

ACADEMIC INTEGRITY

GENERAL REQUIREMENTS FOR SATISFACTORY ACADEMIC PROGRESS

All students are expected to maintain a **minimum grade point average of 3.0** in all coursework taken at Claremont Graduate University with no more than two incomplete courses at any time. In addition, doctoral students must show satisfactory progress in research and examinations as judged by the faculty in their academic program, and must make timely progress toward the degree as defined in the university's time to degree policy as described in the bulletin.

Failure to maintain the applicable minimum standard may result in the student being placed on academic probation for the following semester by the faculty in their academic program. Students placed on probation who have not met the minimum standard by the end of the next semester are subject to dismissal from the university. Individual academic programs may require a higher grade point average and/or additional standards of progress. See appropriate sections of the bulletin.

SCALE OF GRADES

The grade-point system currently in use at CGU is as follows:

| | |
|---|-----------------------------|
| A+ | 4.0 |
| A | 4.0 |
| A- | 3.7 |
| B+ | 3.3 |
| B | 3.0 |
| B- | 2.7 |
| C+ | 2.3 |
| C | 2.0 |
| C- | 1.7 |
| S | Satisfactory (B or better)* |
| I | Incomplete |
| U | Unsatisfactory |
| PI | Permanent Incomplete |
| oo | Audit |
| GP | Grade Pending |
| W | Withdrawal |
| *S grade is recommended for research courses ONLY and is not calculated into a student's grade point average | |

PLAGIARISM

Plagiarism is a serious academic offense, which will lead to disciplinary procedures when detected. See the *CGU Bulletin* under “**Standards of Academic Honesty**” for details. Faculty members are required to report all cases of apparent plagiarism to the office of the Vice President of Academic Affairs. Most plagiarism occurs unintentionally, due to ignorance of academic expectations on citing sources. However, ignorance is no defense in cases of plagiarism. If you have any doubt about the meaning of plagiarism, read the following document carefully:

PLAGIARISM EXPLAINED:

pla'giarise, -ize, to steal from the writings or ideas of another. - ns.

from *Chambers English Dictionary*

plagiary, pla'ji- -ri, n. (arch.) one who steals the thoughts or writings of others and gives them out as his own: the crime of plagiarism. - adj. (obs.) practicing or got by literary theft. - v.t. **pla'giarise, -ize**, to steal from the writings or ideas of another. - ns. **pla'giarism**, the act or practice of plagiarizing; pla'giarist, a person who plagiarizes. (L. plagiarius, a kidnapper, plagiary - plaga, a net.)

Plagiarism is a serious violation of academic ethical standards. For this reason, it is important that you know what it is and how it can be avoided.

WHAT IS PLAGIARISM?

The meaning of plagiarism may be understood best by examining both the definitions given the term by authorities and the forms in which it is manifested.

Definitions

The range of definitions is illustrated by the following examples:

"Plagiarism...means trying to pass off someone else's work as your own."¹

"Plagiarism (derived from a Latin word for kidnapper) means using another person's language or ideas without acknowledgement."²

"Plagiarism is defined as the attempt to fob off another's thought or language as one's own..."³

"Fundamentally, plagiarism is the offering of the words or ideas of another person as one's own."

"Q. What constitutes plagiarism?"

A. Two or more words taken from a source without quotation marks."⁵

"Plagiarism means taking material written by another and offering it as one's own."⁶

"To take an idea, even a suggestion, or the peculiar expression of another without acknowledgment of its source is to give the reader the false impression that the idea is your own. This is plagiarism...."⁷

"Plagiarism exists when a writer *leads his reader to believe that what he is reading is the original work of the writer when it is not.*"⁸

Each form of plagiarism implicitly claims originality but is based, in fact, upon the words or ideas of someone else.

How Can Plagiarism Be Avoided?

The key to avoiding plagiarism is documentation. When you take words, ideas or facts, which are not common knowledge⁹ from someone else, cite your source. Proper format may be found in any manual of style. Among such manuals are: The University of Chicago Press, *The Chicago Manual of Style*, Fourteenth Edition (Chicago: University of Chicago Press, 1993) or Kate L. Turabian, *A Manual for Writers of Term Papers, Theses and Dissertations* (Chicago: University of Chicago Press, 1996).

Thus plagiarism must be avoided. Through proper documentation we may enhance the academic integrity of ourselves, the School of Politics and Economics and Claremont Graduate University.

¹Langdon Elsbree and Frederick Bracher, Heath's College Handbook of Composition, Eighth Edition (Lexington, Mass.: D.C.Heath, 1972), p. 596.

²William Coyle, Research Papers, Fifth Edition (Indianapolis: Bobbs-Merrill, 1980), p. 105.

³Sidney and Carolyn Moss, The New Composition by Logic, Revised Edition (Carbondale: Southern Illinois University Press, 1978), p. 29.

⁴James Lester, Writing Research Papers, A Complete Guide, Third Edition, (Glenview IL: Scott, Foresman, 1980), p. 49.

⁵Helene Hutchison, The Hutchison Guide of Writing Research Papers (New York: Glencoe Press, 1973), p. 179.

⁶Porter Perrin, Writer's Guide and Index to English, Third Edition (Chicago: Scott Foresman, 1959), p. 635.

⁷Florence Hilbish, The Research Paper (New York: Bookman Associates, 1952), p. 112.

⁸Harold Martin and Richard Ohmann, The Logic and Rhetoric of Exposition, Revised Edition (New York: Holt, Rinehart and Winston, 1963), p. 274.

⁹For a further discussion of the idea of "common knowledge" see Hilbish, op.cit., pp. 112.