

- a. Reading and becoming familiar with the Academic Ethics policy;
- b. Understanding and avoiding actions that violate the Academic Ethics policy ;
- c. Undertaking a commitment to act with honesty and integrity in completing any and all academic work;
- d. Understanding and applying the proper methods of attribution and citation in all written, oral and electronic submissions;
- e. Making sure they understand the requirements and expectations for academic work of each of their professors and to seek clarification from the faculty member when they are unsure if their behavior will violate those expectations;
- f. Maintaining University standards by reporting acts of academic misconduct to the faculty member for the course or another academic administrator such as a department head or dean.

### ***3.1. Academic Ethics Violations***

#### ***3.1.1. Plagiarism***

- a. Copying information word for word from a source, including cutting and pasting information from an electronic text, without using quotation marks and giving proper acknowledgment of the source or providing a proper citation.
- b. Paraphrasing, or putting into one's own words, the text of a source without providing proper acknowledgment of the source or providing a proper citation. The paraphrasing leads the reader of the text to believe that the ideas and arguments presented are one's own.
- c. Paraphrasing extensive portions of another source, even with citation. The extensive paraphrasing leads the reader of one's own text to believe that the ideas and arguments presented are one's own or it results in one's own contribution to the work being minimal.
- d. Presenting any work or part of a work or assignment that has been prepared by someone else as one's own. This would include using unauthorized assistance in preparing the work or acquiring written work from another person, purchasing a paper or assignment from a commercial organization, using the work of another person or obtaining the answers or work from any other source.
- e. Reproducing, without proper citation, any other form of work of another person such as a graph, experimental data or results, laboratory reports, a proof, or a problem solution, in full or in part.

### **3.1.2. Misrepresentation**

Misrepresentation is a false statement of fact. Examples in the academic arena include but are not limited to:

- a. Arranging for another student to complete course work for one including taking an exam on one's behalf.
- b. Taking credit for work one didn't complete, such as taking credit for a team assignment without participating or contributing as expected by one's instructor or team mates.
- c. Turning in the same or substantially similar written work to satisfy the requirements for more than one project or course, without the express, prior written consent of the instructor or instructors. If the work is from a prior term's course one would need the express written consent of the current instructor. If you want to submit the work in more than one course during the same term one needs the express written consent of all instructors who will receive the work.

### **3.1.3. Fabrication**

Fabrication means falsifying or misusing data in any academic exercise. Examples include but are not limited to:

- a. Falsifying data collected during a research activity.
- b. Presenting falsified data in a paper, manuscript, or presentation.
- c. Making up a source for a citation.
- d. Citing a source the writer did not use.
- e. Altering and resubmitting assignments, tests, quizzes or exams to gain additional credit.

### **3.1.4. Cheating**

- a. Cheating is the use or attempted use of any unauthorized assistance in any academic exercise. Examples include but are not limited to:
  - b. Copying from someone else's assignment, paper, quiz or exam.
  - c. Looking on someone else's exam before or during an examination.
  - d. Unauthorized use of notes or other aids during a quiz, exam or other performance evaluation.
  - e. During a quiz or exam, using an electronic device that contains unauthorized information.
  - f. Communicating or attempting to communicate answers, hints or suggestions during an exam using any means including electronic devices.
  - g. Collaborating, without prior permission from one's professor, in the preparation of assignments, lab reports, papers or take home exams.
  - h. Using another person's answers for an assignment.
  - i. Providing test questions to other students either orally or in written form.
  - j. Stealing or attempting to steal an exam, exam questions or an answer key.