

# Center for Teaching and Learning

## Sample Materials for Syllabi

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### Sample Academic Honesty Statements

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#### In use in syllabi at the University of Missouri – St. Louis

1. In all cases of academic dishonesty, for example cheating, plagiarism, or sabotage, the instructor shall make an academic judgment about the student's grade on the work involved. Since this judgment is often a grade of zero, its assignment may result in a failing grade for the course. The complete Campus policy on academic dishonesty may be found under “Student Conduct Code” in the Student Planner or at [http://www.umsl.edu/studentlife/dsa/student\\_planner/policies/conductcode.htm](http://www.umsl.edu/studentlife/dsa/student_planner/policies/conductcode.htm)
2. Students should read and be familiar with the student code of conduct at UM-St. Louis [http://www.umsl.edu/studentlife/dsa/student\\_planner/policies/conductcode.htm](http://www.umsl.edu/studentlife/dsa/student_planner/policies/conductcode.htm) and, in particular, the sections concerning cheating and plagiarism. Students who violate the university guidelines involving academic dishonesty will fail the assignment and may receive additional sanctions from the Office of Academic Affairs. If you have any question about what is or is not plagiarism, it is your responsibility to ask the Professor BEFORE submitting an assignment. Please do your own work and earn your own grade.
3. *Academic honesty* is fundamental to the activities and principles of a university. All members of the academic community must be confident that each person’s work has been responsibly and honorably acquired, developed, and presented. Any effort to gain an advantage not given to all students is dishonest whether or not the effort is successful. The academic community regards academic dishonesty in an extremely serious manner, with serious consequences that range from probation to expulsion. When in doubt about plagiarism, paraphrasing, quoting or collaboration, please consult me or review the Student Conduct Code: [http://www.umsl.edu/studentlife/dsa/student\\_planner/policies/conductcode.htm](http://www.umsl.edu/studentlife/dsa/student_planner/policies/conductcode.htm)

The UM-St. Louis 2006-2007 Student Planner includes information on University and Campus Policies and Procedures that provide the framework for working, teaching, and learning at the University of Missouri –St. Louis. I respect and adhere to these policies. Please be aware of and consult the Planner for information about academic honesty, classroom accommodations, confidentiality, non-discrimination, positive work environments, technology use, and student conduct.

4. In all cases of academic dishonesty, for example cheating, plagiarism, or sabotage, the instructor will issue a grade for the work involved. Since the grade is often a “zero”, its assignment can result in a failing grade for the course. The complete Campus policy on academic dishonesty may be found under “Student Conduct Code” in the Student Planner or at [http://www.umsl.edu/studentlife/dsa/student\\_planner/policies/conductcode.htm](http://www.umsl.edu/studentlife/dsa/student_planner/policies/conductcode.htm)

## **In use in syllabi at other University campuses**

1. Plagiarism, forgery, misrepresentation and other dishonest or deceptive acts\* constitute grounds for academic warning or dismissal from the College. Mentors should first discuss suspected unethical acts with the student. Suspected cases should be brought to the attention of the Center or Program Director in a timely way by a tutor, mentor, student, evaluator or other individual aware of the behavior. The Center or Program Director may discuss the case with the student, student's mentor or other people deemed appropriate. The Center or Program Director will refer cases requiring further review to the Center or Program academic review committee for consideration. A student has the right to present his or her case in person to the Center or Program academic review committee. If warranted, a warning or dismissal will be issued by the Center or Program Director on the recommendation of the Center or Program academic review committee. If a student disagrees with the decision of the Center or Program Director, he or she may make a final appeal of the case to the College's Vice President for Academic Affairs. If a student is dismissed from the College, readmission is subject to the approval of the Center or Program Director and may not occur sooner than three months after the dismissal is issued.

