

# CODE OF STUDENT CONDUCT

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**WAUBONSEE**  
COMMUNITY COLLEGE

*Where futures take shape*

# **WAUBONSEE COMMUNITY COLLEGE**

## **CODE OF STUDENT CONDUCT**

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## **WAUBONSEE COMMUNITY COLLEGE**

### **CODE OF STUDENT CONDUCT**

#### **Introduction**

Waubonsee Community College strives to create a community climate where learning can flourish and all students feel welcome and respected. Toward this aspiration and in accordance with the mission of the College it is an expectation that students will govern themselves in terms of appropriate behavior with an emphasis on self-respect, integrity, and respect for others. This Code of Student Conduct is the primary statement of those expectations and outlines the procedures for redressing conduct of students and student organizations that fail to abide to these standards. It is the practice of Waubonsee to respect the properly exercised rights of its students. The College recognizes a student's rights within the institution to freedom of speech, inquiry and assembly; to the peaceful pursuit of an education; and to the reasonable use of services and facilities of the college.

In essence, the Code of Student Conduct serves as a guide to control actions that go beyond the exercise of such rights, to maintain order on campus, and to guarantee the broadest range of freedom for all who learn at Waubonsee. Specifically, the Code describes what constitutes as misconduct, lists the process and procedures that will be used in response to such misconduct, provides the sanctions that may be imposed, and informs students of the appeal process.

Each student is responsible for knowledge of and compliance with this Code of Student Conduct, which is available through the Office of the Dean for Students (Student Center, Room 103A), the Student Life Office (Student Center, Room 126), from the Dean for Counseling, Career and Student Support (Student Center, Room 274), or from the Counseling, Advising and Transfer Center (Student Center, Room 262). The Code of Student Conduct is also found in the Student Handbook, which can be accessed online via [www.waubonsee.edu/experience/handbook/index.php](http://www.waubonsee.edu/experience/handbook/index.php)

The college further recognizes each student's and student organization's right to procedural due process, including notice, an opportunity to respond to the allegations, and an appeal process. Any student cited for violation of the Code of Student Conduct will:

1. Receive written notice of the alleged violation. The notice will include
  - a. the specific code violations; and
  - b. reference to the process and rights of students as indicated in the code.
2. Be provided an opportunity to respond to the charges before the Dean for Students and/or the Student Conduct Board. A hearing before the Dean for Students or the

Student Conduct Board is not a formal legal proceeding. Guidelines are presented in Section (III)(A)(4).

3. Be provided an opportunity to appeal the decision.

Students wishing to discuss the alleged violation before the hearing occurs should contact the Dean for Students (Student Center, Room 103A; 630-466-2349).

## **I. Proscribed Conduct by Students**

### **A. Scope of the Code of Student Conduct**

Discipline may be imposed for student conduct which occurs on College premises, off-campus instructional sites, off-campus College-sponsored events and for off-campus conduct which materially and substantially interferes with the College's operational and educational programs or the safety and welfare of the members of the College community. This includes addressing issues of misconduct that occur during breaks within or between semesters of enrollment.

### **B. Conduct - Rules and Regulations**

Students at Waubensee Community College are expected to demonstrate qualities of morality, honesty, civility, honor, and respect. Behavior which violates these standards for which discipline may be imposed includes, but is not limited to, the following:

1. Acts of dishonesty, including, but not limited to:
  - a) cheating which includes, but is not limited to

- i. use of or providing any unauthorized assistance, resources or materials in taking quizzes, tests or examinations; or
- ii. dependence upon or providing the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or
- iii. providing or acquiring, without permission, a test or other academic material that may belong to a text publisher including online resources to textbooks, to Waubensee Community College, to any department or to any staff.

