

# **ACADEMIC HONESTY**

Academic dishonesty is the willful and intentional fraud and deception for the purpose of improving a grade or obtaining course credit, and it includes all student behavior intended to gain or provide unearned academic advantage by fraudulent and/or deceptive means.

**The student has the full responsibility for the content and integrity of all academic work submitted. Ignorance of a rule does not constitute a basis for waiving the rule or the consequences of the rule.** Students unclear about a specific situation should ask their teacher. Examples of such unauthorized behavior include but are not limited to:

## **Taking Information**

- Copying graded homework assignments from another student.
- Working together on a take-home test or homework when not specifically permitted by the teacher.
- Looking at another student's paper during an examination.
- Looking at text or notes during an examination when not specifically permitted by the instructor.
- Accessing another student's computer and using his/her data as one's own.

## **Providing Information**

- Giving one's work to another to be copied or used in an oral or written presentation.
- Giving answers to another student during an examination.
- After taking an examination, informing a student enrolled in a later period of questions that appear on the exam.
- Providing a paper or other project information for a student to copy or use as their own.
- Taking an examination, writing a paper, or creating computer data or artistic work for another.

## **Plagiarism**

- Failing to give credit for ideas, statements or fact, or conclusions derived by another author. Failing to use quotation marks when quoting directly from another author, whether it is a paragraph, a sentence, or a part thereof.
- Submitting a paper purchased from a research or term paper service.
- Copying another person's assignment and handing it in as one's own.
- Giving a speech or oral presentation written by another and claiming it as one's own.
- Presenting another's computer data as one's own.
- Copying information from the internet without proper citation references.

## **Other Academic Dishonesty**

- Planning with one or more fellow students to commit any forms of academic dishonesty together.
- Lying to a teacher to increase a grade.
- Submitting parts of speeches that are substantially the same for credit in two different courses without prior approval of the instructors involved.
- Altering graded work after it has been returned, then submitting the work for re-grading unless specifically allowed by the teacher.

- Removing tests from the classroom without the approval of the teacher or stealing tests.
- Copying computer software.