

## **WHAT IS PLAGIARISM?**

Plagiarism is presenting the words or thoughts of another writer as if they were your own. Statistics other than those you have compiled yourself should be attributed to the appropriate source(s). You commit "plagiarism" whenever you use a source in any way or form without precisely acknowledging what you have taken from it.

## **THREE MOST COMMON WAYS OF PLAGIARIZING ARE:**

1. Word-for-word, continuous copying without quotation marks or mention of the author's name.
2. Citing the author but copying many words and phrases without quotation marks, so that the reader has no way of knowing who has written what.
3. Taking the author's idea without acknowledging the source.

**\*Additional information can be found in the "Guidelines for Writing Handbook".**

## **STEPS THAT WILL BE TAKEN IF CAUGHT FOR PLAGIARIZING:**

**FIRST OFFENSE** – The student will have to rewrite the paper and the final grade for the course will be reduced two letter grades.

**SECOND OFFENSE** – Student will fail course and you will have to retake the course with additional charges.

**THIRD OFFENSE** – Student may be dismissed from school with no grades/transcripts.

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### **SIGN AND MAIL OR FAX TO:**

**Louisiana Baptist University and Theological Seminary  
6301 Westport Avenue  
Shreveport, Louisiana 71129**

**Fax Number: 318.688.2148**

**I have read and understand the above statement concerning plagiarism and if caught the consequences there of. I also understand no future grade sheets will be issued until this form is signed and returned.**

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**Signature**

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**Date**

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**Please Print Name**