- b) plagiarism (see Plagiarism Statement in Appendix A on page 18) which includes, but is not limited to:
    - i. use, by paraphrase or direct quotation, of the published or unpublished work (including your own) of another person without full and clear acknowledgement; or
    - ii. unacknowledged use of materials prepared by another person, to include direct copying in whole or in part; or
    - iii. use of any agency engaged in the selling of term papers or other academic materials.
  - c) furnishing false information to any college official, faculty member, or law enforcement officer.
  - d) forgery, alteration or misuse of any college document, record, form, or instrument of identification.
  - e) alteration or sabotage of another student's work, such as tampering with laboratory experiments.
  - f) tampering with the election of any college-recognized student organization or the student trustee election.
2. Disruption or obstruction of any operation of the college, including, but not limited to, teaching, disciplinary proceedings, college activities, public service functions on or off campus, or other authorized non-college activities.
  3. Violent or threatening behavior, which include but are not limited to, fighting; relationship (dating, domestic or interpersonal) violence; abuse (physical, verbal, or written); threats, intimidation, harassment, hazing, coercion, stalking; and/or other conduct which threatens or endangers the health or safety of any person or destruction of college premises.
  4. Any sexual assault, dating violence, or unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:
    - a) such conduct has the purpose or effect of interfering with an individual's educational performance or extracurricular

activities; or creating an intimidating, hostile or offensive educational environment.

- b) such conduct has the purpose or effect of interfering with an individual's academic or work performance; or creating an intimidating, hostile or offensive academic or working environment.
5. Attempted or actual theft of and/or damage to property of the college or property of a member of the college community or other personal or public property.
  6. Failure to comply with directions of college officials, faculty members or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
  7. Unauthorized possession, duplication or use of keys to any college premises; or unauthorized entry to, occupancy of, or use of college premises.
  8. Violation of published college policies, rules, regulations, posted notices, guidelines, or procedures.
  9. Violation of federal, state, and local law or board policy on college premises or at college-sponsored or supervised activities.
  10. Gambling, in all forms, in which money is bet on the outcome of a game or contest.
  11. Use, possession or distribution of any narcotic or mood altering drug except if used or possessed consistent with a valid physician's prescription for the student.
  12. Use, possession or distribution of alcoholic beverages except as expressly permitted by the law and college regulations, as well as public intoxication while on college premises, off-campus instructional sites, or at college-sponsored or supervised functions.
  13. Illegal or unauthorized possessions of firearms, fireworks, explosives, other weapons, or dangerous chemicals on college premises, off-campus instructional sites, or at college-sponsored or supervised functions.
  14. Participation in a campus demonstration which disrupts the normal operations of the college and infringes on the rights of other

members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.

15. Obstruction of the free flow of pedestrian or vehicular traffic on college premises, or at college-sponsored or supervised functions.
16. Unauthorized use of electronic or other devices to monitor or make an audio or video record of any person while on college premises without his/her prior knowledge, or without his/her consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, shower or restroom. Additionally, this includes the use of drones, micro-recording devices, and phone photo/videos.
17. Lewd, indecent, disorderly or alarming conduct. Conduct performed in such unreasonable manner as to disturb or alarm another, including but not limited to, actions that breach the peace, disrupt one's ability to learn and study, and it includes any actions, or series of actions, that put a person in fear for their safety. Examples, may include, but are not limited to:
  - a) Following a person;
  - b) unsolicited phone calling;
  - c) watching a person's work environment;
  - d) unsolicited contacts including texts and emails;
  - e) repeated unwarranted contacts;
  - f) any other manner of behavior or action that may frighten.
18. Improper and unauthorized use or abuse of Waubonsee computers, printers, copiers, telephones, facsimile (fax) machines and online access. Specifically, this includes, but not limited to:
  - a) unauthorized entry into a file to use, read or change the contents, or for any other purpose;
  - b) unauthorized transfer of a file;
  - c) unauthorized use of an individual's identification and password;
  - d) use of computing facilities to interfere with the work of a student, faculty member or college official;
  - e) use of computing facilities to interfere with operation of the college and other computing systems;
  - f) unauthorized use or copying of copyrighted software;

- g) the installation or use of a program whose effect is to damage the media, files or programs that capture information;
- h) unauthorized use of computer time for personal, business or illegal purposes.

