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b. Optional: The syllabus may also include a definition for plagiarism provided by Stolley, Brizee & Paiz (2011):

buying, stealing, or borrowing a paper (including, of course, copying an entire paper or article from the Web); hiring someone to write your paper for you; and copying sections of text from a source without quotation marks or proper citation. But then there are actions that are usually in more of a gray area. Some of these include using the words of a source too closely when paraphrasing (where quotation marks should have been used) or building on someone's ideas without citing their spoken or written work (Is It

c. Optional: The syllabus may also include an academic unit (college, school, department, and/or program) policy statement. The academic unit policy may not limit nor contradict the OLLU policy statement.

d. Optional: The syllabus may also include a course-specific policy statement. The course specific policy may not limit nor contradict the OLLU or academic unit policy statement(s).

e. The syllabus should include course specific implications of the policy statements above, as appropriate.

2. Instructor Communication with Students When an instructor communicates with a student suspected of violating any of the academic integrity policies stated in the course syllabus, the instructor must:

a. Communicate directly with the student (in person, by telephone, by OLLU mail, by secure online chat, etc.) regarding the allegation, and the instructor must keep a record of the communication.

i. This direct communication of allegations must occur within 10 working days of the alleged infraction and before the instructor may impose any irreversible consequences.

3. Sanctions for Student Violations of Academic Integrity The student may not withdraw communication of the allegation unless that allegation is withdrawn by the instructor or the student. Sanctions may be applied to violations of academic integrity by a student:

a. The maximum penalty that can be imposed by an instructor is a grade of F in the course in which the violation occurred.

b. A penalty of expulsion or suspension from the university may be imposed by the Vice President for Academic Affairs in situations such as repeat or egregious violations.