\*A more detailed statement regarding what constitutes academic dishonesty appears in the Student Handbook  
*(Adapted from Empire State College, State University of New York)*

2. All Penn State policies regarding ethics and honorable behavior apply to this course (see links below for policy statements). Academic integrity is the pursuit of scholarly activity free from fraud and deception and is an educational objective of this institution. All University policies regarding academic integrity apply to this course. Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabricating of information or citations, facilitating acts of academic dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students. For any material or ideas obtained from other sources, such as the text or things you see on the web, in the library, etc., a source reference must be given. Direct quotes from any source must be identified as such. All exam answers must be your own, and you must not provide any assistance to other students during exams. Any instances of academic dishonesty WILL be pursued under the University and Eberly College of Science regulations concerning academic integrity. *(Adapted from the Eberly College of Science, Penn State University)*

3. Academic Integrity: The University of Maryland is an academic community dedicated to teaching, learning, and research. Like other communities, the University can function properly only if its members share an expectation of intellectual honesty. Academic integrity promotes the development and expression of new ideas, while academic dishonesty acts as a corrosive force in the life of the university. Academic integrity enhances the quality of each student's education and allows for the recognition of the genuine achievements and accomplishments of all.

By enrolling at the University of Maryland, students acknowledge their obligation to adhere to the Code of Academic Integrity. As members of the University community, students are responsible for promoting academic integrity. This includes the responsibilities to report cases of academic dishonesty to the Student Honor Council and to cooperate with faculty and the Council in resolving such cases. *(Adapted from the University of Maryland Graduate School)*

4. The university takes an extremely serious view of violations of academic integrity. As members of the academic community, Northern Arizona University's administration, faculty, staff and students are dedicated to promoting an atmosphere of honesty and are committed to maintaining the academic integrity essential to the education process. Inherent in this commitment is the belief that academic

dishonesty in all forms violates the basic principles of integrity and impedes learning. Students are therefore responsible for conducting themselves in an academically honest manner.

Individual students and faculty members are responsible for identifying instances of academic dishonesty. Faculty members then recommend penalties to the department chair or college dean in keeping with the severity of the violation. The complete policy on academic integrity is in Appendix F of Northern Arizona University's Student Handbook. *(Adapted from Northern Arizona University)*

5. I acknowledge that it is my responsibility to be aware of and observe academic integrity standards for students at University of Southern California. I understand that those standards are published in the Governance Section of SCampus, and that standards for specific assignments may be published in course syllabi. I agree that as a member of the university community, I share responsibility for maintaining an environment of academic integrity. *(Adapted from the University of Southern California)*

6. Protecting the rights of others based upon the nature of the educational process. Students are expected to be honest in all academic work. A student's name on any academic exercise (theme, report, notebook, paper, examination) shall be regarded as assurance that the work is the result of the student's own thought and study. Offenses involving academic dishonesty include, but are not limited to, the following:

- Cheating on quizzes or examinations occurs when any student is found using or attempting to use any book, paper, or other article, or assistance from any individual intending to deceive the person in charge of the quiz or examination with reference to his or her work. No books, notes, papers or related articles shall be used at any quiz or examination unless specifically authorized by the person in charge. Conversation or other communication between individuals in examinations and quizzes is forbidden except as authorized by the instructor.
- Computer dishonesty is the unacknowledged or unauthorized appropriation of another's program, or the results of that program, in whole or in part, for a computer-related exercise or assignment.
- Plagiarism is the unacknowledged appropriation of another's work, words, or ideas in any themes, outlines, papers, reports, or computer programs. Students must ascertain from the instructor in each course the appropriate means of documentation. Submitting the same paper for more than one course is considered a breach of academic integrity unless prior approval is given by the instructors.
- Grade falsification is any attempt to falsify an assigned grade in an examination, quiz, report, program, grade book, or any other record or document.
- Collusion occurs when students willfully give or receive unauthorized or unacknowledged assistance on any assignment. This may include the reproduction and/or dissemination of test materials. Both parties to the collusion are considered responsible. No individual may substitute for another in any quiz or examination. *(Adapted from Illinois State University).*

7. A student has an obligation to exhibit honesty, and to respect ethical standards in carrying out his or her academic assignments. Without limiting the application of this principle, a student may be found to have violated this obligation if he or she: [Note: There may be instances where the charging party may more appropriately invoke the University Pittsburgh Student Code of Conduct and Judicial Procedures. This may occur where the alleged wrong mainly involves factual determinations and not academic issues.]
- Refers during an academic evaluation to materials or sources, or employs devices, not authorized by the instructor.
  - Provides assistance during an academic evaluation to another person in a manner not authorized by the instructor.
  - Receives assistance during an academic evaluation from another person in a manner not authorized by the instructor.