19. Bullying or cyber-bullying.

- a) Defined as aggressive behavior or intentional harm that occurs within an interpersonal relationship characterized by an imbalance of power. This may include, but is not limited, to behavior that is carried out repeatedly and over time.
- b) Defined as tormenting, threatening, harassing, humiliating, embarrassing, or otherwise targeting by another person using the internet, social media, texting, or any interactive and digital technologies and/or mobile phones.

20. Abuse of the student conduct review procedure, including, but not limited to:

- a) failure to obey the request to appear before the Student Conduct Board or college official;
- b) falsification, distortion or misrepresentation of information before a Student Conduct Board;
- c) disruption or interference with the orderly conduct of a proceeding;
- d) bringing about charges without cause;
- e) attempting to discourage an individual's proper participation in or use of the procedure;
- f) attempting to influence the impartiality of a member of the Student Conduct Board prior to and/or during the course of the proceeding;
- g) harassment (verbal or physical) and/or intimidation of a member of the Student Conduct Board prior to, during and/or after a proceeding;
- h) filing a charge but not appearing before the Student Conduct Board unless the student provides advance notice to the Student Conduct Board concerning the inability to appear;
- i) failure to keep Student Conduct Board information confidential;
- j) failure to comply with the sanction(s) imposed under the Code of Student Conduct;
- k) influencing or attempting to influence another person to commit an abuse of the process; retaliation against a complainant for submitting a charge to the Student Conduct Board.



21. Drones, quadcopters, and other small unmanned airborne devices are not permitted to be used on Waubonsee Community College Campuses without prior authorization.

C. Violation of Federal, State or Local Laws and College Discipline

1. College disciplinary proceedings may be instituted against a student charged with violation of a federal, state or local law which is also a violation of this code; that is, if both violations result from the same factual situation without regard to pending civil litigation in court or criminal arrest and prosecution. Proceedings under this code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.
2. When a student is charged by federal, state or local authorities with a violation of law, the college will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before the Student Conduct Board, however, the college may advise off-campus authorities of the existence of the code and of how such matters are handled within the college community. The college will cooperate fully with law enforcement and other agencies in the investigation of potential criminal activity on campus or involving students, enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of violators who are also students.

**II. Definitions**

The term “accused student” means any student reported as allegedly violating the Code of Student Conduct.

- A. The term “college” means Waubonsee Community College.
- B. The term “college days” is defined as any workday, Monday through Friday, when the college is open.
- C. The term “college official” includes any person employed by the college performing assigned administrative or professional staff responsibilities.
- D. The term “college premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the college (including adjacent streets and sidewalks).

- E. The term “reporting party” means any person who submits a report alleging that a student violated the Code of Student Conduct. When a student believes that s/he has been a victim of another student’s misconduct, the student who believes s/he is a victim will have the same rights under this Code of Student Conduct as are provided to the reporting party, even if another member of the college community submitted the report itself.
- F. The term “faculty member” means all full- or part-time teachers, counselors and librarians, excluding interns and student teachers.
- G. The term “hazing” means any act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.
- H. The term “law enforcement officer” includes any federal, state or local sworn police officer acting in his or her official capacity.
- I. The term “may” is used in the permissive sense.
- J. The term “member of the college community” includes any person who is a student, faculty member, college official, or any other person employed by the college. A person’s status in a particular situation will be determined by the Dean for Students.
- K. The term “organization” means any number of persons who have complied with the formal requirements for college recognition.
- L. The term “preponderance of the evidence” refers to the standard of proof the Dean for Students and the Student Conduct Board use to make the determination if an action or behavior of a student violated the code. The standard is met if the evidence suggests that it is more likely to be true (greater than 50%) than not true that an accused student violated the Code of Conduct.
- M. The term “student,” for the purposes of this code, includes all persons applying for admission or taking credit or non-credit courses provided by the college both full-time and part-time. This also includes Lifelong Learning Institute participants and all individuals taking Waubensee Community College courses online.
- N. The term “responding party” refers to a student who is identified in a report as allegedly violating the Code of Student Conduct.

