

Cheating and Plagiarism

Cerro Coso Community College has a zero-tolerance policy for cheating and plagiarism. Scholastic dishonesty and the reputation it brings cannot be tolerated, especially since we are such a large online college. Cheating and plagiarism are **not** a given.

Students have multiple opportunities to be informed about plagiarism and cheating and given strategies for properly working with outside sources. It is specifically addressed in English C101, English C102, and Library C100; workshops on avoiding plagiarism are offered each semester at libraries/learning resource centers at every campus location across the college (contact librarian [Julie Cornett \(mailto:jcornett@cerrocoso.edu\)](mailto:jcornett@cerrocoso.edu) for the current semester's days and times); and many instructors provide short units within their own classes. Students cannot hear it too many times. It is the rare student who would not be brought face-to-face from a variety of directions with ways to avoid plagiarism even in their first semester. Beyond that, it is simply a working assumption of the college that students know how to avoid cheating and plagiarism and practice it.

Cerro Coso purchases the plagiarism detecting service [Turnitin.com](https://guides.turnitin.com/03_Integrations/Turnitin_Partner_Integrations/Canvas/Turnitin_LTI_1.0/Instructor) [↗](https://guides.turnitin.com/03_Integrations/Turnitin_Partner_Integrations/Canvas/Turnitin_LTI_1.0/Instructor) (https://guides.turnitin.com/03_Integrations/Turnitin_Partner_Integrations/Canvas/Turnitin_LTI_1.0/Instructor) (always highly recommended). When you use this service, every student assignment is checked against an extremely robust database of previously submitted or published works, and both you and the students will receive reports of the similarities in your students' work.

We do not ask that you address cheating and plagiarism unaided. If you suspect dishonesty, even if you don't know for sure, call or contact your faculty chair or the vice president of student services, who is the administrator in charge of student conduct issues, to at least discuss it. Her phone number is 760-384-6249. Chances are if a student is trying to get away with something in your class, he or she is trying it in other classes. By reporting any suspicious activity, you are giving the college a chance to address the problem at the lowest possible level.

The following definitions of cheating and plagiarism are from KCCD Administrative Procedure (AP) 5500.

Definition of Plagiarism

Plagiarism is defined as the act of using the ideas or work of another person or persons as if they were one's own, without giving credit to the source, including artificially generated content. Such an act is not plagiarism if it is ascertained that the ideas were arrived at through independent reasoning or logic or where the thought or idea is common knowledge.

Acknowledgment of an original author or source must be made through appropriate references, i.e., quotation marks, footnotes, or commentary. Examples of plagiarism include, but are not limited to, the following: the submission of a work, whether in part or in whole, completed by another, failure to give credit for ideas, statements, facts, or conclusions which rightfully belong to another; in written work, failure to use quotation marks when quoting directly from another, whether it be a paragraph, a sentence, or even part thereof; close and lengthy paraphrasing of another's writing or programming. A student who is in doubt about the extent of acceptable paraphrasing should consult the instructor.

Students are cautioned that, in conducting their research, they should prepare their notes by (a) either quoting material exactly (using quotation marks) at the time they take notes from a source; or (b) departing completely from the language used in the source, putting the material into their own words. In this way, when the material is used in the paper or project, the student can avoid plagiarism resulting from verbatim use of notes. Both quoted and paraphrased materials must be given proper citations.

Definition of Cheating

Cheating is defined as the act of obtaining or attempting to obtain or aiding another to obtain academic credit for work by the use of any dishonest, deceptive or fraudulent means. Examples of cheating during an examination include, but are not limited to, the following: copying, either in part or in whole, from another's test or examination; discussion of answers or ideas relating to the answers on an examination or test unless such discussion is specifically authorized by the instructor; giving or receiving copies of an examination without the permission of the instructor; using or displaying notes, cheat

sheets, or other information or devices inappropriate to the prescribed test conditions, as when a test of competence includes a test of unassisted recall of information, skill, or procedure; allowing someone other than the officially enrolled student to represent the same. Also included are plagiarism, as defined, and altering or interfering with the grading procedures.

It is often appropriate for students to study together or to work in teams on projects. However, such students should be careful to avoid the use of unauthorized assistance, and to avoid any implication of cheating, by such means as sitting apart from one another in examinations, presenting the work in a manner which clearly indicates the effort of each individual, or such other method as is appropriate to the particular course.

The Academic Senate of Cerro Coso Community College enforces KCCD AP 5500:

At a minimum, an instructor who determines that a student has cheated or plagiarized has the right to assign an "F" grade for the assignment or examination. However, each College may impose additional penalties as appropriate to their respective College discipline procedures.

The Academic Senate's position is that every instructor has the responsibility and the authority for dealing with such instances of cheating and plagiarism as may occur in class. An instructor who determines that a student has cheated or plagiarized has a responsibility for reporting the misconduct. The student may face a range of sanctions as stated in the college's Student Conduct Policy. Finally, it must be understood that a student who knowingly aids in another student's cheating or plagiarism e.g., permitting the other student to copy a paper or examination question, is as guilty as the other of the offense.


A student charged with cheating or plagiarism is entitled to appeal that charge by means of the college's Student Conduct Policies and Procedures.

A Note about Plagiarism

Sometimes the question comes up, are students allowed to plagiarize from themselves? In other words, can a student turn a paper in for one class and then, with only a few minor modifications, turn it in for another? The answer is that this is not, by definition, plagiarism. Plagiarism is the act of using the ideas or work of **another** person or persons as if they were one's own. Reusing one's own work for two separate classes is not plagiarizing.

Consequently, whether you accept that practice in your class is entirely up to you. Some instructors don't mind; others feel it is violation of the spirit of an assignment. If you do not want students to reuse old papers, then make sure you put it on the syllabus.

For more information,

- Visit the [College Catalog](https://www.cerrocoso.edu/academics/college-catalog)  (<https://www.cerrocoso.edu/academics/college-catalog>) under "Plagiarism and Cheating"
 - Contact your faculty chair, educational administrator, or the vice president of student services at 760-384-6249.
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