



The Weissman Center for Leadership and the Liberal Arts
The Speaking, Arguing, and Writing Program
122 Porter Hall

Writing and Plagiarism

The goal of scholarly writing in the United States includes developing a style or voice of your own. Individuality and original thinking are critical components of academic texts. What you think is more important than what others think, but you must explain and acknowledge who shapes your ideas.

Plagiarism is typically known as presenting someone else's writing or ideas as your own. **You can avoid plagiarism if you:**

- acknowledge the opinions, measurements, computations, or writings of others;
- credit the illustrative concepts, art, or photography of others;
- paraphrase by writing completely different sentences than those from the original source;
- use quotations marks when copying an author's words or phrases;
- minimize your use of quotes and paraphrased text by summarizing;
- rely on your own words when trying to emulate academic sentence structures;
- understand the words, ideas, computations, or measurements you are using;
- determine a source author's tone or stance;
- cite a coauthor if there is one;
- avoid purchasing term papers;
- submit one paper per course, not the same paper for two different classes; and
- give yourself enough time to accurately complete an assignment.

Mount Holyoke College Policy on Plagiarism:

Faculty Procedures for Reporting Suspected Violations of Academic Responsibility

Every case of dishonesty by a student in academic work should be reported in writing to the dean of the College.

When an instructor suspects a violation, it is recommended that she or he discuss the situation with the student. If the student accepts responsibility for the violation, the instructor should submit in writing a report to the dean of the College containing details of the circumstances and documenting evidence if available. After consulting with the dean of the College, the instructor may assign the penalty in the case of a first or minor offense.

When an instructor suspects a violation but the student does not accept responsibility for it, the instructor should submit in writing a report to the dean of the College containing details of the circumstances and documenting evidence if available. The dean of the College will inform the student of the allegation of an honor code violation and discuss it with her. The dean of the College, faculty member, or student may ask that the case be referred to the dean of the faculty or the Academic Administrative Board for adjudication.

In cases of repeated or major offenses (in the opinion of the dean of the College), a student has the choice to have her case judged by either the dean of the faculty or the Academic Administrative Board.

Student Procedures for Reporting Suspected Violations of Academic Responsibility

A student who observes another student in a clear violation of academic responsibility is obligated to maintain the integrity of the honor system by making the violation known to the instructor or the dean of the College.

When a student suspects another student of a violation of the academic honor code, she should speak to the student and encourage her to report herself to the instructor or to the dean of the College. The student alleging the violation should also inform the instructor, who will then discuss the circumstances with the student being charged and, if appropriate, report the violation to the dean of the College. Alternatively, the student alleging the violation may make her report directly to the dean of the College, who will contact the student and the instructor. If it is determined that a violation has occurred, the dean will advise the student of the adjudicating procedures.

Possible Penalties for Violations of Academic Responsibility

The penalties for first and minor offenses are:

1. loss of credit, or failure, for the piece of work; and
2. loss of credit, or failure, in the course.

The penalties for repeated or major offenses are:

1. suspension from the College with notation on the transcript until reinstated as a Mount Holyoke degree candidate, "Suspended by the dean of the College (for specified period of time)," and notation in the permanent file; or
2. required withdrawal from the College with notation on the transcript until reinstated as a Mount Holyoke degree candidate, "Required to withdraw by the dean of the College," and notation in the permanent file.

Source:

<http://www.mtholyoke.edu/omc/faclegis/legisl/facleg14.html>

<http://www.mtholyoke.edu/go/saw>

For an appointment, call x 2651