- O. The term “Student Conduct Board” means any person or persons authorized by the Dean for Students to determine whether a student has violated the Code of Student Conduct and to impose appropriate sanctions.
- P. The term “separation” which applies to College Suspension and College Expulsion means that student is denied access to the campus (including classes), to off-campus instructional sites, and/or to all other college activities or privileges for which the student might otherwise be eligible.
- Q. The term “threat” means any expression of intent to do harm or act out violently against someone or something. A threat can be spoken, written, or symbolic.
- R. The term “will” is used in the imperative sense.

### **III. Dean for Students Authority**

- A. The Dean for Students has the authority to adjudicate cases, impose sanctions, and determine if the Student Conduct Board should be convened.
- B. The Dean for Students will determine the composition of the Student Conduct Board. This will include faculty and student representative(s). The chair will be a faculty member appointed by the Dean for Students.
- C. The Dean for Students will develop procedures for the administration of the Code of Student Conduct.
- D. In certain circumstances, the Dean for Students may impose an interim suspension prior to a hearing before the Student Conduct Board. Circumstances could include but are not limited to theft or other abuse of College property, or students posing a danger to themselves or others.
- E. Decisions made by the Student Conduct Board will be final, pending the appeal process.
- F. All references to the Dean for Students will also include the Dean for Student’s authorized designee.

### **IV. Procedures**

- A. Charges
  - 1. Any member of the college community may file a report against any student for misconduct. Reports will be prepared in writing and directed to the Dean for Students, who is responsible for the

administration of the student conduct process. Any report should be submitted as soon as possible after the event takes place. Faculty and Staff are encouraged to submit information through the Waubonsee Intervention Forms (WIFs) located on the *mywcc* portal webpage.

2. The Dean for Students may conduct an investigation to determine if the report has merit and the responding party should be charged with a violation. The Dean for Students will then determine if the case can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to parties involved. Such disposition will be final and there will be no subsequent proceedings. If it is determined that the case cannot be disposed of by mutual consent, the case will be heard by the Student Conduct Board.
3. All specific charges will be presented to the accused student in written form by the Dean for Students.
4. Proceedings will be conducted by a Student Conduct Board according to the following guidelines:
  - a) proceedings will be conducted in private unless otherwise mutually agreed to by the accused student and the chairperson of the Student Conduct Board;
  - b) admission of any person to the proceeding will be at the discretion of the Student Conduct Board;
  - c) in proceedings involving more than one responding party, the chairperson of the Student Conduct Board, at his or her discretion, may permit the proceedings concerning each accused student to be conducted separately;
  - d) the reporting party and the responding party have the right to be assisted by one advisor they choose, at their own expense. The advisor may be an attorney. The complainant and/or the accused student is responsible for presenting his or her own case and, therefore, while an advisor may be present, he/she is not permitted to speak or to participate directly in any proceeding before a Student Conduct Board, nor will he/she be permitted to cross examine witnesses;
  - e) the reporting party, the responding party and the Dean for Students will have the privilege of presenting witnesses;

- f) pertinent records, exhibits and written statements may be accepted and/or requested by the Student Conduct Board at the discretion of the chairperson;
  - g) all questions are to be directed to and disseminated by the person designated as chair of the Student Conduct Board in his/her sole discretion;
  - h) after the proceedings, the Student Conduct Board will collectively determine, using a standard of preponderance of the evidence, whether or not the accused student is found responsible for violating the Code of Student Conduct.
    - i. If the Student Conduct Board determines that a responding party has violated the Code of Student Conduct, the Student Conduct Board will collectively determine the sanction(s) to be imposed. Following the proceedings, the chair of the Student Conduct Board will forward its written decision to the Dean for Students.
    - ii. The Dean for Students shall render the written decision by certified mail within ten (10) college days of the proceedings. A disposition will be made of any code violation whether the responding party is present or not at the proceedings. The Board, at its sole discretion, may grant a continuance of the proceedings when specifically requested by the responding party.
5. No responding party may be found to have violated the Code of Student Conduct solely because the responding party failed to cooperate in the investigation or failed to appear before the Student Conduct Board. However, evidence of the accused student's failure to cooperate in the investigation or failure to appear before the Student Conduct Board may be taken into consideration by the Student Conduct Board, along with other evidence, in reaching a decision concerning the charges. In all cases, the facts in support of the charges will be presented and considered whether or not the accused student is in attendance.
6. A responding party against whom disciplinary charges are pending will not be permitted to withdraw from the college with a clear record until such charges have been resolved.
7. When a responding party is found not responsible for violating the Code of Student Conduct, a written statement to the accused student

