

Academic Honesty

Cheating is both morally wrong and academically unacceptable. Academic integrity is necessary in an institution that provides a worthwhile education. The responsibility for academic integrity and honesty is ultimately yours. The following guidelines may clarify what counts as cheating or academic dishonesty:

The two main types of academic dishonesty are *cheating* (including enabling another student to cheat) and *plagiarism*.

Cheating is the dishonest or unauthorized use of materials for academic works, such as:

Copying another's papers or notes during an exam; talking about a test or looking at another's paper during an exam; altering a graded exam or paper without informing the instructor and resubmitting it for re-grading; gaining unauthorized access to past exams from a course; removing tests from a classroom or office without prior consent; discussing an exam you have taken with other students, either from your class or from another section of the same course, who have yet to take that exam; providing false or exaggerated excuses to postpone due dates; lying to an instructor or college official to improve your grade or to get special privileges; forging a signature on any college document; altering or falsifying any official record; submitting work done in another class without prior permission of both instructors; having another do your work for a course (including unauthorized collaboration); or enabling another student to do any of the above.

Plagiarism is the unacknowledged use of another person's work (words, ideas, data, etc.) in a graded or published piece or in a speech. The following are examples of plagiarism:

- copying all or parts of another person's paper, article, or notes and representing it as your own
- submitting a paper copied in full or in part from one purchased from a paper writing service or obtained electronically
- failing to fully cite (author, article title, book or journal, page number, date of publication) each instance where you've incorporated another's *ideas* or quoted words into your own written or oral work. (Note: you must cite specific ideas and information, not just exact quotes. Often summary and paraphrases you make of another's writing, research or words ought to be cited, as well.)

Students may plagiarize for many reasons: they fear failure, they don't manage their time well enough to complete the work on time, or they may see the course or documentation or the consequences of cheating as unimportant.

Plagiarism may be the result of *misuse of sources*, defined as writers citing information incorrectly or incompletely. In this case, the author makes a good faith effort to acknowledge the sources, but because this is a learning process, a student author may make errors in documentation and integrating the quotes and paraphrases into their own work. Students may not be aware of different contexts for crediting sources. Errors of this sort are still considered plagiarism, however. If unsure whether or not to cite a source, ask MAX Center writing tutors, who can assist you with citation at any point in your writing process. Those who are just entering college, students from other cultures, or those who are more familiar with non-academic working environments are examples of people who may need to learn more about how to acknowledge sources in academic work.