



Policy Manual
Department of Communication Studies
January, 2013

Departmental Policies on Plagiarism and Academic Misconduct

Academic misconduct is behavior such as cheating or plagiarizing (using another individual's work as your own without appropriate citation). The required verbiage with regard to plagiarism as of Fall, 2012 is:

Academic Misconduct: Please refer to the Student Code of Conduct in the NMSU Student Handbook for what constitutes academic misconduct (and nonacademic misconduct). The Handbook is available at the NMSU web site. Please note that any type of plagiarism, even inadvertent, could result in failure of the assignment, the course, or suspension. Please note, also, plagiarizing yourself (i.e., using a paper from another course whether it is current or a past course) will be considered plagiarism and will be treated as such. Any individuals who are caught cheating on ANY assignment may face the same repercussions.

The current Student Code of Conduct definition of plagiarism can be found at:

<http://deanofstudents.nmsu.edu/student-handbook/1-student-code-of-conduct/3-academic-misconduct.html>

Basically it says:

Plagiarism is using another person's work without acknowledgment, making it appear to be one's own. Any ideas, words, pictures, or other source must be acknowledged in a citation that gives credit to the source. This is true no matter where the material comes from, including the internet, other student's work, unpublished materials, or oral sources. Intentional and unintentional instances of plagiarism are considered instance of academic misconduct. It is the responsibility of the student submitting the work in questions to know, understand, and comply with this policy. If no citation is given, then borrowing any of the following would be an example of plagiarism:

- An idea or opinion, even when put into one's own words (paraphrase)
- A few well-said words, if these are a unique insight
- Many words, even if one changes most of them.
- Materials assembled by others, for instance quotes or a bibliography
- An argument
- A pattern or idea
- Graphs, pictures, or other illustrations
- Facts
- All or part of an existing paper or other resource

The Departmental Policy includes the NMSU policies as well as the following:

- Even with a citation, failure to put quotation marks around direct quotations also constitutes plagiarism, because it implies that the writing is your own. Material should either be paraphrased or clearly designated as a quotation. Note that replacing words with synonyms, changing verb tense or other minor alterations do not qualify as paraphrasing.
- Self-Plagiarizing is considered plagiarizing (using the same paper in two or more classes) unless approved by the Faculty of classes where a paper will be used again.
- The following is expected of all students in our courses: if they are quoting some text verbatim (i.e., using the exact words of some other author, even if it is just a phrase or a short sentence), they must do all of the following: (i) put the quoted text into quotation

marks; (ii) after the quoted material include the following information in parentheses: list the author(s) last name(s), publication year, and the exact page number from which the quoted text came from; (iii) include full reference in the "References" section of their paper. If a Faculty member chooses to change this in a course this is appropriate if students are informed.

Further, regarding the reporting of Plagiarism:

- Each incident of plagiarism will be reported to the Department Head and the Department Head and Faculty claiming a student plagiarized will discuss the situation
- The Faculty member will write a summary of the plagiarism and/or provide the following to the Department Head: the paper or assignment which was plagiarized; evidence of plagiarism such as the specific areas where information was not cited appropriately in the assignment as well as provide copies of materials which were plagiarized; and information on the action taken in the class regarding the event (failure of course, failure of assignment, etc.).
- The Faculty member will inform the student of the claim of plagiarism through a memo or email and cc the Department Head.
- The Department Head may call a meeting with the faculty member and the student if the situation is unclear or to gather more information.
- The Department Head will write a memo reporting any actions taken (meetings, assignment grade reduction, etc.) and why the claim was made. The Department Head in this letter may report their impression of the evidence; does the Department Head agree with the claim of plagiarism or disagree and/or how severe is the plagiarism. These memos will go to: the Judicial Hearing Officer in the Dean of Students Office, the Academic Associate Dean of the College of Arts and Sciences, the Faculty member who brings forth the claim, and to the student. The student will be offered the opportunity to pick up their copy of the memo from the COMM office or have it sent certified mail to them at a given address.
- The student can then use University processes to appeal if so desired.
- With Graduate students, the process includes a Select Review committee which will include up to three Faculty who are not included in the claim and this group will not include the Department Head. The Department Head will use the review process for his/her decision on the claim and if there should be any departmental actions taken (expulsion, etc.).

Departmental Policies on Plagiarism and Non-Academic Misconduct

Non-Academic misconduct includes behaviors which are disruptive to a course or the functioning of a department. For example, if a student repeatedly answers a cell phone during class when instructed not to this could be considered non-academic misconduct as it is a disruption in the course.

The Department of Communication Studies will handle claims of Non-Academic Misconduct in the same manner of claims of Academic Misconduct as detailed above. This includes the same meetings, memos, and etc. Students can be dismissed from the Department of Communication Studies for the following:

- Threatening another student when a police report has been filed and event occurred on campus
- Threatening a Faculty member on or off campus when a policy report has been filed
- Repeatedly demonstrating inappropriate behavior in the classroom. This would require three or more reports of such behavior to the Dean of Students and the College of Arts and Sciences by the Department Head of Communication Studies.

Departmental Policies on Classroom Behavior and Expectations

The Faculty of the Department of Communication Studies agree on the following expectations. Violations of these expectations would be disruptive behaviors may be considered inappropriate and grounds for writing up a claim of Non-Academic Misconduct. Behavioral Expectations include the following:

- No use of electronics (computers or cell phones) unless approved by the Faculty member teaching the course. If this is violated the student must turn in the electronic device to the Faculty member and the Faculty member will give it to the Department Head. The student must then retrieve the device from the Department Head when the DH is available to return it to them (this at times may not be until the following day or if a Friday the following Monday or Tuesday).
- Students will be respectful of other students and not call each other names, roll their eyes, or in any way dismiss the comments made by another student. We believe in civil discourse and in civil disagreement. Disagreement can further everyone's understanding of a topic if conducted with respect.
- With the exception of exams in COMM 265G, we will not schedule make-up exams for students who have planned to leave campus early for family or other commitments. With the exception of COMM 265G students, students can request taking an exam a day or two early but not after the date specified for the exam by NMSU

PLEASE CONTINUE TO NEXT PAGE FOR SIGNATURE

SIGNATURE PAGE

Please indicate if you are a COMM Major (Circle one): Yes No

I, _____, by signing below indicate that I have read and fully understand the Policies of the Department of Communication regarding expectations of behavior and the use of electronics.

_____ /

Print Name

Signature/Date

THANK YOU! IF YOU HAVE FURTHER QUESTIONS PLEASE CONTACT THE
DEPARTMENT HEAD AT 646-2801