will be issued that no violation of a college regulation has been determined.

8. All Student Conduct Board decisions are effective upon notification to the student by certified mail or hand delivery.

## B. Sanctions

1. The following sanctions may be imposed upon any student found responsible for violating the Code of Student Conduct. All sanctions will be issued in writing.
  - a) **Warning** – a notice in writing to the student that the student is violating or has violated institutional rules, policies and/or regulations.
  - b) **Probation** – a reprimand for violation of specified rules, policies and/or regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional rules, policies and/or regulations during the probationary period.
  - c) **Loss of Privileges** – denial of specified privileges for a designated period of time.
  - d) **Restitution** - compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
  - e) **Discretionary Sanctions** – work assignments, service to the college or neighboring communities, or other related discretionary assignments.
  - f) **Limited Access** – administrative restriction to selected parts/locations of campus sites.
  - g) **Withdrawal from Class** – administrative withdrawal with consequent loss of tuition and fees from a class or classes.
  - h) **Withdrawal from Program** – administrative withdrawal with consequent loss of tuition and fees from a program or programs.

- i) **College Suspension** – separation for a specific period of time, with consequent loss of tuition and fees, of the student from the college after which the student may be eligible to return. While separated the student is not allowed to attend classes, be on college premises including off-campus instructional sites, and is not allowed to participate in college activities or other privileges for which the student might otherwise be eligible. Conditions for re-admission may be specified.
  
- j) **College Expulsion** – indeterminate separation, with consequent loss of tuition and fees, of the student from the college. The student is not allowed to attend classes, be on college premises including off-campus instructional sites, and is not allowed to participate in college activities or other privileges for which the student might otherwise be eligible.
  - i. Reconsideration of expulsion – after an expulsion has become final, the former student may submit a written petition to the Dean for Students requesting reinstatement. A petition to be reinstated will not be considered prior to the expiration of three (3) years after the effective date of the expulsion. Repeat petitions will not be considered until at least one (1) year has passed since the previous filing for reinstatement.
  
  - ii. The petition for reinstatement should list reasons why a former student deserves to be readmitted. These reasons must extend beyond the arguments that the decision of expulsion was inappropriate, unless new information becomes available that exonerates the individual. Reasons for restatement should focus on actions and behaviors of the former student after the expulsion. These reasons should be why the student believes he/she should be given the opportunity to further pursue their education at Waubonsee.
  
  - iii. Once a petition is received the Dean for Students will form a hearing committee comprised of faculty and staff to review the petition. The Dean for Students will chair hearing committee. The committee may interview the former student and ask for additional information in the evaluation of the petition.
  
  - iv. The Dean for Students will form a hearing committee to review the petition from Student Conduct Board hearing

members. The committee may interview the former student and ask for additional information in the evaluation of the petition.

