

SKC Social Work Department Plagiarism Policy, 2007/08

| Level of Seriousness | Definition/Examples | Consequences |
|----------------------|--|---|
| Mild | <ul style="list-style-type: none"> *Misuse of sources *No awareness *Genuine mistake/misunderstanding (e.g. poor use of citations or incorrect paraphrase) | <ul style="list-style-type: none"> *Recorded in student's file *Rewrite of assignment; otherwise, an incomplete or failure of course *Schedule one-on-one tutoring with writing specialist and/or attend Foundations class to practice proper techniques depending on faculty consensus *Mentoring by an Ethics Committee member in addition to monitoring by faculty advisor |
| Moderate | <ul style="list-style-type: none"> *Moderate amount – not quite word-for-word but “patchwork” copying *Cutting and pasting from printed or Internet source *Copying from another student – 1st offense | <ul style="list-style-type: none"> *Recorded in student's file *Rewrite of assignment and receive a lower grade for class, or failure of course (repeat if required course or substitute if elective) *Mandatory participation in Foundations class and/or tutoring from writing specialist, depending on faculty assessment of severity *Written explanation reflecting on steps that led to plagiarism *Mentoring by an Ethics Committee member in addition to monitoring by faculty advisor |
| Severe | <ul style="list-style-type: none"> *Full awareness *Large amount (pages) of word-for-word copying *Copying from other students – 2nd or 3rd offense *Purchase of paper from Internet or paying student to write a paper | <ul style="list-style-type: none"> *Recorded in student's file *Failure of class *Mentoring by an Ethics Committee member in addition to monitoring by faculty advisor *Suspension/expulsion unless mitigating circumstances *Referral to Academic Vice President *Appeals handled by Vice President in accordance with Student Handbook. |

Guided by “Responding to Plagiarism in Schools of Social Work: Considerations and Recommendations,” *Journal of Social Work Education* Vol. 41, No. 3 (Fall 2005).

Approved by Social Work Ethics Committee, 5/22/07; approved by Social Work Faculty, 5/29/07