

# Information about Plagiarism and Cheating

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While it is distasteful to consider these topics at a military graduate school, past experience has shown that the guidelines need to be clearly explained in order to avoid misunderstandings.

*Plagiarism* is the submission of another person's work as representing one's own work.

*Cheating* is the copying of another person's work. Plagiarism is a form of cheating.

It is the responsibility of the faculty to clearly explain the rules and guidelines for each component of a course that is going to be turned in for credit and to be available to answer as many questions as required to clarify the rules.

It is the responsibility of the student to understand and follow the rules specified by the faculty member and to seek further guidance when the rules are not understood.

The following rules generally apply unless specifically revised by the faculty member in charge of the course:

1. *Exams* – all examination solutions will represent the effort of only the student. No collaboration is allowed unless specified. This is true for take-home exams as well as in-class exams.
2. *Laboratory reports* – laboratory reports are to contain data collected only by the team turning in the report. Data is not to be “shared” with other students. Other lab reports are not to be copied. Procedures and results may be discussed with others unless these discussions are not allowed.
3. *Homework* – homework is the one area where collaboration with others is allowed and encouraged unless specifically not allowed by the instructor. Copying of solutions from others is not allowed.
4. *Projects* – project reports represent the work of the individuals turning in the report. The rules on discussing results and procedures, as well as collaborating with others, vary widely. The instructor must provide specific guidance on these facets of the project.
5. *Reports and Theses* – written reports (including the thesis) represent the work of the author(s) alone. No collaboration is allowed. Material taken from other sources must be acknowledged with a reference citation. Material that directly quotes a source must use quotation marks. (Quotations are not widely used in the technical fields; we prefer to paraphrase the material with accompanying citations.) Ideas that are paraphrased from others must use a citation. Derivations,

proofs, solutions, and other sequences of ideas must be acknowledged with such terms as “The following section follows the derivation of Ref. 3.” or “Reference 8 shows that the following is true.”

Figures that are copied from other sources must acknowledge the source with a citation in the caption. Figures that are slight modifications of a figure from a source must also acknowledge the source in the caption.

In case of suspected or proven cheating or plagiarism, the instructor is solely responsible for determining the effect on the student's grade in course. Penalties can include failure on the assignment or failure in the course. The decisions of the instructor can be appealed to the Department Chairman and, then, the School Dean. Usually the student's Program Officer will be notified of the infraction and its circumstances. The Program Officer may decide to investigate the infraction and to pursue remedies through the military chain of command at NPS. Penalties can range up to disenrollment from NPS and even removal from the service.