- v. The committee will make a recommendation regarding the petition to the Vice-President of Student Development, who will render the final decision and notify the petitioner. If denied the former student may re-petition once one (1) year has passed. There is no appeal process to this decision.
  - k) **Revocation of Admission or Degree** – admission to or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violation of College standards in obtaining the admission or degree, or for other serious violations committed by a student prior to graduation.
  - l) **Withholding Degree** – the College may withhold awarding a degree otherwise earned until the completion of the process set forth in the Waubensee Community College Code of Student Conduct, including the completion of all sanctions imposed, if any.
2. Students may be directed to participate in counseling or educational seminars in lieu of, or in addition to, the imposition of sanctions.
  3. More than one of the sanctions listed above may be imposed for any single violation.
  4. Disciplinary sanctions other than academic sanctions will not be made part of the student's permanent academic record, but will become part of the student's confidential record maintained by the Dean for Students. Academic sanctions include Withdrawal from Class, Withdrawal from Program, and College Expulsion.
  5. The following sanctions may be imposed upon clubs, groups, or organizations:
    - a) those sanctions listed in Section B.1., a through f.
    - b) Deactivation - loss of all privileges, including college recognition, for a specified period of time.

### C. Interim Suspension



In certain circumstances, the Dean for Students, or designee, may impose an interim suspension prior to an administrative hearing or a Student Conduct Board hearing. Circumstances could include but are not limited to theft or other abuse of College property.

1. Interim Suspension may also be imposed, but not limited to the following:
  - a) safety and well-being of members of the college community or preservation of college property; or
  - b) ensuring the student's own physical or emotional safety and well-being; or
  - c) avoiding a threat of disruption of or interference with the normal operations of the college.
2. During the interim suspension, students will be denied access to the campus (including classes), to off-campus instructional sites, and/or to all other college activities or privileges for which the student might otherwise be eligible, as the Dean for Students determines appropriate.

#### D. Appeals

A decision reached or a sanction imposed by the Student Conduct Board may be appealed in writing. Letter must be postmarked within ten (10) college days of the receipt of the letter to the Vice President of Student Development of the College, who shall make a determination based upon the report from the Student Conduct Board and Dean for Students, as well as any written documentation submitted by the student. The Vice President of Student Development shall render his/her decision within ten (10) college days after receipt of the appeal.

1. An appeal will be limited to a procedural review except when substantive evidence is presented or when the decision involves suspension or expulsion.
2. The Dean for Students will perform a content review of all decisions involving suspension and expulsion and furnish recommendations as warranted to Vice President of Student Development.
3. Review of the case by the Vice President of Student Development may not result in more severe sanctions for the accused students.

4. The decision of the Vice President of Student Development shall be final.

**V. Interpretation and Revision**

- A. Any question of interpretation regarding the Code of Student Conduct will be referred to the Dean for Students for final determination.
- B. The code will be reviewed periodically and amended as necessary under the direction of the Dean for Students. This Code of Student Conduct was last reviewed 02/21/17.

APPENDIX A

**WAUBONSEE COMMUNITY COLLEGE  
Plagiarism Statement**

Plagiarism, using your own or another person's published or unpublished work by paraphrase or direct quotation without full and clear acknowledgement, is a serious breach of academic integrity, and is considered a breach of the Code of Student Conduct. The college expects that students will submit their original work, in their own words, representing their own ideas and judgements. Students will appropriately cite and document ideas, words and works used. Penalties for plagiarism will be determined by the instructor, the Dean for Students and/or the Student Conduct Board as the situation warrants.

***What is plagiarism?***

Plagiarism is more than the theft of mere words: plagiarism involves ideas, theories, insights, work products, projects and images—all collectively termed intellectual property. Authors, scientists, and artists own their intellectual property, so any use of this property without credit is the equivalent of theft. [Refer to Section (I)(B)(1)(b) in the Code of Student Conduct.]

**Examples of plagiarism include:**

- Handing in a paper or assignment (in part or in whole) written by someone else
- Incorporating information from a book or article without documenting the source
- Incorporating information from an electronic source (website, listserv, etc.) without documenting the source
- Submitting a paper, assignment, or project that was purchased and representing it as your own work
- Inaccurate or incomplete documentation of the source of any information

***What is not plagiarism?***

The learning process often calls upon students to work collaboratively or seek outside assistance—such work does not fall within the bounds of plagiarism.

