make the claim that it is one's own demonstrates a lack of respect both for the writers of the resource and for the reader of the work. Students are responsible to know and meet the academic requirements of the institution for which the assignment is being written. Students are responsible for what they submit as their own work.

In order to avoid plagiarism one "must not incorporate material from another source directly into your work without proper citation and quotation marks"². Using footnotes or endnotes and a bibliography allow for acknowledgment of the original sources of the material. Putting ideas into one's own words by paraphrasing allows material to be incorporated but it still has to be footnoted. Summarizing is another helpful way to capture the thoughts of the source, but again, it must be footnoted. Material that is "common knowledge" like the dates of major world events, names of persons, etc. are not required to be footnoted because these facts are attainable from any number of places.

When in doubt, give credit. Do not hope that the reader will not be able to identify the plagiarized material. Most readers know the nuances of the writer. Do not press ahead because of lack of time, in the end it will cost more time and maybe academic credibility. When in doubt consult a style manual for writing academic papers. Most academic institutions have adopted a style manual that they recommend to their students. Be wise, find out which one(s) is recommended. It is the student's responsibility to become familiar with the requirements.

CCS is accepting of different styles of preparing footnotes, endnotes and bibliographies if there is consistency throughout the paper and sufficient information is provided for another person to find the resource being cited. It is recommended that a student choose one of the more common styles and use it consistently in CCS papers thus gaining familiarity and ease with citation. Three of the most well used are: Kate L. Turabian, Chicago and MLA. It makes sense for every student to have their own copy of the style manual they are using, but if not, references to many of the commonly used styles are on the Internet.

¹ Joseph Gibaldi, *MLA Style Manual and Guide to Scholarly Publishing*. 2nd Ed. (New York: MLE, 1998) p 151.

² Mount Saint Vincent University, *Plagiarism*, Revised, R. Warne, December 2002.

Students having difficulty with writing papers are encouraged to seek out a course on paper writing. There will likely be such a course available, perhaps through a community college or university with local access. Students may be asked to rewrite a paper to correct a problem but errors in the format of your footnotes, endnotes or bibliography do not constitute plagiarism. Plagiarism is failing to give credit.

Procedures

When a case of plagiarism is suspected or discovered, the program staff/principal involved may follow any of the following procedures:

- seek explanations from the student,
- consult with another program staff or principal,
- determine appropriate action, always with another program staff or principal.

Plagiarism is a serious breach of integrity both for the individual and the institution, and it requires serious sanctions.³

Sanctions will be determined depending on the severity of the situation. These may include, but are not limited to:

- (a) meeting the program requirement in some other way during the year in which the infraction took place. For example, but not limited to, rewriting the paper in question or writing another paper on a different topic;
- (b) designation as a student on Conditional Status;
- (c) an assigned reflection year to address issues of a breach of integrity;
- (d) deeming the module/theme year incomplete;
- (e) suspension from studies at CCS for an appropriate period.

Where sanctions b, c, d and e are involved, the appropriate denominational body will be informed by writing and a written explanation entered into the student file. In the case of a student registered in a joint degree program, the other participating institution will be informed. Staff may inform the theological school(s) where the student is doing External courses.

Students have a right to appeal both the verdict of plagiarism and/or the severity of the sanction using the "Policy and Procedures for Appeal from decisions relating to readiness for continuing or completing the program". In their appeal, students must clearly specify whether they are appealing the judgement that plagiarism has occurred or the severity of the sanction or both.

A copy of this policy shall be included annually in the Student Handbook or otherwise distributed to all students.

³ Atlantic School of Theology, *Plagiarism Policy*, Approved September 22, 1993.