- Engages in unauthorized possession, buying, selling, obtaining, or using a copy of any materials intended to be used as an instrument of academic evaluation in advance of its administration.
  - Acts as a substitute for another person in any academic evaluation process.
  - Utilizes a substitute in any academic evaluation procedures.
  - Practices any form of deceit in an academic evaluation proceeding.
  - Depends on the aid of others in manner expressly prohibited by the instructor, in the research, preparation, creation, writing, performing, or publication of work to be submitted for academic credit or evaluation.
  - Provides aid to another person, knowing such aid is expressly prohibited by the instructor, in the research, preparation, creation, writing, performing, or publication of work to be submitted for academic credit or evaluation.
  - Presents as one's own, for academic evaluation, the ideas, representations, or words of another person or persons without customary and proper acknowledgment of sources.
  - Submits the work of another person in a manner which represents the work to be one's own. Knowingly permits one's work to be submitted by another person without the instructor's authorization.
  - Attempts to influence or change one's academic evaluation or record for reasons other than achievement or merit.
  - Indulges, during a class (or examination) session in which one is a student, in conduct which is so disruptive as to infringe upon the rights of the instructor or fellow students.
  - Fails to cooperate, if called upon, in the investigation or disposition of any allegation of dishonesty pertaining to another student, or any other breach of a student's obligation to exhibit honesty.
  - Violates the canons of ethics of the disciplines within the general domain of business and management education.
- (Adapted from the University of Pittsburgh)*

8. The university can best function and accomplish its objectives in an atmosphere of high ethical standards. It expects and encourages all students, faculty and staff to contribute to such an atmosphere in every way possible and especially by observing all accepted principles of academic honesty. It is recognized, however, that a large university will include a few students who do not understand, appreciate, and practice these principles. As a consequence, alleged cases of academic dishonesty will inevitably occur, and students will be accused. The following procedures are designed to handle these cases in fairness to all concerned: the accused student, the faculty, and the university.

*(Adapted from the University of Houston)*

9. Integrity is a critical aspect of the educational process, and both students and instructors are expected to adhere to the highest standards of academic integrity. While I don't expect to encounter instances of cheating in this class, you should be aware that I take academic integrity very seriously, and that there are significant consequences if you are caught cheating. The Wayne State University Undergraduate Bulletin for 2001-2003 provides a statement of "Obligations of Faculty and Students to the Instructional Process" (p. 42).

Among the responsibilities of faculty members are:

- To continually pursue teaching excellence;
- To treat all students with respect and fairness...; and
- To encourage differing viewpoints and demonstrate integrity in evaluating their merit.

Among the obligations of students are:

- To fulfill conscientiously all assignments and requirements of their courses;
- To uphold academic honesty in all activities; and
- To discuss with the instructor any class-related problem and follow established procedures in the resolution of these problems.

The Undergraduate Bulletin also states that "Academic work submitted by a student for credit is assumed to be of his/her own creation, and if found not to be, will constitute cause for the student's dismissal." I will do my best to live up to my obligations as a faculty member, and have every expectation that you will live up to your obligations as students. *(Adapted from Wayne State University)*

#### 10. Student Responsibilities

Students engaging in academic dishonesty diminish their education and bring discredit to the academic community. To help maintain an environment of academic integrity at the University of Cincinnati,

- Students shall not violate the sections of the Student Code of Conduct applicable to academic integrity.
- Students shall avoid situations likely to compromise academic integrity.
- Students shall observe the generally applicable provisions of the Student Code of Conduct whether or not faculty members establish special rules of academic integrity for particular classes.
- Failure to prevent cheating does not excuse students from compliance to the applicable sections in the Student Code of Conduct.
- Students shall work with faculty and administrators to prevent academic misconduct.

#### Faculty Responsibilities

Faculty members can significantly diminish academic dishonesty through clear expression of their expectations. To maintain an environment of academic integrity at the University of Cincinnati,

- Faculty members shall foster an expectation of academic integrity.
- Faculty members shall notify students of their policies for the submission of academic work that has previously been submitted for academic advancement as well as any special rules of academic integrity established for a particular class. For example, students should be informed whether or not a faculty member permits collaboration on homework.
- Faculty members should make every reasonable effort to avoid situations conducive to infractions of the Student Code of Conduct.
- Faculty members will be subject to the applicable University rules if found to have intentionally made a false charge of a violation of the Student Code of Conduct.

*(Adapted from the University of Cincinnati; UC borrowed it from the University of Arizona)*