**Examples of work that is not plagiarism include:**

- Working on a group project
- Seeking assistance from the Writing Assistance Center
- Asking another student to read over your work and offer his or her opinion
- Consulting with an instructor on a paper or assignment

***Why is plagiarism such a concern?***

Plagiarism runs counter to the entire learning process. When a student takes a shortcut to completing an assignment or hands in someone else's work, he or she has missed the opportunity to learn. This is a rather disingenuous approach to education as well as a breach of academic integrity. Furthermore, students who cheat may find that they have really

cheated their own futures, as they may later be called upon to use the very skills and abilities the assignment was designed for them to learn.

Plagiarism is about ownership. Scholars, artists, writers, computer programmers and many other professionals make their livings through the articulation of ideas. Through publication they have allowed others access to these ideas but they still own them. Plagiarism robs these individuals not just of their intellectual property but also of their livelihood.

Plagiarism is a form of dishonesty. Students who plagiarize hurt not only themselves but also other students who have done the work honestly. Avoiding the sometimes laborious work of scholarship is not only dishonest, it is also unfair to those who were willing to put in the time and effort necessary.

***How can students avoid plagiarism?***

There are several ways students can avoid plagiarism.

**As you prepare a paper or assignment:**

1. Keep careful records of the sources you consult. If you record this information as you work, you will avoid needless searching later on.
2. Familiarize yourself with the instructor's preferred citation and documentation style (MLA, APA, CMS, etc.). If you need additional assistance, Waubensee offers workshops on research writing and the services of professional tutors in the Tutoring Centers.
3. Learn what falls within the limits of common knowledge. What is considered common knowledge may differ by discipline, but it generally consists of facts and information that are readily available to the public through a variety of sources.
4. When in doubt, cite it! If you are not sure whether or not the information would be considered public knowledge either ask your instructor or cite it to be on the safe side.
5. Place quotes around words that are not your own. Even if you've documented the source at the end of the paper or assignment, you are not done yet. Quotation marks indicate that you are using someone else's language.
6. Be careful when you paraphrase information. Paraphrasing refers to including someone else's information in your own words. Learn what makes for an appropriate paraphrase and remember to cite—even though you may have changed the language, the author still owns the ideas behind the language.

**Before you hand in a paper or assignment:**

1. Keep copies of drafts, outlines, and any other planning documents you used in preparing course assignments. If any questions arise, you will then have evidence you've done your own work.
2. Double-check your documentation and citation format for accuracy. Read through the paper or assignment asking yourself: Did I know this before I began my research? Would I have expressed this the same way had I not been exposed to the same sources? Is every quote followed by the source? Are paraphrases accurate? Are paraphrases representative of my own language use?

**After you hand in a paper or assignment:**

1. Keep a dated copy for yourself. In case questions arise, you will have a record of the completed version.
2. Do not allow others to hand in your work as their own. Allowing others to misrepresent your work is also plagiarism and truly undermines the hard work you have put into the learning process.

***What are the consequences for plagiarizing?***

The penalty for plagiarizing will be determined by the instructor. Penalties vary based on the severity of the incident, whether it was outright theft or faulty documentation. However, lack of knowledge regarding documentation is no excuse for plagiarism. Penalties may include receiving a grade of F in the course, receiving an F on the assignment and/or referral to the Student Conduct Board.

**Waubonsee Community College does not discriminate on the basis of race, color, religion, gender, sexual orientation, age, national origin, veteran's status, marital status, disability or any other characteristic protected by law in its programs and activities. For more information on the college's nondiscrimination policies, contact the Executive Director of Human Resources at (630) 466-7900, ext. 2367; Waubonsee Community College, Route 47 at Waubonsee Drive, Sugar Grove, IL 60554-9454.**

*June 28, 2016*

For additional information:

Dean for Students  
Student Center, Room 103A  
(630) 466-7900, ext. 2349

Dean for Counseling, Career and Student Support  
Student Center, Room 262  
(630) 466-7900, ext. 2389