

**TOWSON UNIVERSITY**  
**College of Fine Arts and Communication**  
**Department of Mass Communication and Communication Studies**  
**Towson, MD 21252**  
**410-704-3431**

**MEMORANDUM**

**TO:** All Students in the Department Of Mass Communication and Communication Studies  
**FROM:** Department Faculty  
**SUBJECT:** PLAGIARISM AND CHEATING

Plagiarism

The Department of Mass Communication and Communication Studies adheres to the following policy regarding plagiarism:

1. Any words or images taken directly from another source (including the Internet) must be footnoted or cited and in quotation marks. Similarly, in oral presentations, attributions must be clear.
2. Any ideas derived from a source not in the public domain or of general knowledge must be clearly attributed.
3. Any paraphrased material must be footnoted or cited. In oral presentations, attributions must be clear.
4. All papers and presentations must be the student's own work. Submission of papers or presentations authored by others, even with their consent, constitutes plagiarism.

Any student found plagiarizing in any of the above ways will receive an automatic "F" for the assignment and may receive an "F" for the course. Documented evidence of the plagiarism will be kept in the department office, and will be reported to the Office of Judicial Affairs.

Any student discovered soliciting others to write a paper, speech, test, or other assignment for that student will receive an automatic "F" for the course.

There are ambiguities in concepts of plagiarism. Faculty will be available for consultation regarding any confusion a student may have.

Most students are careful to avoid blatant plagiarism, the unacknowledged copying of exact words of the source. However, students must also be aware that the concept of plagiarism extends not only to wording but to patterns or sequences of ideas. If you paraphrase without acknowledgement, using the same sequence or structure as the original author, then you are plagiarizing.

Students have the right to appeal a charge of plagiarism. An appeal starts with the chairperson of the department.

Cheating

The Department of Mass Communication and Communication Studies has adopted the following policy regarding cheating:

**ANY STUDENT CAUGHT CHEATING ON ANY QUIZ OR EXAM WILL RECEIVE A MINIMUM OF AN "F" ON THE QUIZ OR TEST AND A MAXIMUM OF AN "F" FOR THE COURSE.**