



ACADEMIC HONESTY AND COPYRIGHT INFRINGEMENT

Candidates are expected to maintain the highest standards of integrity in their academic work. Failure to do so may jeopardize a candidate's success in the program. Examples of academic dishonesty include:

- Presenting another's words, music or concepts as one's own by failing to acknowledge or properly cite the source (see Plagiarism, below).
- Communicating or receiving information to / from another in a testing situation.
- Consulting notes or any other source of answers / information in a testing situation, unless the instructor explicitly authorizes such access.
- Making available or accessing tests or assignments from current or previous classes, unless explicitly authorized by the instructor.
- Bringing answers or information by any means into a testing situation, unless explicitly authorized by the instructor.
- Collaborating on or submitting jointly produced work on any test or assignment that is intended to reflect individual effort.

Candidates should not expect to receive a passing grade on any test or assignment that reflects dishonesty or academic irregularity. Cheating in any form may result in a failing grade for the class and / or academic expulsion.

Plagiarism

"Plagiarism" is defined as presenting another person's words, ideas, data or work as one's own. Plagiarism includes, but is not limited to, the exact duplication of another person's work, or the incorporation of a substantial or essential portion of another person's work, without proper citation. Other examples of plagiarism include the acts of appropriating creative works (or portions thereof) in such fields as art, music and technology, and presenting them as one's own.

All work submitted must be properly credited to the original source(s) of the information. In written work, direct quotations, paraphrased statements that summarize another's work, and other information that is not considered common knowledge must be cited or acknowledged, usually in the form of a footnote. Quotation marks or a proper form of identification should be used to indicate direct quotations.

Failure to adhere to these guidelines and definitions in academic assignments represents cheating and carries appropriate penalties.

Copyright Compliance

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five

years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

It is the goal of VanderCook to fully comply with the U.S. Copyright Act. Inappropriate use of copyrighted materials will not be tolerated. Information to clarify what constitutes fair use of copyrighted material, including a copy of "Copyright: A Complete Guide for Music Educators," can be found in the Ruppel Library. Copyright guidelines can also be found on the Ruppel Library website at <http://www.vandercook.edu/library/about/>.