

**Appendix B-3 - Notice of Plagiarism/Cheating  
Culture & Intensive English Program  
University of Northern Iowa**

*Presenting someone else's work as your own in an assignment without proper citation of the source is an act of plagiarism. Plagiarism can occur on any written work or oral presentation related to your evaluation for a grade. Likewise, using outside help during a test or quiz or other evaluation without the consent of the teacher is an act of cheating. Plagiarism and cheating are acts of academic dishonesty and serious offenses in the U.S. academic environment. Please refer to the CIEP Student Handbook for more descriptions of these acts. Below is the description of your act of plagiarism or cheating along with the consequences.*

Name of Student \_\_\_\_\_ Today's date \_\_\_\_\_

Class \_\_\_\_\_ Sp 1 Sp 2 Summer Fall 1 Fall 2 Year \_\_\_\_\_

Description of assignment or activity: \_\_\_\_\_  
\_\_\_\_\_

Description of plagiarism or cheating committed by the student (include date of incidence) and action taken by the teacher (for each act, a typed description and copy of student's work may be attached):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Teachers discuss plagiarism and cheating in class and provide warnings to students. If you are found to commit plagiarism or an act of cheating, you will be penalized in the following ways depending on the circumstances. Teacher marks below the corresponding type below:

- Student committed a minor act of plagiarism or cheating in his/her work for a class. Minor acts include: copying a few lines of text without citing source, using AI text generation on some parts of an assignment, glancing at neighbor's paper, whispering to others, and signaling others during an exam. These can result in a warning and/or meeting with the teacher.
- Student committed a minor act of plagiarism or cheating a second time in his/her work or exam for a class OR committed a serious act of plagiarism or cheating. Serious acts include: copying or purchasing an essay or other assignment and presenting it as your own, using AI text generation for the majority or all of an assignment, obtaining and using unauthorized materials (paper, electronic) or help (verbal) during an exam, or obtaining extensive help from classmates or non-classmates for an exam. These can result in a failing grade for the related assignment or exam.
- Student committed a minor act of plagiarism or cheating a third time in his/her work for a class OR committed a very serious act of plagiarism or cheating. Very serious acts include: organizing others to cheat or plagiarize, or providing copies of exams, essays or test materials to others. These can result in a failing grade for the class or expulsion from CIEP.

Instructor signature: \_\_\_\_\_

Instructor's printed name: \_\_\_\_\_

Note to instructor: Original form goes to the Director and stays in student's permanent file to be marked if further action is required in the context of this course. Plagiarism or cheating documented in other classes requires a new form. Student receives copy each time form is used or marked.