

Kaplan University

Kaplan University Student Reuse Policy Resource

Kaplan University adheres to [Academic Integrity Policy](#) which supports the University [Honor Code](#). This student reuse policy clarifies the difference between reusing a paper in an acceptable manner, recycling an assignment and committing plagiarism, and repurposing assignments for successful research and writing.

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Definitions

Reusing: Reusing a paper or assignment when retaking a course only after an unsuccessful attempt of the same Kaplan University course. Reuse is allowed without penalty and is not considered plagiarism.

Recycling: Submitting a previously submitted paper or other work for a course as though it were new work. **Recycling constitutes plagiarism** (Figure 1).

Repurposing: Using parts of a previously submitted assignment for work in a subsequent course. Repurposing is allowed with prior permission from the instructor, proper self-citations, and substantial revisions.

Reusing Assignments: Facts

During the course of an academic career, a student may retake a previously attempted Kaplan course. A student is allowed to resubmit or reuse previously submitted assignments in their entirety *when retaking a previously attempted Kaplan University course*. Reuse is not allowed any other time. The following facts apply to the Reuse Policy:

1. Instructors must be informed of the submission.
2. Proper citation of the prior submission should be included on the resubmitted assignment. Citation Example: This assignment was originally submitted on [Give the date] for [Give the course and the instructor].
3. The reused assignment is graded like an original submission.
4. The student is responsible for ensuring the reused assignment meets current course grading criteria and outcomes.
5. All other aspects of the work should adhere to the [Academic Integrity Policy](#).



Figure 1. Important: While reusing and repurposing are allowed, recycling constitutes plagiarism.

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Recycling Assignments: Facts

Students are expected to produce original course work for each course taken at Kaplan University per the [Academic Integrity Policy](#).

1. A student who uses previously submitted coursework or other work as though it were new or original work for the current class is committing plagiarism.
2. Students who violate the Academic Integrity Policy will be subject to the stated sanctions of that policy.

Repurposing Assignments: Facts

Students may be asked to write on similar topics throughout their major coursework, and there may be times when it is appropriate to build on previous coursework. In these cases, it is important to follow proper procedures to ensure proper citation and acknowledgements. When repurposing an assignment, the following facts apply:

1. The student must request in writing permission from the current professor if the student wishes to use any part of previously submitted coursework for a current course.
2. Once permission is granted, the student is responsible for revising and refining the coursework as necessary to fit current course requirements. These revisions should be substantial and will likely contain new research and other significant refinements (Figure 2).
3. The student may also be required to submit the previous assignment for comparison purposes as per the [Academic Integrity Policy](#).
4. The student should also be sure to adhere to the [Self-Citation Policy](#). The [Self-Citation Resource](#) explains the idea of repurposing assignments and the proper way to cite them.



Figure 2. Repurposing requires permission, substantial revision, and oftentimes, new research.

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