Appendix C: Academic Dishonesty

In this section defining student violations of academic integrity: (a) "Intent" refers only to the intent to commit the dishonest action; (b) "Authorization" is legitimate only if given by the faculty member responsible for the evaluation of the student’s work.

**CHEATING** - Intentional use or attempted use of unauthorized materials, information, notes, study aids, devices or other assistance in any academic exercise. This definition includes unauthorized communication of information during an academic exercise.

Typical Examples: Copying from another student’s paper or receiving unauthorized assistance during a quiz, test or examination using books, notes or other devices (e.g., communication devices) when these are not authorized; procuring without authorization tests or examinations before the scheduled exercise (including discussion of the substance of examinations and tests when it is expected they will not be discussed); copying reports, laboratory work, computer programs or files and the like from other students; collaborating on laboratory or computer work without authorization and without indication of the nature and extent of the collaboration; sending a substitute to take an examination; receiving assistance in locating or using sources of information in an assignment where such assistance has been forbidden by the instructor.

**FABRICATION AND FALSIFICATION** - Intentional alteration or invention of any information or citation in an academic exercise.

Falsification refers to the alteration of information; fabrication refers to the invention or counterfeiting of information.

Typical Examples: (Fabrication) inventing or counterfeiting data, research results, information or procedures inventing data or faking research procedures to make it appear that the results of one process are actually the results of several processes; counterfeiting a record of internship or practicum experiences; (Falsification) altering the record of data or experimental procedures or results; false citation of the source of information (e.g., reproducing a quotation from a book review while indicating that the quotation was obtained from the book itself); altering the record of or reporting false information about practicum or clinical experiences; altering grade reports or other academic records; submitting a false excuse for absence or tardiness in a scheduled academic exercise; altering a returned examination paper and seeking regrading.

Intentionally misleading a College official investigating a case of alleged academic dishonesty is also a form of fabrication and falsification.

**MULTIPLE SUBMISSIONS** - The submission of substantial portions of the same academic work (including oral reports) for credit more than once without authorization.

Typical Examples: Submitting the same paper for credit in two courses without instructor permission; making minor revisions in a credited paper or report (including oral presentations) and submitting it again as if it were new work. (Different aspects of the same work may receive separate credit; for example, a report in history may receive credit for its content in a history course and for the quality of presentation in a speech course.)

**PLAGIARISM** - Intentional presentation of the work of another as one’s own without proper acknowledgment of the source. The sole exception to the requirement of acknowledging sources is when the ideas or information are common knowledge.

Typical Examples: Submitting as one’s own the work of a “ghost writer” or commercial writing service; directly quoting from a source without citation; paraphrasing or summarizing another’s work without acknowledging the source using facts, figures, graphs, charts or information without acknowledgment of the source. Plagiarism may occur orally and in writing. It may involve computer programs and files, research designs, distinctive figures of speech, ideas and images, or generally any information, which belongs to another.
**COMPLICITY IN ACADEMIC DISHONESTY** - Intentionally helping or attempting to help another to commit an act of academic dishonesty.

Typical Examples: Intentionally allowing another to copy from one’s paper during an examination or test; intentionally distributing test questions or substantive information about the material to be tested before the scheduled exercise; collaborating on academic work knowing that the collaboration will not be reported; taking an examination or test for another student, or signing a false name on an academic exercise. This applies to traditional or online instruction. (Note: Collaboration and sharing information are characteristics of academic communities. These become violations when they involve dishonesty. Instructors should make expectations about collaborations clear to students. Students should seek clarification when in doubt.)