

# Plagiarism Policy and Process

Last Modified on 11/02/2022 2:07 pm MDT

## Plagiarism Policy and Process

Plagiarism offenses will be reported to the Office of Student Affairs, who will record offenses, instruct faculty of needed interventions, and communicate with students as appropriate.

In all instances of suspected plagiarism, the faculty member will inform the Office of Student Affairs, who will check for prior reports of plagiarism in your record. The faculty member will also send a follow-up email to Student Affairs for documentation purposes, who will record the instance in the Plagiarism Log and in the student's record:

*Please Note:* If you are retaking a course, CSU Global expects you to submit all new work for credit. You are able to use a small portion of your original work as long as you cite yourself. For more information, please see the "Avoiding Plagiarism" page in the Writing Center. Click on the "APA Citing & Resources" button on the homepage, then you'll find a link called "Submitting Assignments" in the middle of the "Avoiding Plagiarism" section towards the bottom of the page.

**First Offense:** For a first offense, the Office of Student Affairs will record the offense in your academic record, and the instructor will note the offense in the comment section of the plagiarized assignment. The Office of Student Affairs will provide recommendations for additional writing and citation support. You will be given the option to resubmit the assignment within 5 days of the first offense email notification. Grading of all work will be completed in alignment with the assignment grading rubric.

**Second Offense:** For a second offense, the Office of Student Affairs will record the offense in your academic record, and the instructor will note the offense in the comment section of the plagiarized assignment. The Office of Student Affairs will provide recommendations for additional writing and citation support. You will be provided the option to resubmit the assignment within 3 days of the second offense email notification with a 10% penalty in points. Grading of all work will be completed in alignment with the assignment grading rubric.

**Third Offense:** For a third offense, the Office of Student Affairs will record the offense in your academic record, and the instructor will note the offense in the comment section of the plagiarized assignment. You will receive a grade of zero for the assignment(s) with no opportunity to resubmit. The Office of Student Affairs will provide recommendations for additional writing and citation support.

**Fourth Offense:** For a fourth offense, the Office of Student Affairs will notify you of Disciplinary Warning Status and you will receive an "F" in the course. Any subsequent confirmed plagiarism offense may result in dismissal from the university. At the discretion of the Provost, you may face immediate dismissal from the University.

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