**Academic Honesty (Plagiarism)**

Plagiarism and cheating are serious offenses that erode the academic environment. The College condones no form of plagiarism—defined as the use of another's words, ideas, visual or verbal material as one's own without proper permission or citation. Students should make sure they have a clear understanding of this important issue and how it applies to both Liberal Arts and studio classes.

Students who violate the standards of academic honesty face serious disciplinary consequences, including letters documenting the incident in their permanent record, immediate course failure and/or dismissal from the College.

**Plagiarism: A Definition and Contract Definition**

Plagiarism is literary burglary. Committed consciously or not, plagiarism is a serious academic offense. You are required to document your sources whenever you do the following:

Use a direct quotation

Summarize or paraphrase a passage in your own words

Copy a table from data provided by others

Present visual examples, designs, figures, paintings, or photographs that you have taken from a specific source (eg: book, brochure, or other document)

**How to Avoid Plagiarism**

Use all available resources at the rough draft stage: Ask the instructor or the staff at the Student Success Center for advice about proper citation.

Although information that is considered common knowledge (Bill Clinton was the governor of Arkansas or mauve is a shade of purple) need not be cited, when in doubt, always cite your source.

Purchase and use the current edition of the standard student reference guide:  Diana Hacker, A Pocket Style Manual Fifth Ed. New York: Bedford/St. Martin's, 2008. ISBN 0-312-45275-6 (available at the CCS bookstore).

Maintain firm control of the writing project.  Do not allow others to rewrite significant portions of the essay.

**Contract (integral part of each Graduate Studies syllabus)**

I understand the meaning of the word plagiarism.  I have read the attached "CCS Plagiarism Policy" and understand the penalties of plagiarizing.