Kaplan University’s Plagiarism Policy

Kaplan University considers academic honesty to be one of its highest values. Students are expected to be the sole authors of their work. Use of another person’s work or ideas must be accompanied by specific citations and references. Though not a comprehensive or exhaustive list, the following are some examples of dishonesty or unethical and unprofessional behavior:

- Plagiarism: Using another person’s words, ideas, or results without giving proper credit to that person; giving the impression that it is the student’s own work.

- Any form of cheating on examinations.

- Altering academic or clinical records.

- Falsifying information for any assignments.

- Submitting an assignment(s) that was partially or wholly completed by another student.

- Copying work or written text from a student, the Internet, or any document without giving due credit to the source of the information.

- Submitting an assignment(s) for more than one class without enhancing and refining the assignment, and without first receiving instructor permission. In cases where previous assignments are allowed to be submitted for another class, it is the responsibility of the student to enhance the assignment with additional research and to also submit the original assignment for comparison purposes.

In essence, plagiarism is the theft of someone else’s ideas and work. Whether a student copies verbatim or simply rephrases the ideas of another without properly acknowledging the source, it is still plagiarism. In the preparation of work submitted to meet course requirements, whether a draft or a final version of a paper or project, students must take great care to distinguish their own ideas and language from information derived from other sources. Sources include published primary and secondary materials, electronic media, and information and opinions gathered directly from other people.

A computer program, marketing plan, PowerPoint presentation, and other similar work produced to satisfy a course requirement are, like a paper, expected to be the original work of the student submitting it. Copying documentation from another student or from any other source without proper citation is a form of academic dishonesty, as is producing work substantially from the work of another. Students must assume that collaboration in the completion of written assignments is prohibited unless explicitly permitted by the instructor. Students must acknowledge any collaboration and its extent.
in all submitted coursework. Students are subject to disciplinary action if they submit as their own work a paper purchased from a term paper company or downloaded from the Internet.

Kaplan University subscribes to Turnitin.com, the world’s largest plagiarism-detection service, and reserves the right to check all student work to verify that it meets the guidelines of this policy.

Academic dishonesty is a serious offense and may result in the following sanctions:

1st offense: Failure of the assignment in which the action occurred.

2nd offense: Failure of the class in which the action occurred.

3rd offense: Expulsion or permanent dismissal from the University.

Procedures for processing plagiarism offenses are as follows:

**Online Students**
Charges of academic dishonesty brought against a student shall be made in writing by the instructor to the Assistant Dean of Faculty and Coordinator of Academic Records. The Coordinator of Academic Records maintains a database of plagiarism offenses and a file of all plagiarism charges. When an offense has been committed, the Coordinator of Academic Records sends the student a copy of the plagiarism policy and a letter of the action taken, and informs the Assistant Dean of Faculty and the course instructor of any plagiarism charges.

**Onsite Students**
Charges of academic dishonesty brought against a student shall be made in writing by the instructor to the Program Coordinator, the Director of Academic Services, and the Coordinator of Academic Records. The Coordinator of Academic Records maintains a database of plagiarism offenses and a file of all plagiarism charges. When an offense has been committed, the Coordinator of Academic Records sends the student a copy of the plagiarism policy and a letter of the action taken.