

Plagiarism Guidelines

Plagiarism is the use of another person's ideas, words, phrases, sentences, facts, graphics, charts, tables, graphs, audio-visuals, or other intellectual products without appropriately citing and crediting the original source(s). Plagiarism in any form constitutes academic misconduct. Allegations of plagiarism are considered serious and are investigated under [UNM Faculty Handbook Policy E40](#). Appropriately citing sources brings deserved credit to the work of other writers, indicates the level and quality of research conducted, provides a scientific foundation for scholarship, builds solidarity in the academic community, and facilitates the reader's ability to validate claims and pursue independent learning.

EXAMPLES OF PLAGIARISM

The following are considered examples of plagiarism but are not inclusive. It is within the discretion of the committees considering an allegation of plagiarism to determine if other actions not listed here also constitute plagiarism. All UNM faculty, staff, and students are encouraged to attend workshops on plagiarism and research misconduct offered through UNM's [Office of Research Integrity and Compliance](#).

- The submission of efforts of others as your own personal or group work in either clinical or classroom assignments such as group projects, collaborative research, examinations, or tutorials
- Use of direct quotations without the use of quotation marks and referencing of the source of the quotation
- Incorrect paraphrasing information without proper citation of the source
- Failure to provide adequate citations for material used
- The purchase of a scholarly paper or any other academic product from the Internet or any other commercial sources and submitting it as your own work
- Downloading work from the Internet and submitting it as your own without citation
- Directly copying and pasting from any source, electronic or written, into any academic assignment without explicit citation of the original source
- Submission of a work product from a previous course for credit in a current course without direct permission of the instructor
- Inappropriate and unattributed use of the cut/paste function in electronic medical record documentation of clinical care
- Being aware of your co-author's plagiarism and failing to address it

CONSEQUENCES OF PLAGIARISM

UNM considers plagiarism as academic dishonesty and research misconduct that violates University's policies, mission, and the spirit of a university education. The following procedure will be followed when a student is suspected to have plagiarized.

PROCESS FOR ADDRESSING ACADEMIC MISCONDUCT BASED ON PLAGIARISM ALLEGATION:

1. The instructor will notify the student verbally and in writing that there is concern regarding plagiarism.
2. If it is determined that plagiarism has occurred, consequences may include a lowered grade, failure of the assignment, or failure of the course. The instructor may require the student to resubmit the assignment.
3. The instructor will send a notification of the nature of the plagiarism and the action to the Dean of Students to determine if further action is warranted. The Dean's Office will review the incident and determine if other penalties are appropriate depending on the seriousness of the plagiarism and the context in which it occurred as well as the student's explanation.

PROCESS FOR ADDRESSING PLAGIARISM ALLEGATION INVOLVING A RESEARCH ACTIVITY:

1. A claim may be filed with the Vice President for Research (VPR) by anyone aware of or observing plagiarism.
2. The claim needs to be sufficiently specific to enable the VPR to make a preliminary assessment of allegations. Any supporting evidence should be provided to the VPR.
3. If the VPR's preliminary assessment results in a decision to proceed with the claim of misconduct, an inquiry process will commence in accordance with [UNM Faculty Handbook Policy E40](#).