

English Department Statement on Plagiarism

All written work submitted in this course, except for acknowledged quotations, is to be expressed in your own words. It should also be constructed upon a plan of your own devising. The Berkeley Campus Code of Student Conduct defines plagiarism as “the use of intellectual material produced by another person without acknowledging its source” and stipulates that plagiarism includes:

- 1.) Copying from the writings or works of others into one’s academic assignment without attribution, or submitting such work as if it were one’s own;
- 2.) Using the views, opinions, or insights of another without acknowledgment; or
- 3.) Paraphrasing the characteristic or original phraseology, metaphor, or other literary device of another without proper attribution.

Unacknowledged use of the words or ideas of others from any medium (print, digital, or otherwise) is plagiarism. The submission of plagiarized work will, under University rules, render the offending student subject to an F grade for the work in question or for the whole course, and will also make him/her liable for referral to the Center for Student Conduct for further disciplinary action.

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Procedures for Dealing with Suspected Plagiarism

Should you suspect that a student has plagiarized work in your course, confront the student with your concerns. Students who have engaged in academic misconduct usually admit to their transgression after being asked specific questions about the sources of their writing. Should you establish that the student did indeed plagiarize, the nature and severity of the disciplinary action is at your discretion. Here are your options:

- 1.) You may assign the student an F on the work in question yet not fail him/her in the course. Should you choose this option you may consider requiring the student to hand in a rough draft on future assignments to safeguard against further transgressions.
- 2.) You may assign the student an F for the course.
- 3.) In addition to either of the above, the Advisory Committee recommends that you file an "Incident Report" with the Center for Student Conduct (<http://sa.berkeley.edu/conduct/report>):

[a] If you have resolved the matter directly with the student and the student disputes neither the charge nor the sanction, your report should be accompanied by a "Faculty Disposition for Academic Dishonesty," signed by the student to indicate his or her responsibility for the conduct violation. The Center for Student Conduct (CSC) will not take further action in the absence of prior violations; your report will be kept confidential and will not by itself create an official University student conduct record.

[b] If the student does not accept the charge or the sanction, file the incident report alone. The CSC will then investigate the incident. Any additional action that they *may* decide to take, based on the case history of the student (if any), would supplement your own decision; the instructor's grade-based penalties are final and not subject to review by the Center.

In either case, you should provide documentation of the violation, such as the essay and the plagiarized source(s), annotated to indicate the location and extent of the plagiarized passages as far as you are able to determine them.